

ST ALBANS AND DISTRICT FOODBANK

England & Wales · Charity number 1158917

Details

Status Registered

Legal form CIO

Registered 2014-10-20

Register [View on the Charity Commission register](#)

Contact

Address Unit 3
Redbourn Industrial Park
Redbourn
Hertfordshire
AL3 7LG

Phone 07759035043

Email info@stalbandsdistrict.foodbank.org.uk

Website stalbandsdistrict.foodbank.org.uk

Activities

Objects: The objects of the CIO are the prevention or relief of poverty in particular in St Albans District and surrounding areas. In particular but not exclusively by providing emergency food supplies to individuals in need and/or charities, or other organisations working to prevent or relieve poverty. Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable

Activities: We run a food bank in the St Albans district area.

Classification

- **How:** Other Charitable Activities
- **What:** The Prevention Or Relief Of Poverty
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** IN ST ALBANS DISTRICT AND SURROUNDING AREAS
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£494,781	£561,773	-	-
2024-09-30	£535,009	£559,690	£527,678	5
2023-09-30	£515,328	£443,549	£552,359	3
2022-09-30	£235,841	£137,222	-	-
2021-09-30	£234,888	£66,126	-	-
2020-09-30	£182,003	£53,836	-	-

Trustees

Name	Role	Appointed
Mark Edward Pontin	Chair	2020-03-17
Haydar Shawkat		2022-06-08
Kate Wright		2025-07-15
Rachel Hampstead		2021-11-23
Shalni Sood		2023-09-19
Torsten de Riese		2025-07-15

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England & Wales - Charity number 1158917

Accounts

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2025



ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

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ST ALBANS & DISTRICT FOODBANK
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TRUSTEES' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2025

Trustees	Mark Pontin (Chair) Rachel Hampstead (Vice Chair) Haydar Shawkat (Treasurer) Shalni Sood Kate Wright (appointed 15 th July 2025) Torsten de Riese (appointed 15 th July 2025) Mairead McKeeever (resigned 31 st December 2025) Andrea van Sittart (resigned 17 th June 2025) Robert Smalley (term expired 27 th October 2025)
Chief Executive Officer	Rukia Augustine
Aide to Trustees	John Mulholland
Charity Registered Number	1158917
Registered Address	Unit 3 Redbourn Industrial Park Redbourn Hertfordshire AL3 7LG
Independent Examiner	Elizabeth Needham FFA FTA Needham Accountancy Ltd 4 Oldfield Road London Colney Hertfordshire AL2 1JA
Principal Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Charity Bank Fosse House 182 High Street Tonbridge Kent TN9 1BE

ST ALBANS & DISTRICT FOODBANK

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TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2025

The Trustees present their annual report together with the financial statements for the year ended 30 September 2025. The Trustees confirm that the financial statements comply with current statutory requirements, the governing document of the Charity and Statement of Recommended Practice (SORP) - Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with FRS 102.

A. OBJECTIVES, AIMS AND ACTIVITIES

Charitable Objectives

The objective of St Albans & District Foodbank (the "Charity") is the prevention and relief of poverty in St Albans District and the surrounding areas, in particular but not exclusively by providing emergency food supplies to individuals in need and/or charities, or other organisations working to prevent or relieve poverty.

Aims

The Charity's primary aim is to alleviate poverty through the provision of food parcels, including fresh food and also items of personal care and household items to those in crisis. This is achieved in partnership with local agencies who refer clients in crisis to the Charity. By also signposting clients to care agencies, advice services and other support agencies the Charity aims to seek resolutions to their immediate crises which are resulting in a need to use the Foodbank. Anyone in need can be referred to the Foodbank.

Objectives for the period

The main objective was to continue operating the Foodbank in the St Albans District, to maintain a number of distribution points throughout the District and to build links with a broad range of local referral agencies, such as Citizens Advice.

The Trustees have a detailed strategy for the current and future years. This is set out in more detail in Section E of this report.

Public Benefit

The primary public benefit of the Charity is the immediate relief of a financial crisis being experienced by an individual or family. This is mainly achieved by providing parcels of food which can be used to create nutritionally balanced meals for three days. In addition, other practical forms of assistance are offered such as food and energy vouchers.

St Albans & District Foodbank supports to relieve poverty, and also helps to address the underlying causes by listening to clients' needs and referring them to additional support services that help address these issues. This assists in mitigating the difficulties arising from debt issues, housing loss, mental health problems, family breakdown and other issues related to poverty.

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TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2025

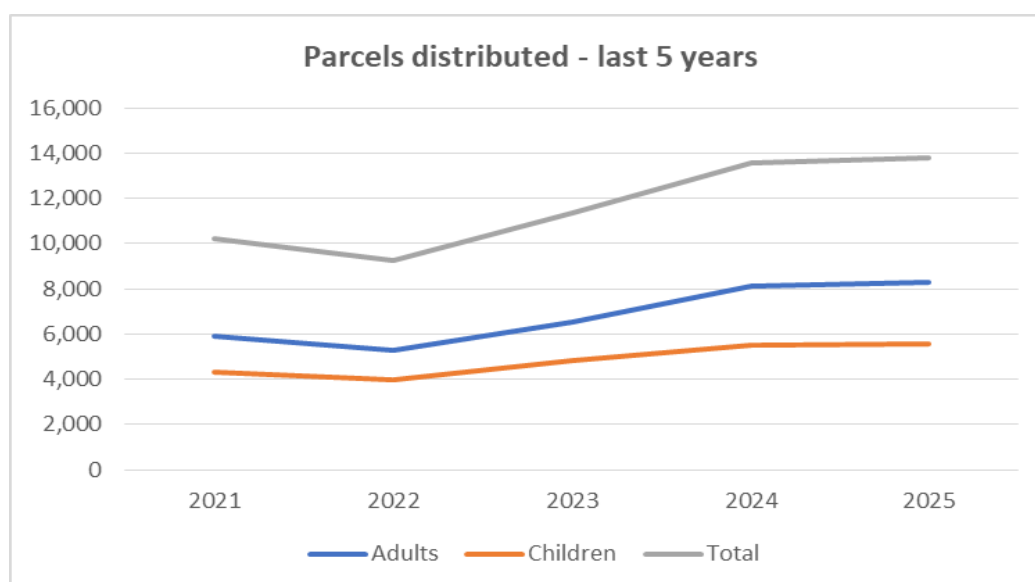
B. ACHIEVEMENTS AND PERFORMANCE

Summary of the year's activities

The Charity's operations are managed from a permanent office and warehouse in Redbourn.

During the year the Charity operated 9 distribution centres in St Albans (several locations), Harpenden, Redbourn, London Colney, Park Street and Wheathampstead from which food parcels were handed to clients. The Charity also provides a limited home delivery service using volunteers to help those who cannot attend a distribution centre. Foodbank sessions were also run at some local schools during the holiday periods to increase outreach.

Demand for services offered by the Charity was consistent with the prior year. During the year to 30th September 2025, the Charity distributed 13,819 emergency three-day parcels (2024: 13,596) including 5,545 parcels for children (2024: 5,483). Some 3,301 (2024: 3,346) individuals from 1,316 households (2024: 1,356) were supported. The number of first time referrals was 644 (2024: 753).



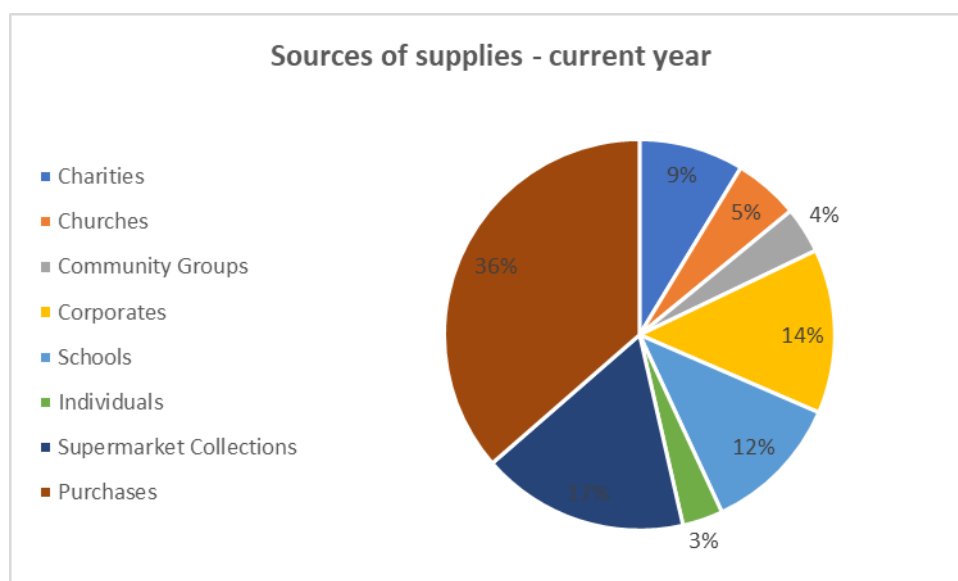
In the same period the Charity collected 92 metric tonnes (2024: 94 tonnes) of food through supermarket collections and donations from schools, businesses, individuals, churches and community groups. Food and other provisions were also purchased directly to supplement the donations when necessary. This has enabled the Charity to distribute 94 tonnes of food to people in crisis (2024: 92 tonnes).

The Charity provided supermarket and energy vouchers to the value of £5,014 from its own funds (2024: £17,291) to those who need them. The Charity also distributed energy vouchers to the value of £3,475 provided by Cadent (2024: £10,651).

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TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2025



The Charity employs part-time Wellbeing and Engagement Co-ordinators to help individuals accessing the Foodbank by providing them with on-going support and signposting with the goal of achieving long-term independence and self-sufficiency. The Charity also employs a part-time Warehouse Co-ordinator to manage the warehouse and logistics.

The Charity continues to work with the Citizen's Advice (CA) as part of the Financial Inclusion Initiative supported by Trussell. CA staff attend most of the sessions at the distribution centres providing debt, benefit, housing and employment advice to those who need it. This service has been effective and well received. Whilst funding from Trussell on this initiative has decreased, the Charity made up the shortfall from its reserves.

As part of the Trussell funded Organising and Local Mobilisation Program (OLM), the Charity continued raising awareness of hunger and poverty locally. A staff member was dedicated to this role and took the lead in engaging with local organisations, schools and community groups.

Volunteer Development funding provided by Trussell was used to support the recruitment of volunteers with the necessary skills to support the Charity's activities. These skills included communication, fundraising and community outreach. Training was provided to current volunteers and a more structured induction program was developed to improve new volunteer engagement. Volunteers were also recruited from the local refugee community.

During the year some refurbishments were made to the Redbourn warehouse premises to improve the working environment for staff and volunteers. The lease on these premises runs until May 2029 providing stability for the Charity's operations within an excellent facility.

Referral Agencies

The St Albans & District Foodbank provides food to those who come with a voucher issued by one of the Referral Agencies. These Agencies comprise professionals from organisations providing welfare and community support in the local area such as doctors, health visitors, social workers,

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Citizens Advice staff, schools, registered social landlords, local charities, the police and probation officers.

At the end of September 2025 there were 98 agencies (2024:115) referring clients to the Charity.

The Charity has a dedicated volunteer whose role is to maintain up to date records with existing Referral Agencies, on-board new Agencies and expand the Charity's outreach throughout the community.

Staff and Volunteers

During the year the Charity employed on average 6 part-time members of staff, and had the assistance of approximately 170 volunteers who contributed over 10,000 hours of their time.

The Board of Trustees are grateful to all staff and volunteers and the Charity is extremely fortunate that so many volunteers give their time. Without their help, commitment, and expertise it would be impossible to operate and meet the levels of client demand in the District.

Two new trustees with specific functional skills joined The Board following the resignation and end of term of three trustees. The Board is grateful for the time and dedication of outgoing trustees.

Trustees

Trustees meet six times a year with ad hoc meetings held if required.

The Board of Trustees undertakes regular self-reviews to ensure governance compliance with the requirements of Charity Commission Code. In November 2024 an external review by the Better Boards Charity returned a good result on Board effectiveness.

C. FINANCIAL REVIEW

Financial performance

The Charity's total income for the year was £494,781 (2024: £535,008) of which £192,496 were donations in kind (2024: £174,743). Included in the income is £96,240 of grants (2024: £98,500). Total expenditure was £561,773 (2024: £559,690) including value of donated goods. The deficit for the year was £66,992 (2024: £24,682).

At the end of the year the Charity's funds were £460,686 (2024: £527,678) of which £438,410 (2024: £489,740) were unrestricted and £22,276 (2024: £37,937) restricted.

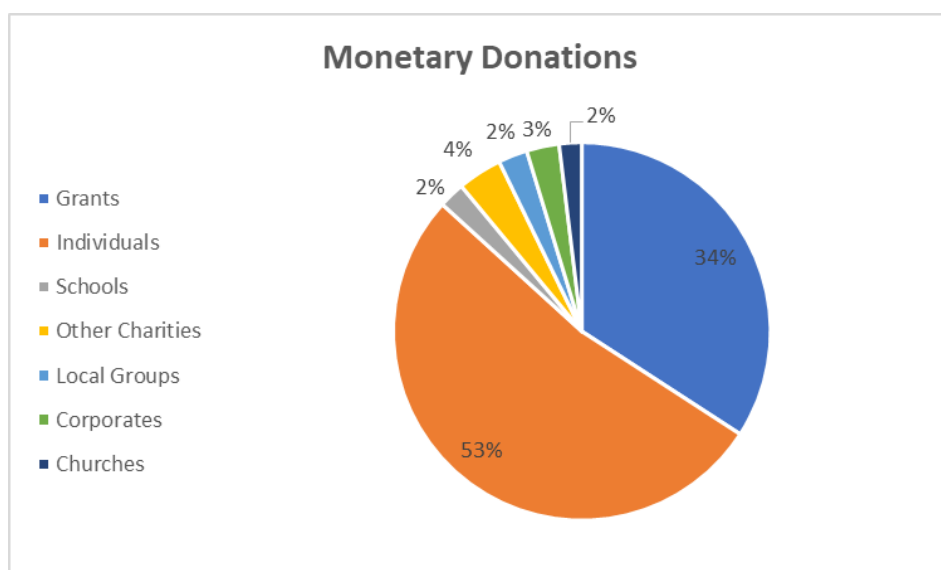
Principal funding sources

The main source of monetary donations are individuals who donate predominantly through on-line platforms but also directly into the Charity's bank account. The Charity also receives generous donations from schools, local groups and businesses, churches and other charitable organisations.

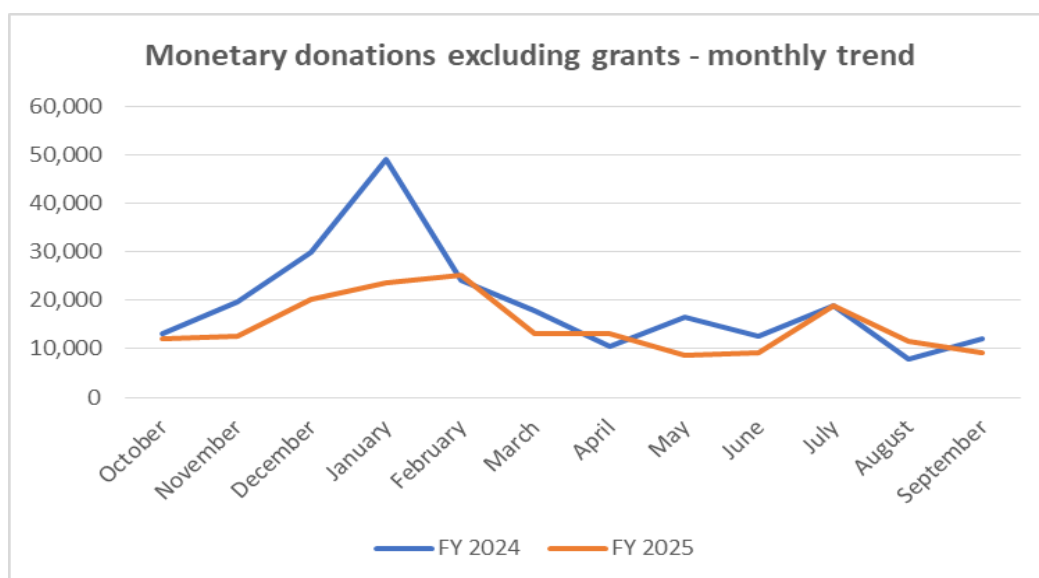
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Grants are received predominantly from Trussell, but also from St Alban's District Council, supermarkets and other charitable organisations.



The Charity has seen a significant (23%) drop in the level of monetary donations during year. This can be attributed to the impact of the difficult economic environment on donors and is an experience shared by most other charities. There was also a large one-off donation in 2024.

Grant funding from Trussell will also decrease in the forthcoming year as the various funded initiatives come to an end.

The Board of Trustees remains focused on securing the necessary funding to maintain the Charity's activities. This will be achieved by working with other local charitable organisations on joint grant applications and stronger engagement with local businesses and individual donors.

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Reserves policy

The Charity's policy is to hold 9 to 12 months of total expenditure as Reserves in order to allow the Charity to adapt to any changes in pattern of the income received and expenditure incurred. The Trustees have therefore agreed that the normal level of the Reserve Fund will be set at £300,000 to include expenditure on food and supplies.

The Trustees review the policy annually and agree a level of reserves taking into consideration the risks faced by the Charity, its ongoing costs and the sustainability of its different income streams.

Investment policy and objectives

The Charity has a risk averse strategy for the investment of its funds. All funds are held in cash and fixed term deposits with banks and building societies noting the levels of protection afforded by the Financial Services Compensation Scheme (FSCS).

D. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

St Albans & District Foodbank is a Charitable Incorporated Organisation. The only voting members are its Trustees. The Trustees adopted a constitution on 9th September 2014 in accordance with the "foundation model" published by the Charity Commission. The St Albans & District Foodbank achieved registered charitable status on 20th October 2014, registered charity number 1158917.

Trustee selection and management

The Charity is governed by a board of volunteer trustees selected because they strongly endorse the charitable objectives of the organisation. When selecting trustees, the Charity aims to ensure there is a broad range of relevant skills and knowledge, while also aiming to reflect a more diverse spread of backgrounds across the St Albans District to help with informed decision making.

New trustees are appointed after interviews with current trustees, and where possible a visit to our facilities to ensure they understand its vision and values. After appointment there is a comprehensive induction programme to familiarise new trustees with the work of the Trustees and the operation of the foodbank.

The Trustees meet every two months to review performance and monitor the achievement of objectives. An annual Board Calendar ensures that all matters are addressed over the course of the year. Each meeting has a set agenda including presentation of the financials by the Treasurer.

Related organisations

The St Albans & District Foodbank is affiliated to Trussell, a charity based in Salisbury that assists communities to open new foodbanks and supports existing foodbanks within its nationwide network. As part of the East of England regional group, we are able to share experience and network with other Trussell foodbanks in our region.

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E. FUTURE DEVELOPMENTS

Trustees subscribe to and support Trussell's vision of the need to end foodbanks in the UK. With this in mind, alongside the Charity's charitable objectives, the Trustees reviewed the Foodbank's strategy and identified the following Specific Strategic Goals.

Goal 1: Improve current offering through our distribution hubs

To provide the best possible experience for clients to receive food aid, support and signposting, by taking action to:

- Extend opening hours to offer support prior to foodbank sessions.
- Relocate hubs as necessary to sites offering better facilities and/or accessibility.
- Upskill volunteers through training and volunteer mentors.
- Widen food offering to include no cook parcels, more fresh items and, possibly, chilled items and cooked food.
- Offer shopping vouchers for items we cannot supply or stock.
- Provide better communication of the support available at Distribution Centres
- Support those who have difficulty accessing our Distribution Centres by providing, for example, shopping trolleys or taxi assistance.

Goal 2: Expand and partner through outreach and networking

To update and regularly review referral sources to ensure maximise outreach and engagement in the community.

To form partnership projects with complimentary charities and organisations with the aim of supporting clients with different and varying needs.

Goal 3: Be more efficient and effective in the Charity's communications.

To improve communications with the community, stakeholders, volunteers and clients and be more accessible and transparent about the support the Charity offers and through this work to reduce the stigma of foodbanks.

This could include employing more client support workers as well as specialist social media and communications support. This will include updating the Charity's website to provide a better interface for users.

Goal 4: Social Supermarket

To investigate the viability of providing a social supermarket.

Whilst the foodbank suits certain clients, the focus is on immediate help to those in crisis.

Social supermarkets can offer longer term support to enable clients regain independence and autonomy. A social supermarket would widen awareness of the Charity's work and present new opportunities to engage with and support the community.

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FOR THE YEAR ENDED 30 SEPTEMBER 2025

Strategic Goals 1 to 3 were agreed for immediate implementation whilst Strategic Goal 4 is for review and investigation in 2026/7.

Signed on behalf of the Trustees:



Mark Edward Pontin

Date:

8th June 2026

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**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

Report to the Trustees

I report to the Charity Trustees on the accounts of the Charity for the year ended 30 September 2025.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity I
- to state whether particular matters have come to my attention.

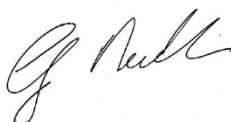
Basis of Independent Examiner's Statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



Signed

Dated: 8 June 2026

Elizabeth Needham
Needham Accountancy
4 Oldfield Road
London Colney
Hertfordshire
AL2 1JA

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

**STATEMENT OF FINANCIAL AFFAIRS
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

	Note	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
INCOME FROM					
Donations and Legacies	2	377,973	96,240	474,213	518,537
Investment Income	3	20,568	-	20,568	16,472
TOTAL INCOME		398,541	96,240	494,781	535,008
EXPENDITURE ON					
Charitable Activities	4	449,872	111,901	561,773	559,690
TOTAL EXPENDITURE		449,872	111,901	561,773	559,690
NET MOVEMENT IN FUNDS		(51,330)	(15,661)	(66,992)	(24,682)
RECONCILIATION OF FUNDS					
Total Funds brought forward		489,740	37,937	527,677	552,359
TOTAL FUNDS CARRIED FORWARD		438,410	22,276	460,686	527,677

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on page 14 to 24 form part of these financial statements.

ST ALBANS & DISTRICT FOODBANK

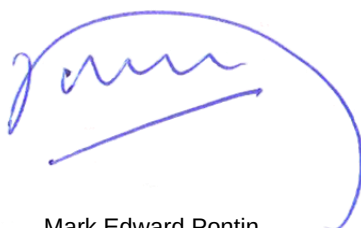
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BALANCE SHEET FOR THE YEAR ENDED 30 SEPTEMBER 2025

	Note	2025	2024
		£	£
FIXED ASSETS			
Tangible assets	9	6,382	10,101
CURRENT ASSETS			
Stock	10	40,230	29,853
Prepayments	11	3,912	5,880
Investments	12	310,528	431,296
Cash at bank and in hand	12	130,158	71,554
Other current assets	13	3,195	3,709
		<u>488,024</u>	<u>542,292</u>
CREDITORS: amount due within one year	14	<u>(23,720)</u>	<u>(19,716)</u>
NET CURRENT ASSETS		464,304	522,577
PROVISION FOR LIABILITIES	15	(10,000)	(5,000)
TOTAL NET ASSETS		<u>460,686</u>	<u>527,678</u>
CHARITY FUNDS			
Unrestricted		438,411	489,740
Restricted		22,276	37,937
TOTAL FUNDS	17	<u>460,686</u>	<u>527,678</u>

The notes on page 14 to 24 form part of these financial statements.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Mark Edward Pontin



Haydar Shawkat

Date:

8th June 2026

8th June 2026

ST ALBANS & DISTRICT FOODBANK
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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2025

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash provided by operating activities	16	<u>(75,665)</u>	<u>(37,916)</u>
Cash flows flows from investing activities			
Interest from investments		20,568	16,473
Purchase of tangible fixed assets		<u>(7,066)</u>	<u>(1,167)</u>
Net cash used in investing activities		<u>13,502</u>	<u>15,306</u>
Change in cash and cash equivalent in the year		(62,163)	(22,610)
Cash and and cash equivalent brought forward		502,850	525,460
Cash and and cash equivalent carried forward	12	<u><u>440,687</u></u>	<u><u>502,850</u></u>

The notes on page 14 to 24 form part of these financial statements.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2025

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: 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, effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

St Albans & District Foodbank meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

1.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably. Allocation between unrestricted and restricted funds is subject to specific conditions by the donor or grant maker as to how they may be used, and in accordance with fundraising applications. Unrestricted income is recognised for general use where there is no specific purpose.

Cash donations are recognised on receipt. Other donations and gifts in kind are recognised as follows:

(i) Donations of food and goods for onward distribution to beneficiaries are included in the Statement of Financial Activities as incoming resources when received and resources expended when distributed. They are valued at fair value at an amount per kilogramme as determined by the Trussell.

(ii) Donations of facilities and services for use by the Charity are included when receivable and are valued at the amount the charity would have had to pay for them.

Grants are recognised when the Charity has entitlement to the funds and any conditions linked to the grants have been met. Where the performance conditions attached to the grant are yet to be met, the income is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefit will be required in settlement and the amount of obligation can be measured reliably. Expenditure is classified by nature and activity. The costs of each activity are made up of direct costs and shared costs including support costs involved in undertaking each activity. Shared costs which contribute to more than one activity and support costs

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2025

which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is allocated to restricted funds by direct attribution to the specific conditions set by the donor or grant provider, including agreed proportions of specific costs, such as salaries.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objective, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.4 Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity. This is normally upon notification of the interest paid or payable by the institution where the funds are deposited.

1.5 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amount payable by the Charity to the scheme for the year.

1.6 Tangible fixed assets and depreciation

All assets costing more than £1,000 are capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of the fixed asset, less estimated residual value, over their expected useful lives on the following basis:

Property, plant and equipment	-	25% straight line basis
Motor vehicles	-	25% straight line basis
Leasehold Improvements	-	25% straight line basis

1.7 Stock

Stock comprises of food, toiletries and other provision held for distribution. Donated and purchased goods are included at fair value based on a value per kilogram of £2.77 advised by the Trussell (2024: £2.77).

1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2025

1.9 Investments

Investments are bank, building society deposits and other liquid investments with a notice period or maturity of greater than three months from the date of acquisition or opening.

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash deposits with instant access or short maturity of three months or less from the date of acquisition or opening.

1.11 Liabilities and Provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is possible that a transfer of economic benefit will be required in settlement, and the amount of settlement can be estimated reliably.

Liabilities are recognised at the amount the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payment for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

1.12 Fund Accounting

Unrestricted funds are general funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or grant providers. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2025

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Monetary Donations	177,580	240	177,820	232,290
Food and Facilities Donations	192,496	-	192,496	174,743
Grants	7,245	96,000	103,245	110,472
Other Income	653	-	653	1,031
TOTAL DONATIONS AND LEGACIES	377,973	96,240	474,213	518,537
<i>Total 2024</i>	<i>419,797</i>	<i>98,740</i>	<i>518,537</i>	

3. INVESTMENT INCOME

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
INTEREST ON BANK DEPOSITS	20,568	-	20,568	16,472
<i>Total 2024</i>	<i>16,472</i>	<i>-</i>	<i>16,472</i>	

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2025

4. ANALYSIS OF CHARITABLE ACTIVITIES

	Note	Activities Undertaken Directly	Grant Funded Activities	Total	Total
		2025	2025	2025	2024
		£	£	£	£
Distribution of Food Supplies		230,666	240	230,906	238,451
Financial Inclusion Project		1,583	43,750	45,333	43,500
Food and Energy Vouchers		5,014	-	5,014	17,291
Mental Health Support		-	-	-	3,000
Provision of Services		237,263	43,990	281,252	302,242
Staff Costs	5	118,776	55,732	174,508	156,970
Premises Costs		57,838	9,052	66,890	65,171
Utilities		4,381	-	4,381	3,935
Transportation		4,728	-	4,728	4,527
Telecommunication and IT		3,498	881	4,379	5,570
Administrative Expenses	6	11,132	2,247	13,379	10,319
Professional Fees	7	1,471	-	1,471	2,059
Depreciation		10,784	-	10,784	8,896
Support Costs		212,609	67,911	280,520	257,448
Total Costs		449,872	111,901	561,773	559,690
<i>Total 2024</i>		<i>478,257</i>	<i>81,433</i>	<i>559,690</i>	

5. STAFF COSTS

	2025	2024
	£	£
Wages and Salaries	147,951	137,792
Social Security costs	18,619	11,915
Employer contribution to defined contribution pension schemes	3,943	3,056
Payroll Costs	170,513	152,763
Staff Expenses	3,377	4,208
Total Staff Costs	173,890	156,970

The average number of employees during the year was 6 (2024 - 5). There are approximately 170 unpaid volunteers that support the Foodbank in a variety of roles.

No employee received remuneration of more than £60,000 during the year.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2025

6. ADMINISTRATIVE EXPENSES

	2025	2024
	£	£
Governance	2,489	1,385
General Insurance	2,525	2,761
Staff and volunteer events	2,033	1,977
Training and Development	1,867	377
Bank Charges	160	120
Other administrative expenses	4,923	3,700
	<u>13,997</u>	<u>10,319</u>

7. PROFESSIONAL FEES

	2025	2024
	£	£
Accounting Fees	1,071	1,659
Independent Examiner Fees	400	400
	<u>1,471</u>	<u>2,059</u>

8. PAYMENT TO TRUSTEES

The Trustees are all volunteers who are not remunerated (2024 - nil).

From time to time Trustees will pay expenses on behalf of the Charity for which they are reimbursed.

These expenses relate mainly for the purchase of food and provisions. During the year the Charity opened credit accounts with suppliers and also moved to using its own debit cards so only one Trustee incurred expenses of £45 for which they were reimbursed (2024 - 3 Trustees and £16,123 of expenses reimbursed).

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2025

9. TANGIBLE FIXED ASSETS

	Leashold Improvement £	Motor Vehicles £	Property Plant and Equipment £	Total £
Cost or valuation				
At 1 October 2024	-	21,300	14,770	36,070
Additions	7,066	-	-	7,066
At 30 September 2025	<u>7,066</u>	<u>21,300</u>	<u>14,770</u>	<u>43,135</u>
Depreciation				
At 1 October 2024	-	15,975	9,994	25,969
Charge for the year	1,766	5,325	3,693	10,784
At 30 September 2025	<u>1,766</u>	<u>21,300</u>	<u>13,687</u>	<u>36,753</u>
Net Book Value				
At 30 September 2025	<u>5,299</u>	<u>-</u>	<u>1,083</u>	<u>6,382</u>
At 30 September 2024	<u>-</u>	<u>5,325</u>	<u>4,776</u>	<u>10,101</u>

10. STOCK

	2025 £	2024 £
Food for distribution	<u>40,230</u>	<u>29,853</u>

Stock held at year end has been valued at £2.77 per kilogram (2024: £2.77 per kg) according to Trussell Trust guidelines.
This represents the cash value of goods donated to the Foodbank.

11. PREPAYMENTS

	2025 £	2024 £
Prepaid Rent	<u>3,912</u>	<u>5,880</u>

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2025

12. CURRENT ASSET INVESTMENT AND CASH AND CASH EQUIVALENT

	2025	2024
	£	£
Bank and Building Society Deposits - maturity or notice greater than 3 months	310,528	431,296
Bank and Building Society Deposits - instant access or 3 months or less notice	130,158	71,554
	<u>440,687</u>	<u>502,850</u>

The Charity's policy is to spread funds between institutions so as to maximise the cover provided by the Financial Services Compensation Scheme (FSCS) to the extent practical.

13. OTHER CURRENT ASSETS

	2025	2024
	£	£
Supermarket and on-line vouchers	<u>3,195</u>	<u>3,709</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Deferred Income	-	6,500
Accruals	23,720	13,216
	<u>23,720</u>	<u>19,716</u>

Deferred income relates to grants received for the Financial Inclusion Project from the Trussell. Grants are received in June to fund services provided by the Citizen's Advice Bureau for 12 months.

15. PROVISION FOR LIABILITIES

	2025	2024
	£	£
Provision for warehouse dilapidation	<u>10,000</u>	<u>5,000</u>

The warehouse lease expires in 2029 and a provision is being built which in time will cover expected dilapidation costs.

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2025

16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM OPERATING ACTIVITIES

	2025	2024
	£	£
Net Income for the year as per Statement of Financial Activities	(66,992)	(24,682)
Adjustments for:		
Depreciation	10,784	8,896
Interest Income	(20,568)	(16,472)
(increase)/decrease in stock	(10,377)	3,361
(increase)/decrease in debtors, prepayments and other current assets	2,483	(9,563)
increase/(decrease) in creditors	4,004	(4,457)
increase/(decrease) in provision	5,000	5,000
Net cash from operating activities	<u>(75,665)</u>	<u>(37,916)</u>

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2025

17. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 October 2024 £	Income £	Expenditure £	Transfers in/(out) £	Balance at 30 September 2025 £
Unrestricted Funds					
General Funds - all funds	489,740	398,541	(449,872)	-	438,410
Restricted Funds					
Financial Inclusion Project	20,000	23,750	(43,750)	-	-
Organising and Local Mobilisation	17,938	52,300	(48,997)	-	21,241
Volunteer Development Fund	-	18,000	(17,999)	-	-
Children	-	240	(240)	-	-
Locality Budget	-	1,950	(915)	-	1,035
	37,937	96,240	(111,901)	-	22,276
Total of funds	527,678	494,781	(561,773)	-	460,686

STATEMENT OF FUNDS - PROR YEAR

	Balance at 1 October 2023 £	Income £	Expenditure £	Transfers in/(out) £	Balance at 30 September 2024 £
Unrestricted Funds					
General Funds - all funds	531,729	436,268	(478,257)	-	489,740
Restricted Funds					
Financial Inclusion Project	20,000	43,500	(43,500)	-	20,000
Organising and Local Mobilisation	-	50,000	(32,063)	-	17,938
Hertfordshire CC Food and Supplies	-	5,000	(5,000)	-	-
Children	630	240	(870)	-	-
	20,630	98,740	(81,433)	-	37,937
Total of funds	552,359	535,008	(559,690)	-	527,678

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2025

17. STATEMENT OF FUNDS (continued)

The Financial Inclusion Project is a Trussell initiative to provide advice through the Citizen's Advice Bureau (CAB) on debt, benefit, housing and employment to those attending the foodbank.

The Organising and Local Mobilisation Initiative is a program funded by the Trussell to invest in a campaign for change locally and nationally.

The Volunteer Development Fund is another Trussell initiative to fund the development and engagement of volunteers.

Other restricted funds listed are donations and grants received from different sources with stipulations that they are used for specific purposes such as the purchase of food, support with energy bills, contribution to premises costs, helping children and other actions to alleviate hunger and poverty.

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £
Tangible Fixed Assets	6,382	-	6,382
Current Assets	488,024	-	488,024
Creditors due within one year	(23,720)	-	(23,720)
Provision for liabilities	(10,000)	-	(10,000)
Total	<u>460,686</u>	<u>-</u>	<u>460,686</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
Tangible Fixed Assets	10,101	-	10,101
Current Assets	535,793	6,500	542,292
Creditors due within one year	(19,716)	-	(19,716)
Provision for liabilities	(5,000)	-	(5,000)
Total	<u>521,178</u>	<u>6,500</u>	<u>527,678</u>

19. RELATED PARTY TRANSACTIONS

Donations of £255 (2024 - £300) were made to the Charity by the Trustees during the year. There were no other related party transactions.

Accounts

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2024



ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

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ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2024

Trustees	Rachel Hampstead Mairead McKeever Mark Pontin (Chair) Robert Smalley Shalni Sood Haydar Shawkat (Treasurer) Andrea van Sittart
Chief Executive Officer	Rukia Augustine
Aide to Trustees	John Mulholland
Charity Registered Number	1158917
Registered Address	Unit 3 Redbourn Industrial Park Redbourn Hertfordshire AL3 7LG
Independent Examiner	Elizabeth Needham FFA FTA Needham Accountancy Ltd 4 Oldfield Road London Colney Hertfordshire AL2 1JA
Principal Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Charity Bank Fosse House 182 High Street Tonbridge Kent TN9 1BE

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2024

The Trustees present their annual report together with the financial statements for the year ended 30 September 2024. The Trustees confirm that the financial statements comply with current statutory requirements, the governing document of the Charity and Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

A. OBJECTIVES, AIMS AND ACTIVITIES

Charitable Objectives

The objective of St Albans & District Foodbank (the "Charity") is the prevention and relief of poverty in St Albans District and the surrounding areas, in particular but not exclusively by providing emergency food supplies to individuals in need and/or charities, or other organisations working to prevent or relieve poverty. Nothing in its constitution shall authorise an application of the property of the CIO for the purposes which are not charitable.

Aims

The Charity's primary aim is to alleviate poverty through the provision of food parcels, including fresh food and also items of personal care and household items to those in crisis. This is achieved in partnership with local agencies who refer clients in crisis to the Charity. By also signposting clients to care agencies, advice services and other support agencies the Charity aims to seek resolutions to their immediate crises which are resulting in a need to use the Foodbank. Anyone in need can be referred to the Foodbank.

Objectives for the period

The main objective was to continue operating the Foodbank in the St Albans District, to maintain a number of distribution points throughout the District and to build links with a broad range of local referral agencies, such as Citizens Advice.

The Trustees have a detailed strategy for the current and future years. This is set out in more detail in Section E of this report.

Public Benefit

The primary public benefit of the Charity is the immediate relief of a financial crisis being experienced by an individual or family. This is mainly achieved by providing parcels of food which can be used to create nutritionally balanced meals for three days. In addition, other practical forms of assistance are offered such as food and energy vouchers.

St Albans & District Foodbank supports to relieve poverty, and also helps to address the underlying causes by listening to clients' needs and referring them to additional support services that help address these issues. This assists in mitigating the difficulties arising from debt issues, housing loss, mental health problems, family breakdown and other issues related to poverty.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2024

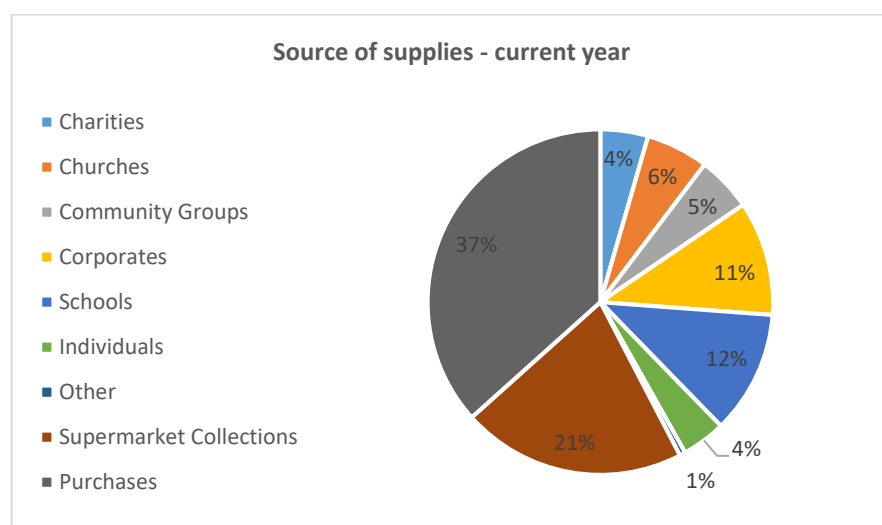
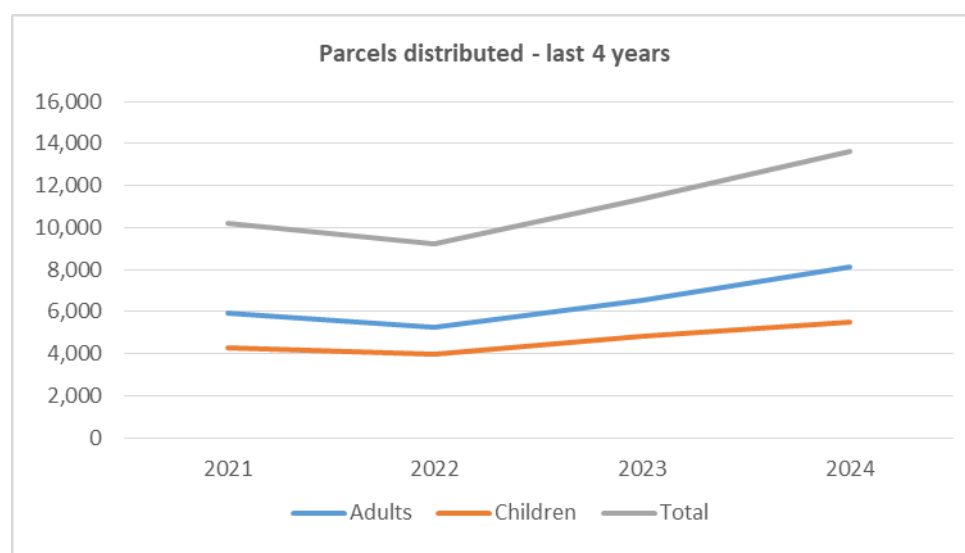
B. ACHIEVEMENTS AND PERFORMANCE

Summary of the year's activities

The Charity's operations are managed from a permanent office and warehouse in Redbourn.

During the year the Charity operated 9 distribution centres in St Albans (several locations), Harpenden, Redbourn, London Colney, Park Street and Wheathampstead from which food parcels were handed to clients. The Charity also provides a limited home delivery service using volunteers to help those who cannot attend a distribution centre. Foodbank sessions were also run at some local schools during the holiday periods to increase outreach.

Demand for services offered by the Charity have increased. During the year to 30th September 2024, the Charity distributed 13,596 emergency three-day parcels (2023: 11,374 a 20% increase) including 5,483 parcels to help children. Some 3,346 (2023: 3,044) individuals from 1,356 households (2022: 1,223) were helped. The number of first time referrals was 753 (2023: 697).



ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2024

In the same period the Charity collected 94 metric tonnes (2023: 90 tonnes) of food through supermarket collections and donations from schools, businesses, individuals, churches and community groups. Food and other provisions were also purchased directly to supplement the donations when necessary. This has enabled the Charity to distribute 92 tonnes of food to people in crisis (2023: 85 tonnes).

The Charity provided supermarket and energy vouchers to the value of £17,291 from its own funds (2023: £18,400) to those who need them. The Charity also distributed energy vouchers to the value of £10,651 provided by Cadent.

The Charity employs part-time Wellbeing and Engagement Co-ordinators to help individuals accessing the Foodbank by providing them with on-going support and signposting with the goal of achieving long-term independence and self-sufficiency. The Charity also employs a part-time Warehouse Co-ordinator to manage the warehouse and logistics.

The Charity continues to work with the Citizen's Advice (CA) as part of the Financial Inclusion Initiative supported by the Trussell Trust (now Trussell). CA staff attend most of the sessions at the distribution centres providing debt, benefit, housing and employment advice to those who need it. This service has been effective and well received and CA hours were increased during the year.

This year the Charity worked on joint program with Mind in Mid Hertfordshire to provide mental health support to clients visiting a number of our distribution centres.

In October 2023 the Charity received funding from the Trussell Trust under the Organising and Local Mobilisation Program (OLM) and an OLM Manager was hired in November to lead the initiative. Several meetings were held with local organisations to improve engagement and to raise awareness of hunger and poverty locally.

In February 2024 a new lease agreement was signed for the current warehouse premises ensuring tenancy until May 2029. This provides stability for the Charity's operations in an excellent facility.

Referral Agencies

The St Albans & District Foodbank provides food to those who come with a voucher issued by one of the Referral Agencies. These Agencies comprise professionals from organisations providing welfare and community support in the local area such as doctors, health visitors, social workers, Citizens Advice Bureau staff, schools, registered social landlords, local charities, the police and probation officers.

At the end of September 2024 there were 115 agencies actively referring clients to the Charity.

The Charity has a dedicated volunteer whose role is to maintain up to date records with existing Referral Agencies, on-board new Agencies and expand the Charity's outreach throughout the community.

Staff and Volunteers

During the period of this report the Charity employed on average 5 part-time members of staff and had the assistance of approximately 130 volunteers.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2024

The Board of Trustees are grateful to all staff and volunteers and the Charity is extremely fortunate that so many volunteers give their time. Without their help, commitment, and the expertise that they bring it would be impossible to operate and meet the levels of client demand in the District.

Trustees

Trustees meet six times a year with ad hoc meetings held if required.

The Board of Trustees undertakes regular self-reviews to ensure governance compliance with the requirements of Charity Commission Code. In November 2024 an external review by the Better Boards Charity returned a good result on Board effectiveness.

C. FINANCIAL REVIEW

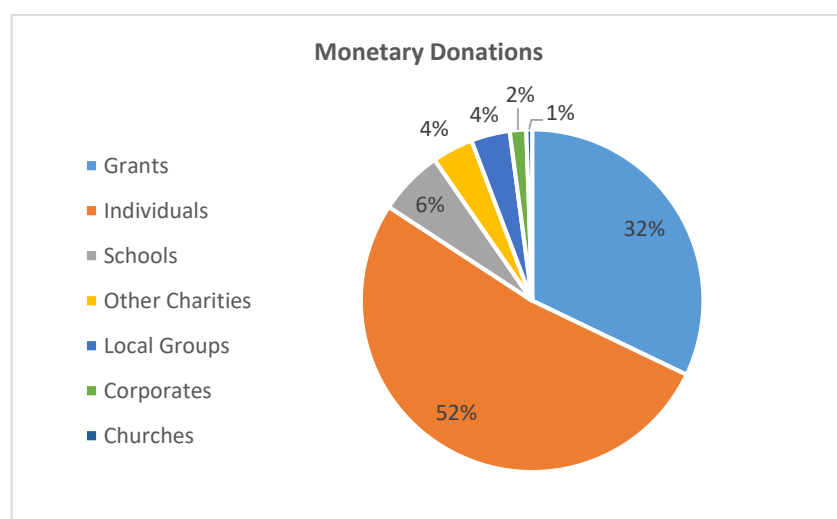
Financial performance

The Charity's total income for the year was £535,008 (2023: £515,328) of which £174,743 were donations in kind (2023: £214,709). Included in the income is £98,500 of grants (2023: £39,500). Total expenditure was £559,690 (2023: £443,549) including value of donated goods. The deficit for the year was £24,682 (2023: surplus £71,778).

At the end of the year the Charity's funds were £527,678 (2023: £552,359) of which £489,740 (2023: £531,729) were unrestricted and £37,937 (2023: £20,630) restricted.

Principal funding sources

The main source of monetary donations are individuals who donate predominantly through on-line platforms but also directly into the Charity's bank account. The Charity also receives generous donations from schools, local groups and businesses, churches and other charitable organisations.



ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2024

Grants are received predominantly from the Trussell Trust, but also from St Alban's District Council, supermarkets and other charitable organisations.

Reserves policy

The Charity's policy is to hold 9 to 12 months of total expenditure as Reserves in order to allow the Charity to adapt to any changes in pattern of the income received and expenditure incurred. The Trustees have therefore agreed that the normal level of the Reserve Fund will be set at £300,000 to include expenditure on food and supplies.

In addition, the Trustees wish to set aside and build sufficient funds to deliver strategic aims.

The Trustees review the policy annually and agree a level of reserves taking into consideration the risks faced by the Charity, its ongoing costs and the sustainability of its different income streams.

Investment policy and objectives

The Charity has a risk averse strategy for the investment of its funds. All funds are held in cash and fixed term deposits with banks and building societies noting the levels of protection afforded by the Financial Services Compensation Scheme (FSCS).

D. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

St Albans & District Foodbank is a Charitable Incorporated Organisation. The only voting members are its Trustees. The Trustees adopted a constitution on 9th September 2014 in accordance with the "foundation model" published by the Charity Commission. The St Albans & District Foodbank achieved registered charitable status on 20th October 2014, registered charity number 1158917.

Trustee selection and management

The Charity is governed by a board of volunteer trustees selected because they strongly endorse the charitable objectives of the organisation. When selecting trustees, the Charity aims to ensure there is a broad range of relevant skills and knowledge, while also aiming to reflect a more diverse spread of backgrounds across the St Albans District to help with informed decision making.

New trustees are appointed after interviews with current trustees, and where possible a visit to our facilities to ensure they understand its vision and values. After appointment there is a comprehensive induction programme to familiarise new trustees with the work of the Trustees and the operation of the foodbank.

The Trustees meet every two months to review performance and monitor the achievement of objectives. An annual Board Calendar ensures that all matters are addressed over the course of the year. Each meeting has a set agenda including presentation of the financials by the Treasurer.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2024

Related organisations

The St Albans & District Foodbank is affiliated to the Trussell Trust, a charity based in Salisbury that assists communities to open new foodbanks and supports existing foodbanks within its nationwide network. As part of the East of England regional group, we are able to share experience and network with other Trussell Trust foodbanks in our region.

E. FUTURE DEVELOPMENTS

Trustees subscribe to and support the Trussell Trust's vision of the need to end foodbanks in the UK. With this in mind, alongside the Charity's charitable objectives, the Trustees reviewed the Foodbank's strategy and identified the following Specific Strategic Goals.

Goal 1: Improve current offering through our distribution hubs

To provide the best possible experience for clients to receive food aid, support and signposting, by taking action to:

- Extend opening hours to offer support prior to foodbank sessions.
- Relocate hubs as necessary to sites offering better facilities and/or accessibility.
- Upskill volunteers through training and volunteer mentors.
- Widen food offering to include no cook parcels, more fresh items and, possibly, chilled items and cooked food.
- Offer shopping vouchers for items we cannot supply or stock.
- Provide better communication of the support available at Distribution Centres
- Support those who have difficulty accessing our Distribution Centres by providing, for example, shopping trolleys or taxi assistance.

Goal 2: Expand and partner through outreach and networking

To update and regularly review referral sources to ensure maximise outreach and engagement in the community.

To form partnership projects with complimentary charities and organisations with the aim of supporting clients with different and varying needs.

Goal 3: Be more efficient and effective in the Charity's communications.

To improve communications with the community, stakeholders, volunteers and clients and be more accessible and transparent about the support the Charity offers and through this work to reduce the stigma of foodbanks.

This could include employing more client support workers as well as specialist social media and communications support. This will include updating the Charity's website to provide a better interface for users.

Goal 4: Social Supermarket

To investigate the viability of providing a social supermarket.

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2024

Whilst the foodbank suits certain clients, the focus is on immediate help to those in crisis.

Social supermarkets can offer longer term support to enable clients regain independence and autonomy. A social supermarket would widen awareness of the Charity's work and present new opportunities to engage with and support the community.

Strategic Goals 1 to 3 were agreed for immediate implementation whilst Strategic Goal 4 is for review and investigation in 2025/6.

Signed on behalf of the Trustees:



Mark Edward Pontin

Date:

31st May, 2025

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

Report to the Trustees

I report to the Charity Trustees on the accounts of the Charity for the year ended 30 September 2023.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



Signed

Dated: 31 May 2025

Elizabeth Needham
Needham Accountancy
4 Oldfield Road
London Colney
Hertfordshire
AL2 1JA

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

**STATEMENT OF FINANCIAL AFFAIRS
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

	Note	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
INCOME FROM					
Donations and Legacies	2	419,797	98,740	518,537	508,262
Investment Income	3	16,472	-	16,472	7,066
TOTAL INCOME		436,268	98,740	535,008	515,328
EXPENDITURE ON					
Charitable Activities	4	478,257	81,433	559,690	443,549
TOTAL EXPENDITURE		478,257	81,433	559,690	443,549
NET MOVEMENT IN FUNDS		(41,989)	17,307	(24,682)	71,778
RECONCILIATION OF FUNDS					
Total Funds brought forward		531,729	20,630	552,359	480,581
TOTAL FUNDS CARRIED FORWARD		489,740	37,937	527,678	552,359

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on page 13 to 23 form part of these financial statements.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

BALANCE SHEET FOR THE YEAR ENDED 30 SEPTEMBER 2024

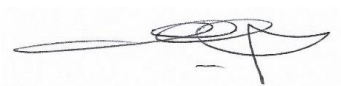
	Note	2024	2023
		£	£
FIXED ASSETS			
Tangible assets	9	10,101	17,830
CURRENT ASSETS			
Stock	10	29,853	33,241
Prepayments	11	5,880	-
Investments	12	431,296	265,789
Cash at bank and in hand	12	71,554	259,672
Other current assets	13	3,709	-
		<u>542,292</u>	<u>558,701</u>
CREDITORS: amount due within one year	14	<u>(19,716)</u>	<u>(24,172)</u>
NET CURRENT ASSETS		522,576	534,529
PROVISION FOR LIABILITIES	15	(5,000)	
TOTAL NET ASSETS		<u>527,678</u>	<u>552,359</u>
CHARITY FUNDS			
Unrestricted		489,741	531,729
Restricted		37,937	20,630
TOTAL FUNDS	17	<u>527,678</u>	<u>552,359</u>

The notes on page 13 to 23 form part of these financial statements.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Mark Edward Pontin



Haydar Shawkat

Date:

31st May, 2025

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash provided by operating activities	16	(37,916)	70,777
Cash flows flows from investing activities			
Interest from investments		16,472	7,066
Purchase of tangible fixed assets		(1,167)	(1,514)
Net cash used in investing activities		15,305	5,552
Change in cash and cash equivalent in the year		(22,611)	76,328
Cash and and cash equivalent brought forward		525,460	449,132
Cash and and cash equivalent carried forward	12	502,850	525,460

The notes on page 13 to 23 form part of these financial statements.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: 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, effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

St Albans & District Foodbank meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

1.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably. Allocation between unrestricted and restricted funds is subject to specific conditions by the donor or grant maker as to how they may be used, and in accordance with fundraising applications. Unrestricted income is recognised for general use where there is no specific purpose.

Cash donations are recognised on receipt. Other donations and gifts in kind are recognised as follows:

(i) Donations of food and goods for onward distribution to beneficiaries are included in the Statement of Financial Activities as incoming resources when received and resources expended when distributed. They are valued at fair value at an amount per kilogramme as determined by the Trussell Trust.

(ii) Donations of facilities and services for use by the Charity are included when receivable and are valued at the amount the charity would have had to pay for them.

Grants are recognised when the Charity has entitlement to the funds and any conditions linked to the grants have been met. Where the performance conditions attached to the grant are yet to be met, the income is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefit will be required in settlement and the amount of obligation can be measured reliably. Expenditure is classified by nature and activity. The costs of each activity are made up of direct costs and shared costs including support costs involved in undertaking each activity. Shared costs which contribute to more than one activity and support costs

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is allocated to restricted funds by direct attribution to the specific conditions set by the donor or grant provider, including agreed proportions of specific costs, such as salaries.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objective, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.4 Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity. This is normally upon notification of the interest paid or payable by the institution where the funds are deposited.

1.5 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amount payable by the Charity to the scheme for the year.

1.6 Tangible fixed assets and depreciation

All assets costing more than £1,000 are capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of the fixed asset, less estimated residual value, over their expected useful lives on the following basis:

Property, plant and equipment	-	25% straight line basis
Motor vehicles	-	25% straight line basis

1.7 Stock

Stock comprises of food, toiletries and other provision held for distribution. Donated and purchased goods are included at fair value based on a value per kilogram of £2.77 advised by the Trussell Trust (2023: £2.37).

1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

1.9 Investments

Investments are bank, building society deposits and other liquid investments with a notice period or maturity of greater than three months from the date of acquisition or opening.

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash deposits with instant access or short maturity of three months or less from the date of acquisition or opening.

1.11 Liabilities and Provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is possible that a transfer of economic benefit will be required in settlement, and the amount of settlement can be estimated reliably.

Liabilities are recognised at the amount the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payment for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

1.12 Fund Accounting

Unrestricted funds are general funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or grant providers. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Monetary Donations	232,050	240	232,290	252,225
Food and Facilities Donations	174,743	-	174,743	214,709
Grants	11,972	98,500	110,472	39,500
Other Income	1,031	-	1,031	1,828
TOTAL DONATIONS AND LEGACIES	419,797	98,740	518,537	508,262
<i>Total 2023</i>	<i>472,890</i>	<i>35,372</i>	<i>508,262</i>	

3. INVESTMENT INCOME

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
INTEREST ON BANK DEPOSITS	16,472	-	16,472	7,066
<i>Total 2023</i>	<i>7,066</i>	<i>-</i>	<i>7,066</i>	

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

4. ANALYSIS OF CHARITABLE ACTIVITIES

	Note	Activities Undertaken Directly	Grant Funded Activities	Total	Total
		2024	2024	2024	2023
		£	£	£	£
Distribution of Food Supplies		232,581	5,870	238,451	209,713
Financial Inclusion Project		-	43,500	43,500	37,500
Food and Energy Vouchers		17,291	-	17,291	18,400
Mental Health Support		3,000	-	3,000	-
Provision of Services		252,871	49,370	302,242	265,613
Staff Costs	5	127,155	29,815	156,970	88,576
Premises Costs		64,983	188	65,171	50,030
Utilities		3,935	-	3,935	5,394
Transportation		4,527	-	4,527	6,184
Telecommunication and IT		4,532	1,038	5,570	5,336
Administrative Expenses	6	9,297	1,022	10,319	13,061
Professional Fees	7	2,059	-	2,059	630
Depreciation		8,896	-	8,896	8,726
Support Costs		225,386	32,063	257,448	177,937
Total Costs		478,257	81,433	559,690	443,549
<i>Total 2023</i>		<i>398,011</i>	<i>45,538</i>	<i>443,549</i>	

5. STAFF COSTS

	2024	2023
	£	£
Wages and Salaries	137,792	75,976
Social Security costs	11,915	6,541
Employer contribution to defined contribution pension schemes	3,056	1,618
Payroll Costs	152,763	84,135
Staff Expenses	4,208	4,441
Total Staff Costs	156,970	88,576

The average number of employees during the year was 5 (2023 - 4). There are approximately 130 unpaid volunteers that support the Foodbank in a variety of roles.

No employee received remuneration amounting to more than £60,000 during the year.

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

6. ADMINISTRATIVE EXPENSES

	2024	2023
	£	£
Governance	1,385	6,372
General Insurance	2,761	2,248
Staff and volunteer events	1,977	1,063
Training and Development	377	24
Bank Charges	120	120
Other administrative expenses	3,700	3,235
	<u>10,319</u>	<u>13,061</u>

7. PROFESSIONAL FEES

	2024	2023
	£	£
Accounting Fees	1,659	230
Independent Examiner Fees	400	400
	<u>2,059</u>	<u>630</u>

8. PAYMENT TO TRUSTEES

The Trustees all give their time and expertise without any kind of remuneration or benefit in kind (2023 - nil).
From time to time Trustees will pay expenses on behalf of the Charity for which they are reimbursed.
These expenses relate mainly for the purchase of food and provisions. Three trustees incurred £16,123 of expenses for which they were reimbursed (2023 - 3 trustees and £17,429 of expenses reimbursed).

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

9. TANGIBLE FIXED ASSETS

	Motor Vehicles £	Property Plant and Equipment £	Total £
Cost or valuation			
At 1 October 2023	21,300	13,603	34,903
Additions	-	1,167	1,167
At 30 September 2024	21,300	14,770	36,070
Depreciation			
At 1 October 2023	10,650	6,423	17,073
Charge for the year	5,325	3,571	8,896
At 30 September 2024	15,975	9,994	25,969
Net Book Value			
At 30 September 2024	5,325	4,776	10,101
At 30 September 2023	10,650	7,180	17,830

10. STOCK

	2024	2023
	£	£
Food for distribution	29,853	33,214

Stock held at year end has been valued at £2.77 per kilogram (2023: £2.37 per kg) according to Trussell Trust guidelines.
This represents the cash value of goods donated to the Foodbank.

11. PREPAYMENTS

	2024	2023
	£	£
Prepaid Rent	5,880	-

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

12. CURRENT ASSET INVESTMENT AND CASH AND CASH EQUIVALENT

	2024	2023
	£	£
Bank and Building Society Deposits - maturity or notice greater than 3 months	431,296	265,789
Bank and Building Society Deposits - instant access or 3 months or less notice	71,554	259,672
	<u>502,850</u>	<u>525,460</u>

The Charity's policy is to spread funds between institutions so as to maximise the cover provided by the Financial Services Compensation Scheme (FSCS) to the extent practical.

13. OTHER CURRENT ASSETS

	2024	2023
	£	£
Supermarket and on-line vouchers	<u>3,709</u>	<u>-</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Deferred Income	6,500	20,000
Accruals	13,216	4,172
	<u>19,716</u>	<u>24,172</u>

Deferred income relates to grants received for the Financial Inclusion Project from the Trussell Trust. Grants are received in June to fund services provided by the Citizen's Advice Bureau for 12 months.

15. PROVISION FOR LIABILITIES

	2024	2023
	£	£
Provision for warehouse dilapidation	<u>5,000</u>	<u>-</u>

The warehouse lease expires in 2029 and a provision is being built which in time will cover expected dilapidation costs.

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM OPERATING ACTIVITIES

	2024	2023
	£	£
Net Income for the year as per Statement of Financial Activities	(24,682)	71,778
Adjustments for:		
Depreciation	8,896	8,726
Interest Income	(16,472)	(7,066)
(increase)/decrease in stock	3,361	(12,653)
(increase)/decrease in debtors, prepayments and other current assets	(9,563)	8,874
increase/(decrease) in creditors	(4,456)	1,118
increase/(decrease) in provision	5,000	-
Net cash from operating activities	<u>(37,916)</u>	<u>70,777</u>

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

17. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 October 2023 £	Income £	Expenditure £	Transfers in/(out) £	Balance at 30 September 2024 £
Unrestricted Funds					
General Funds - all funds	531,729	436,268	(478,257)	-	489,740
Restricted Funds					
Financial Inclusion Project	20,000	43,500	(43,500)	-	20,000
Organising and Local Mobilisation	-	50,000	(32,063)	-	17,938
Hertfordshire CC Food and Supplies	-	5,000	(5,000)	-	-
Children	630	240	(870)	-	-
	20,630	98,740	(81,433)	-	37,937
Total of funds	552,359	535,008	(559,690)	-	527,678

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 October 2022 £	Income £	Expenditure £	Transfers in/(out) £	Balance at 30 September 2023 £
Unrestricted Funds					
General Funds - all funds	457,285	479,956	(398,012)	(7,500)	531,729
Restricted Funds					
Financial Inclusion Project	20,000	30,000	(37,500)	7,500	20,000
Children	390	240	-	-	630
Acts 435	120	-	(120)	-	-
Energy Support	400	132	(532)	-	-
	23,296	35,372	(45,538)	7,500	20,630
Total of funds	480,581	515,328	(443,550)	-	552,359

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

17. STATEMENT OF FUNDS (continued)

The Financial Inclusion Project is a Trussell Trust initiative to provide advice through the Citizen's Advice Bureau (CAB) on debt, benefit, housing and employment to those attending the foodbank.

The Organising and Local Mobilisation Initiative is a program funded by the Trussell Trust to invest in a campaign to awareness of poverty and hunger locally.

Other restricted funds listed are donations and grants received from different sources with stipulations that they are used for specific purposes such as the purchase of food, support with energy bills, helping children and other actions to alleviate hunger and poverty.

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted Funds	Restricted Funds	Total Funds
	2024	2024	2024
	£	£	£
Tangible Fixed Assets	10,101	-	10,101
Current Assets	535,793	6,500	542,292
Creditors due within one year	(19,716)	-	(19,716)
Provision for liabilities	(5,000)	-	(5,000)
Total	<u>521,178</u>	<u>6,500</u>	<u>527,678</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted Funds	Restricted Funds	Total Funds
	2023	2023	2023
	£	£	£
Tangible Fixed Assets	17,830	-	17,830
Current Assets	538,071	20,630	558,701
Creditors due within one year	(24,172)	-	(24,172)
Total	<u>531,729</u>	<u>20,630</u>	<u>552,359</u>

19. RELATED PARTY TRANSACTIONS

Donations of £300 (2023 - £256) were made to the Charity by the Trustees during the year. There were no other related party transactions.

ST ALBANS AND DISTRICT FOODBANK

England & Wales - Charity number 1158917

Accounts

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2023



ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

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ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

Trustees	Rachel Hampstead John Mulholland (resigned 19 th September 2023) Mairead McKeever John Mulholland Mark Pontin (Chair) Robert Smalley Shalni Sood (appointed 19 th September 2023) Haydar Shawkat (Treasurer) Andrea Van-Sittart (appointed 19 th September 2023)
Chief Executive Officer	Rukia Augustine
Charity Registered Number	1158917
Registered Address	Unit 3 Redbourn Industrial Park Redbourn Hertfordshire AL3 7LG
Independent Examiner	Elizabeth Needham Needham Accountancy Ltd 4 Oldfield Road London Colney Hertfordshire AL2 1JA
Principal Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Charity Bank Fosse House 182 High Street Tonbridge Kent TN9 1BE

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2023

The Trustees present their annual report together with the financial statements for the year ended 30 September 2023. The Trustees confirm that the financial statements comply with current statutory requirements, the governing document of the charity and Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

A. OBJECTIVES, AIMS AND ACTIVITIES

Charitable Objectives

The St Albans & District Foodbank (the "Charity") has as its objective the prevention and relief of poverty in St Albans District and the surrounding areas, in particular but not exclusively by providing emergency food supplies to individuals in need and/or charities, or other organisations working to prevent or relieve poverty. Nothing in its constitution shall authorise an application of the property of the CIO for the purposes which are not charitable.

Aims

The Charity's primary aim is to alleviate poverty through the provision of food parcels, including fresh food and also items of personal care and household items to those in crisis. This is achieved in partnership with local agencies who refer clients in crisis to the Charity. By signposting people to care agencies, advice services and other support agencies the Charity aims to seek resolutions to their immediate crises, which are resulting in a need to use the Foodbank. Anyone in need can be referred to the Foodbank, regardless of their race or creed.

Objectives for the period

The main objective was to continue operating the Foodbank in the St Albans District, to maintain a number of distribution points throughout the district and to build links with a broad range of local referral agencies, such as Citizens Advice.

During 2023 the trustees developed a detailed strategy for the current and future years. This is set out in more detail in Section E of this report.

Public Benefit

The primary public benefit of the Charity is the immediate relief of a financial crisis being experienced by an individual or family. This is mainly achieved by providing parcels of food which can be used to create nutritionally balanced meals for three days. In addition, other practical forms of assistance are offered such as food and energy vouchers.

St Albans & District Foodbank supports the relief poverty, and also helps to address the underlying causes by listening to clients' needs and referring them to additional support services that help address these issues. This assists in mitigating the difficulties arising from housing loss, mental health problems, family breakdown and other issues related to poverty.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2023

B. ACHIEVEMENTS AND PERFORMANCE

Summary of the year's activities

The Charity's operations are managed from a permanent office and warehouse in Redbourn.

During the year the Charity operated 8 distribution centres from which food parcels are handed to clients.

In addition, the Charity provides a limited home delivery service using volunteers to help those who cannot attend a distribution centre.

Demand for services offered by the Charity have increased. During the 12 months of operation to 30th September 2023, the Charity distributed 11,374 emergency three-day parcels (a 23% increase on prior year) including 4,840 parcels to help children. The Charity helped 3,044 (2022: 2,437) individuals from 1,223 households (2022: 995). The number of first time referrals was 697 (2022: 600).

In the same period the Charity collected 90 metric tonnes (2022: 87 tonnes) of food through supermarket collections and donations from schools, businesses, individuals, churches and community groups including food purchased by cash donations. Food and other provisions were also purchased directly to supplement the donations when necessary. This has enabled the Charity to distribute 85 tonnes of food to people in crisis (2022: 67 tonnes).

The Charity provided supermarket and energy vouchers to the value of £18,400 (2022: £12,574) to those who need them.

The Charity employs part-time Wellbeing and Engagement Co-ordinators to help individuals accessing the Foodbank by providing them with on-going support and signposting with the goal of achieving long-term independence and self-sufficiency. The Charity also employs an Assistant Warehouse Manager to manage the warehouse and logistics.

The Charity continues to work with the Citizen's Advice Bureau (CAB) as part of the Financial Inclusion Initiative supported by the Trussell Trust. CAB staff attend most of the sessions at the distribution centres providing debt, benefit, housing and employment advice to those who need it.

In October 2023 the Charity received funding from the Trussell Trust under the Organising and Local Mobilisation Program (OLM). An OLM Manager was hired in November to lead this initiative.

In February 2024 a new lease agreement was signed on the current warehouse premises ensuring tenancy until May 2029.

Referral Agencies

The St Albans & District Foodbank provides food to those who come with a voucher issued by one of the Referral Agencies. These Agencies comprise professionals from organisations providing welfare and community support in the local area such as doctors, health visitors, social workers, Citizens Advice Bureau staff, schools, registered social landlords, local charities, the police and probation officers.

At the end of September 2023 there were 102 agencies actively referring clients with over 180 referral agencies on the Charity's books.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2023

The Charity has a dedicated volunteer whose role is to maintain up to date records with existing Referral Agencies, on-board new Agencies and expand the Charity's outreach throughout the community.

Staff and Volunteers

During the period of this report the Charity employed on average 4 part-time members of staff and had the assistance of approximately 130 volunteers.

The Board of Trustees are grateful to all staff and volunteers and the Charity is extremely fortunate that so many volunteers give their time. Without their help, commitment, and the expertise that they bring it would be impossible to operate and meet the levels of client demand in the District.

Trustees

Trustees meet six times a year with ad hoc meetings held if required.

The Board of Trustees undertakes regular self-reviews to ensure governance compliance with the requirements of Charity Commission Code.

Following an extensive trustee recruitment process, two new trustees joined the Board in September 2023. Arrangements were put in place for John Mullholland's continued involvement with Foodbank as he was required by the Charity's Constitution to step down having served three terms as a trustee.

C. FINANCIAL REVIEW

Financial performance

The Charity's total income for the year was £515,328 (2022: £450,955) of which £214,709 were donations in kind (2022: £219,543). Included in the income is £39,500 of grants (2022: £45,054). Total expenditure was £443,549 (2022: £336,269) including value of donated goods. The surplus for the year was £71,778 (2022: £104,686).

At the end of the year the Charity's funds were £552,359 (2022: £480,581) of which £531,729 (2022: £457,285) were unrestricted and £20,630 (2022: £23,296) restricted.

In this financial year the Charity exceeded the small charities limit (before valuing donations in kind) for reporting purposes and this is the first year that it reports on an accrual basis. Prior year comparatives have been restated.

Principal funding sources

The main source of monetary donations are individuals who donate predominantly through on-line platforms but also directly into the Charity's bank account. The Charity also receives generous monetary donations from local businesses, churches and other charitable organisations.

Grants are received from the Trussell Trust, St Alban's District Council, supermarkets and other organisations.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2023

Reserves policy

The policy of the St Albans & District Foodbank is to hold 9 to 12 months of total expenditure as Reserves in order to allow the Charity to adapt to any changes in pattern of the income received and expenditure incurred. The Trustees have therefore agreed that the normal level of the Reserve Fund will be set at £300,000 to include expenditure on food and supplies.

In addition, the Trustees wish to set aside and build sufficient funds to deliver strategic aims.

The Trustees review the policy annually and agree a level of reserves taking into consideration the risks faced by the Charity, its ongoing costs and the sustainability of its different income streams.

Investment policy and objectives

The Charity has a risk averse strategy for the investment of its funds. All funds are held in cash or fixed term deposits with banks and building societies noting the levels of protection afforded by the Financial Services Compensation Scheme (FSCS).

D. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

St Albans & District Foodbank is a Charitable Incorporated Organisation. The only voting members are its Trustees. The Trustees adopted a constitution on 9th September 2014 in accordance with the "foundation model" published by the Charity Commission. The St Albans & District Foodbank achieved registered charitable status on 20th October 2014, registered charity number 1158917.

Trustee selection and management

The Charity is governed by a board of volunteer trustees selected because they strongly endorse the charitable objectives of the organisation. When selecting trustees, the Charity aims to ensure there is a broad range of relevant skills and knowledge, while also aiming to reflect a more diverse spread of backgrounds across the St Albans District to help with informed decision making. Trustees are appointed after interviews with existing trustees, and where possible, visits to the organisation, to ensure they understand its vision and values. After appointment there is a comprehensive induction programme to familiarise new trustees with the work of the Trustees and the operation of the foodbank.

During the period in question the Trustees undertook a full skills review before recruiting two new trustees who joined the Board in September 2023.

The Trustees meet every two months to review performance and monitor the achievement of objectives. The Treasurer presents a financial monitoring statement to each meeting so that trustees can review income and expenditure.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2023

Related organisations

The St Albans & District Foodbank is affiliated to the Trussell Trust, a charity based in Salisbury that assists communities to open new foodbanks and supports existing foodbanks within its nationwide network. As part of the East of England Regional Group, we are able to share experience and network with other Trussell Trust foodbanks in our region.

E. FUTURE DEVELOPMENTS

Trustees subscribe to and support the Trussell Trust's vision of the need to end foodbanks in the UK. With this in mind, alongside the Charity's charitable objectives, the Trustees reviewed the Foodbank's strategy and identified the following Specific Strategic Goals:

Goal 1: Improve current offering through our distribution hubs

To provide the best possible experience for clients to receive food aid, support and signposting, by taking action to:

- Extend opening hours to offer support prior to foodbank sessions.
- Relocate hubs as necessary to sites offering better facilities and/or accessibility.
- Upskill volunteers through training and volunteer mentors.
- Widen food offering to include no cook parcels, more fresh items and, possibly, chilled items and cooked food.
- Offer shopping vouchers for items we cannot supply or stock.
- Provide better communication of the support available at Distribution Centres
- Support those who have difficulty accessing our Distribution Centres by providing, for example, shopping trolleys or taxi assistance.

Goal 2: Expand and partner through outreach and networking

To update and regularly review referral sources to ensure maximise outreach and engagement in the community.

To form partnership projects with complimentary charities and organisations with the aim of supporting clients with different and varying needs.

Goal 3: Be more efficient and effective in the Charity's communications.

To improve communications with the community, stakeholders, volunteers and clients and be more accessible and transparent about the support the Charity offers and through this work to reduce the stigma of foodbanks.

This could include employing more client support workers as well as specialist social media and communications support. This will include updating the Charity's website to provide a better interface for users.

Goal 4: Social Supermarket

To investigate the viability of providing a social supermarket.

Whilst the foodbank suits certain clients, the focus is on immediate help to those in crisis.

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

TRUSTEES' REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Social supermarkets can offer longer term support to enable clients regain independence and autonomy. A social supermarket would widen awareness of the Charity's work and present new opportunities to engage with and support the community and ultimately move towards the potential removal of the need for emergency foodbank support.

Strategic Goals 1 to 3 were agreed for immediate implementation whilst Strategic Goal 4 is for review and investigation in 2024/5.

Signed on behalf of the Trustees:



Mark Edward Pontin

Chair of Trustees

Date:

30th May 2024

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

Report to the Trustees

I report to the Charity Trustees on the accounts of the Charity for the year ended 30 September 2023.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



Signed

Date: 31 May 2024

Elizabeth Needham
Needham Accountancy
4 Oldfield Road
London Colney
Hertfordshire
AL2 1JA

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

**STATEMENT OF FINANCIAL AFFAIRS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

	Note	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
INCOME FROM					
Donations and Legacies	2	472,890	35,372	508,262	439,512
Investment Income	3	7,066	-	7,066	1,443
TOTAL INCOME		479,956	35,372	515,328	440,955
EXPENDITURE ON					
Charitable Activities	4	398,011	45,538	443,549	336,269
TOTAL EXPENDITURE		398,011	45,538	443,549	336,269
TRANSFER BETWEEN FUNDS	15	(7,500)	7,500	-	-
NET MOVEMENT IN FUNDS		74,445	(2,666)	71,778	104,686
RECONCILIATION OF FUNDS					
Total Funds brought forward		457,285	23,296	480,581	375,895
TOTAL FUNDS CARRIED FORWARD		531,729	20,630	552,359	480,581

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on page 12 to 21 form part of these financial statements.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

BALANCE SHEET FOR THE YEAR ENDED 30 SEPTEMBER 2023

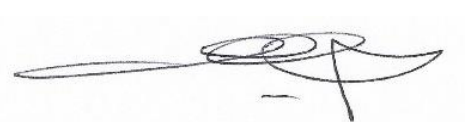
	Note	2023	2022
		£	£
FIXED ASSETS			
Tangible assets	9	17,830	25,042
CURRENT ASSETS			
Stock	10	33,241	20,588
Debtors	11	-	8,874
Investments	12	265,789	170,000
Cash at bank and in hand	12	259,672	279,132
		<u>558,701</u>	<u>478,594</u>
CREDITORS: amount due within one year	13	<u>(24,172)</u>	<u>(23,055)</u>
NET CURRENT ASSETS		<u>534,529</u>	<u>455,539</u>
TOTAL NET ASSETS		<u>552,359</u>	<u>480,581</u>
CHARITY FUNDS			
Unrestricted		531,729	457,285
Restricted		20,630	23,296
TOTAL FUNDS	15	<u>552,359</u>	<u>480,581</u>

The notes on page 12 to 21 form part of these financial statements.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Mark Edward Pontin
Chair of Trustees



Haydar Shawkat
Trustee and Treasurer

Date:

30th May 2024

30th May 2024

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

	Note	2023 £	2022 £
Cash flows from operating activities			
Net cash provided by operating activities	14	70,777	109,186
Cash flows flows from investing activities			
Interest from investments		7,066	1,443
Purchase of tangible fixed assets		(1,514)	(12,089)
Net cash used in investing activities		5,551	(10,646)
Change in cash and cash equivalent in the year		76,328	98,539
Cash and and cash equivalent brought forward		449,132	350,593
Cash and and cash equivalent carried forward	12	525,460	449,132

The notes on page 12 to 21 form part of these financial statements.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: 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, effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

St Albans & District Foodbank meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

1.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably. Allocation between unrestricted and restricted funds is subject to specific conditions by the donor or grant maker as to how they may be used, and in accordance with fundraising applications. Unrestricted income is recognised for general use where there is no specific purpose.

Cash donations are recognised on receipt. Other donations and gifts in kind are recognised as follows:

(i) Donations of food and goods for onward distribution to beneficiaries are included in the Statement of Financial Activities as incoming resources when received and resources expended when distributed. They are valued at fair value at an amount per kilogramme as determined by the Trussell Trust.

(ii) Donations of facilities and services for use by the Charity are included when receivable and are valued at the amount the charity would have had to pay for them.

Grants are recognised when the Charity has entitlement to the funds and any conditions linked to the grants have been met. Where the performance conditions attached to the grant are yet to be met, the income is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefit will be required in settlement and the amount of obligation can be measured reliably. Expenditure is classified by nature and activity. The costs of each activity are made up of direct costs and shared costs including support costs involved in undertaking each activity. Shared costs which contribute to more than one activity and support costs

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is allocated to restricted funds by direct attribution to the specific conditions set by the donor or grant provider, including agreed proportions of specific costs, such as salaries.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objective, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.4 Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity. This is normally upon notification of the interest paid or payable by the institution where the funds are deposited.

1.5 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amount payable by the Charity to the scheme for the year.

1.6 Tangible fixed assets and depreciation

All assets costing more than £1,000 are capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of the fixed asset, less estimated residual value, over their expected useful lives on the following basis:

Property, plant and equipment	-	25% straight line basis
Motor vehicles	-	25% straight line basis

1.7 Stock

Stock comprises of food, toiletries and other provision held for distribution. Donated and purchased goods are included at fair value based on a value per kilogram of £2.37 advised by the Trussell Trust (2022: £2.37).

1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

1.9 Investments

Investments are bank, building society deposits and other liquid investments with a notice period or maturity of greater than three months from the date of acquisition or opening.

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash deposits with instant access or short maturity of three months or less from the date of acquisition or opening.

1.11 Liabilities and Provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is possible that a transfer of economic benefit will be required in settlement, and the amount of settlement can be estimated reliably.

Liabilities are recognised at the amount the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payment for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

1.12 Fund Accounting

Unrestricted funds are general funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or grant providers. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Monetary Donations	251,853	372	252,225	173,308
Food and Facilities Donations	214,709	-	214,709	219,543
Grants	4,500	35,000	39,500	45,054
Other Income	1,828	-	1,828	1,607
TOTAL DONATIONS AND LEGACIES	472,890	35,372	508,262	439,512
<i>Total 2022</i>	<i>410,999</i>	<i>28,514</i>	<i>439,512</i>	

3. INVESTMENT INCOME

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
INTEREST ON BANK DEPOSITS	7,066	-	7,066	1,443
<i>Total 2022</i>	<i>1,443</i>	<i>-</i>	<i>1,443</i>	

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

4. ANALYSIS OF CHARITABLE ACTIVITIES

	Note	Activities Undertaken Directly	Grant Funded Activities	Total	Total
		2023	2023	2023	2022
		£	£	£	£
Distribution of Food Supplies		208,963	750	209,713	180,389
Financial Inclusion Project		-	37,500	37,500	10,000
Food and Energy Vouchers		12,868	5,532	18,400	12,574
Provision of Services		221,831	43,782	265,613	202,963
Staff Costs	5	88,576	-	88,576	50,524
Premises Costs		48,458	1,572	50,030	55,480
Utilities		5,394	-	5,394	3,128
Transportation		6,184	-	6,184	3,712
Telecommunication and IT		5,336	-	5,336	4,837
Administrative Expenses	6	12,877	184	13,061	7,069
Professional Fees	7	630	-	630	208
Depreciation		8,726	-	8,726	8,347
Support Costs		176,181	1,756	177,937	133,306
Total Costs		398,011	45,538	443,549	336,269
<i>Total 2022</i>		<i>324,395</i>	<i>11,874</i>	<i>336,269</i>	

5. STAFF COSTS

	2023	2022
	£	£
Wages and Salaries	75,976	43,989
Social Security costs	6,541	3,693
Employer contribution to defined contribution pension schemes	1,618	859
Payroll Costs	84,135	48,541
Staff Expenses	4,441	1,983
Total Staff Costs	88,576	50,524

The average number of employees during the year was 4 (2022 - 2). There are approximately 130 unpaid volunteers that support the Foodbank in a variety of roles.

No employee received remuneration amounting to more than £60,000 in either year.

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

6. ADMINISTRATIVE EXPENSES

	2023	2022
	£	£
Governance	6,372	35
General Insurance	2,248	1,781
Staff and volunteer events	1,063	1,727
Other administrative expenses	3,379	3,526
	<u>13,061</u>	<u>7,069</u>

7. PROFESSIONAL FEES

	2023	2022
	£	£
Accounting Fees	230	8
Independent Examiner Fees	400	200
	<u>630</u>	<u>208</u>

8. PAYMENT TO TRUSTEES

The Trustees all give their time and expertise without any kind of remuneration or benefit in kind (2022 - nil).
From time to time Trustees will pay expenses on behalf of the Charity for which they are reimbursed.
These expenses relate mainly for the purchase of food and provisions. Three trustees incurred £17,429 of expenses for which they were reimbursed (2022 - 3 trustees and £16,454 of expenses reimbursed).

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

9. TANGIBLE FIXED ASSETS

	Motor Vehicles £	Property Plant and Equipment £	Total £
Cost or valuation			
At 1 October 2022	21,300	12,089	33,389
Additions	-	1,514	1,514
At 30 September 2023	<u>21,300</u>	<u>13,603</u>	<u>34,903</u>
Depreciation			
At 1 October 2022	5,325	3,022	8,347
Charge for the year	5,325	3,401	8,726
At 30 September 2023	<u>10,650</u>	<u>6,423</u>	<u>17,073</u>
Net Book Value			
At 30 September 2023	<u>10,650</u>	<u>7,180</u>	<u>17,830</u>
At 30 September 2022	<u>15,975</u>	<u>9,067</u>	<u>25,042</u>

10. STOCK

	2023 £	2022 £
Food for distribution	<u>33,241</u>	<u>20,588</u>

Stock held at year end has been valued at £2.37 per kilogram (2022: £2.37 per kg) according to Trussell Trust guidelines.
This represents the cash value of goods donated to the Foodbank.

11. DEBTORS

	2023 £	2022 £
Warehouse grant due from Trussell Trust	<u>-</u>	<u>8,874</u>

ST ALBANS & DISTRICT FOODBANK
(A Charitable Incorporated Organisation)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

12. CURRENT ASSET INVESTMENT AND CASH AND CASH EQUIVALENT

	2023	2022
	£	£
Bank and Building Society Deposits - maturity or notice greater than 3 months	265,789	170,000
Bank and Building Society Deposits - instant access or 3 months or less notice	259,672	279,132
	<u>525,460</u>	<u>449,132</u>

The Charity's policy is to spread funds between institutions so as to maximise the cover provided by the Financial Services Compensation Scheme (FSCS) to the extent practical.

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Deferred Income	20,000	20,000
Accruals	4,172	3,055
	<u>24,172</u>	<u>23,055</u>

Deferred income relates to grants received for the Financial Inclusion Project from the Trussell Trust. Grants are received in June to fund services provided by the Citizen's Advice Bureau for 12 months.

14. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM OPERATING ACTIVITIES

	2023	2022
	£	£
Net Income for the year as per Statement of Financial Activities	71,778	104,686
Adjustments for:		
Depreciation	8,726	8,347
Interest Income	(7,066)	(1,443)
(increase)/decrease in stock	(12,653)	(16,586)
(increase)/decrease debtors	8,874	(8,874)
(increase)/decrease creditors	1,118	23,055
Net cash from operating activities	<u>70,777</u>	<u>109,186</u>

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

15. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 October 2022 £	Income £	Expenditure £	Transfers in/(out) £	Balance at 30 September 2023 £
Unrestricted Funds					
General Funds - all funds	457,285	479,956	(398,012)	(7,500)	531,729
Restricted Funds					
Financial Inclusion Project	20,000	30,000	(37,500)	7,500	20,000
Winter Support Grant	-	5,000	(5,000)	-	-
Warehouse Grant	1,572	-	(1,572)	-	-
HCF Building Potential	814	-	(814)	-	-
Children	390	240	-	-	630
Acts 435	120	-	(120)	-	-
Energy Support	400	132	(532)	-	-
	23,296	35,372	(45,538)	7,500	20,630
Total of funds	480,581	515,328	(443,550)	-	552,359

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 October 2021 £	Income £	Expenditure £	Transfers in/(out) £	Balance at 30 September 2022 £
Unrestricted Funds					
General Funds - all funds	357,751	392,441	(303,336)	10,428	457,285
Restricted Funds					
Financial Inclusion Project	-	30,000	(10,000)	-	20,000
Warehouse Grant	15,000	8,874	(11,874)	(10,428)	1,572
HCF Building Potential	814	-	-	-	814
Children	150	240	-	-	390
Acts 435	120	-	-	-	120
St Albans District Council	-	9,000	(9,000)	-	-
DEFRA	1,539	-	(1,539)	-	-
Making a Difference Locally	521	-	(521)	-	-
Energy Support	-	400	-	-	400
	18,143	48,514	(32,933)	(10,428)	23,296
Total of funds	375,895	440,955	(336,269)	-	480,581

ST ALBANS & DISTRICT FOODBANK

(A Charitable Incorporated Organisation)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

15. STATEMENT OF FUNDS (continued)

The Financial Inclusion Project is a Trussell Trust initiative to provide advice through the Citizen's Advice Bureau (CAB) on debt, benefit, housing and employment to those attending the foodbank.

During the year ending 30 September 2023 funds were transferred to the Financial Inclusion Project from General Funds as the cost of services provided by the CAB exceeded the funding provided by the Trussell Trust.

The Warehouse grant was a strategic development grant provided by the Trussell Trust which was used to fund a new cold store room and also fund other ongoing warehouse costs.

Other restricted funds listed are donations and grants received from different sources with stipulations that they are used for specific purposes such as the purchase of food, support with energy bills, helping children and other actions to alleviate hunger and poverty.

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
Tangible Fixed Assets	17,830	-	17,830
Current Assets	538,071	20,630	558,701
Creditors due within one year	(24,172)	-	(24,172)
Total	<u>531,729</u>	<u>20,630</u>	<u>552,359</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
Tangible Fixed Assets	23,470	1,572	25,042
Current Assets	456,870	21,724	478,594
Creditors due within one year	(23,055)	-	(23,055)
Total	<u>457,285</u>	<u>23,296</u>	<u>480,581</u>

17. RELATED PARTY TRANSACTIONS

Donations of £450 (2022 - nil) were made to the Charity by the Trustees during the year. There were no other related party transactions.

ST ALBANS AND DISTRICT FOODBANK

England & Wales - Charity number 1158917

Accounts

Trustees' Annual Report for the year ended 30 September 2022

Reference and Administrative Details

Charity name: St Albans & District Foodbank CIO

Registered charity number: 1158917

Charity's principal address: c/o 5 Browning Road
Harpenden
Herts
AL5 4TS

Trustees

During the period ending 30 September 2022 the following were trustees:

Name	First Elected	Re Elected	Resigned
John Mulholland	07/11/2014	15/09/2020	
Robert Smalley	27/10/2016	15/09/2020	
Janet Lailey	27/06/2017		08/05/2022
Beth Williams	19/09/2018	21/09/2021	08/05/2022
Mark Pontin	17/03/2020		
Farrukh Shaikh	17/11/2020		18/07/2022
Rachel Hampstead	23/11/2021		
Haydar Shawkat	08/06/2022		
Mairead McKeever	08/06/2022		

Professional Advisors

Independent Examiner	Bankers
Elizabeth Needham Needham Accountancy Ltd Berkeley House, Barnet Road London Colney, Herts AL2 1BG	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent, ME19 4JQ

1. Structure, Governance and Management

1.1 Governing document

St Albans & District Foodbank is a Charitable Incorporated Organisation. The only voting members are its charity trustees. The trustees adopted a constitution on 9th September 2014 in accordance with the “*foundation model*” published by the Charity Commission. The St Albans & District Foodbank achieved registered charitable status on 20th October 2014 and its’ registered charity number is 1158917.

1.2 Trustee selection and management

The charity is governed by a board of trustees selected because they strongly endorse the charitable objectives of the organisation. When selecting trustees, the charity aims to ensure there is a broad range of relevant skills and knowledge, while also aiming to reflect a more diverse spread of backgrounds across the St Albans District to help with informed decision making. Trustees are appointed after interviews with existing trustees, and where possible, visits to the organisation, to ensure they understand its vision and values.

The trustees meet approximately every two months to review performance and monitor the achievement of objectives. The Treasurer presents a financial monitoring statement to each meeting so that trustees can review income and expenditure.

1.3 Related Organisations

The St Albans & District Foodbank is affiliated to the Trussell Trust, a charity based in Salisbury that assists churches and communities to open new foodbanks and supports existing foodbanks nationwide.

1.4 Management of risk

The trustees have adopted a range of policies in order to manage and minimise risk. These include policies covering inter alia, Health & Safety, Safeguarding and Lone Workers and a Risk Register is maintained to monitor compliance with these policies and other risks.

The Risk Register is regularly reviewed, updated and monitored at Trustee Board meetings.

The trustees have in place systems of internal control that are designed to provide reasonable assurance against material mismanagement or loss. These include two signatories for all payments and a comprehensive insurance policy to ensure that insurable risks are covered.

2. Objectives, Aims and Activities

2.1 Charitable Objectives

The St Albans & District Foodbank has as its objective the prevention or relief of poverty primarily in St Albans District and surrounding areas, in particular but not exclusively by providing emergency food supplies to individuals in need and/or charities, or other organisations working to prevent or relieve poverty. Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable.

2.2 Aims

Our primary aim is to alleviate poverty through the provision of food parcels, including fresh food and items of personal care (e.g., toiletries and toothpaste) and household items (toilet rolls, cleaning and laundry materials) to those in crisis. We do this in partnership with local agencies who refer clients in crisis to us. By signposting people to care agencies, advice services and other support agencies we aim to seek resolutions to their immediate crises, which are resulting in a need to use the Foodbank. Anyone in need can be referred to the Foodbank, regardless of their race or creed.

2.3 Objectives for the period

The main objective was to continue operating the Foodbank in the St Albans District, to maintain a number of distribution points throughout the district and to build links with a broad range of local care agencies, such as Citizens Advice. These agencies are known as Referral Agencies and they can refer people in need of assistance to the foodbank.

2.4 Strategies for achieving the objectives.

Trustees adopted a series of strategies including:

- Recruiting, training and maintaining a pool of volunteers;
- Utilising warehouse premises to accommodate the administrative and distribution operations of the Foodbank;
- Maintaining a number of distribution centres which clients can visit to discuss their problems and exchange their vouchers for food parcels;
- Introducing energy voucher support to clients to help with fuel poverty;
- Recruiting and maintaining an appropriate number of Referral Agencies;
- Building up sufficient funds to (1) sustain the operation for at least the next twelve months and (2) to cover the costs of a warehouse lease for three years at a commercial rent of c£50,000pa.
- Maintaining a working arrangement with organisations and charities who are also involved in the alleviation of poverty in St Albans and wider areas, eg The Vineyard Church, so that we can support them with any excess food stocks that we accumulate.

2.5 How the foodbank works

Donations of food are received from a number of sources:

- Individuals;
- Corporate organisations;
- Schools and churches, particularly at Easter, Harvest Festival and Christmas times; and
- Permanent collection points in local supermarkets.
- Donations of non-perishable food are weighed, checked for “*best before*” dates, sorted and stored by food type.
- Food parcels are prepared at the warehouse, weighed and taken by van to the distribution centres before each session.
- Clients in food crisis are issued with a St Albans & District Foodbank voucher by a recognised Referral Agencies.
- Clients bring their voucher to a foodbank distribution session where it is redeemed for an emergency parcel.
- Wider support services are available at the distribution sessions.

The contents of emergency parcels are selected by reference to Trussell Trust guidelines that aim to give clients a nutritionally balanced diet, providing sufficient food for 3 days.

2.6 Public Benefit

The primary public benefit of the foodbank is the immediate relief of a financial crisis being experienced by an individual or family. This is mainly achieved by providing parcels of food which can be used to create nutritionally balanced meals for three days.

St Albans & District Foodbank relieves poverty, in particular hunger, but it also helps address the underlying causes by listening to clients’ needs and signposting them to additional support services that help address these issues. This assists in mitigating the difficulties arising from housing loss, mental health problems, family breakdown and other issues related to poverty.

During the Covid-19 crisis some of the charity’s ability to offer additional support, as outlined above, was significantly restricted due to the need to interact with all clients in a socially distanced manner. However, following the lifting of Covid-19 restrictions we have been able to return to face-to-face interactions with our clients at the distribution centres and have moved towards offering professional advice and support services from, for example, Citizens Advice and mental health organisations.

3. Achievement and Performance

3.1 Summary of the period's activities

On the 1st October 2021 the St Albans & District Foodbank received notice to vacate its warehouse premises in Coldharbour Lane, Harpenden, effective 12 November 2021. Thanks to assistance from many quarters, not least Cantay Estates, new premises were identified in Redbourn and a 30-month lease was completed with occupation granted in early November 2021. The move to Redbourn and the occupation of new premises has proven to be successful, impacting on how the Foodbank operates, the conditions under which volunteers work, the provision of office accommodation for staff and not least, security of tenure.

During the year we operated 7 distribution centres from which food parcels are handed to clients:

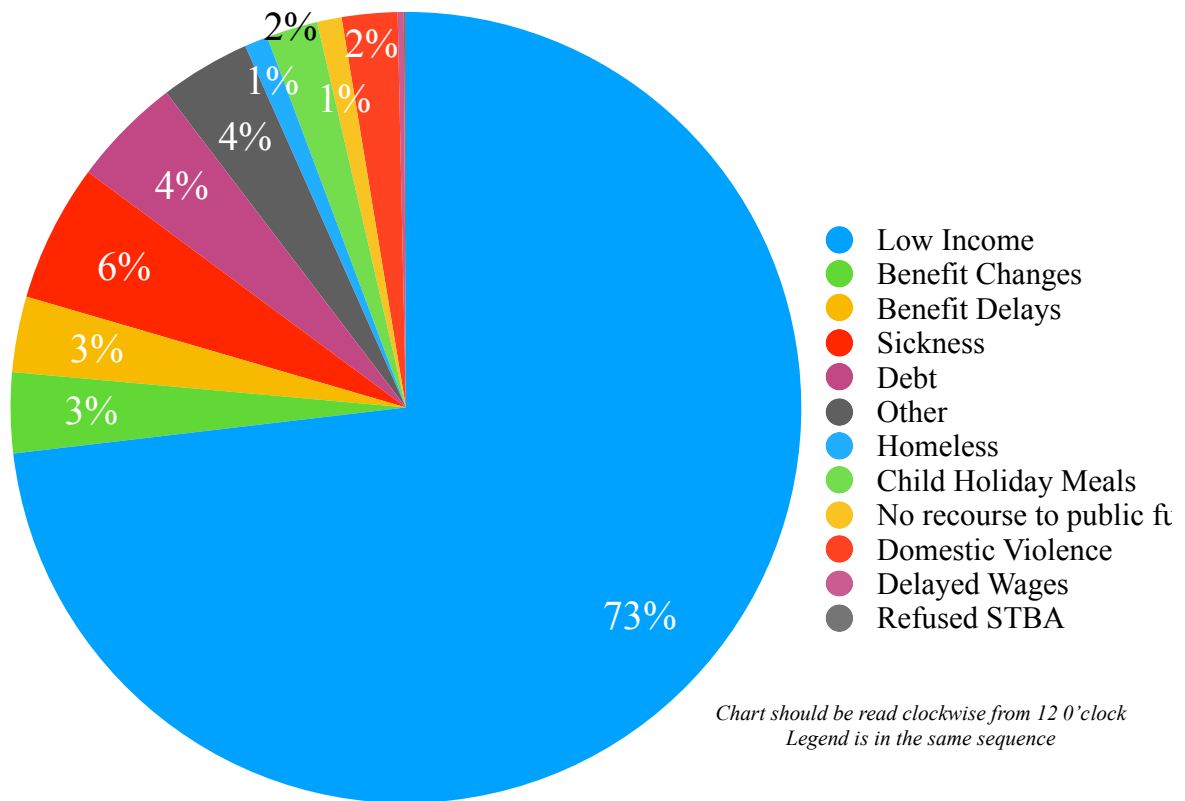
1.	Mondays	10:00 – 12:00	The Vineyard Church, 7 Brick Knoll Park, St Albans
2.	Mondays	2:00 – 3:30pm	Redbourn Methodist Church, North Common, Redbourn
3	Tuesdays	1:00 - 3:00pm	Christ Church, High Oaks, St Albans
4	Wednesdays	12:30 – 2:30pm	Christadelphian Church Hall Abbotts Avenue St Albans
5	Thursdays	12:30 – 2:30pm	Hilldyke Community Centre, Hilldyke Road, Wheathampstead
6	Fridays	10:00 – 12:00	Caledon Community Centre, Caledon Road, London Colney
7	Fridays	1:00 – 3:00pm	Crabtree Church, Crabtree Lane, Harpenden

We continued to provide a home delivery service to help those who could not attend a distribution centre using our own volunteer drivers and drivers' mates.

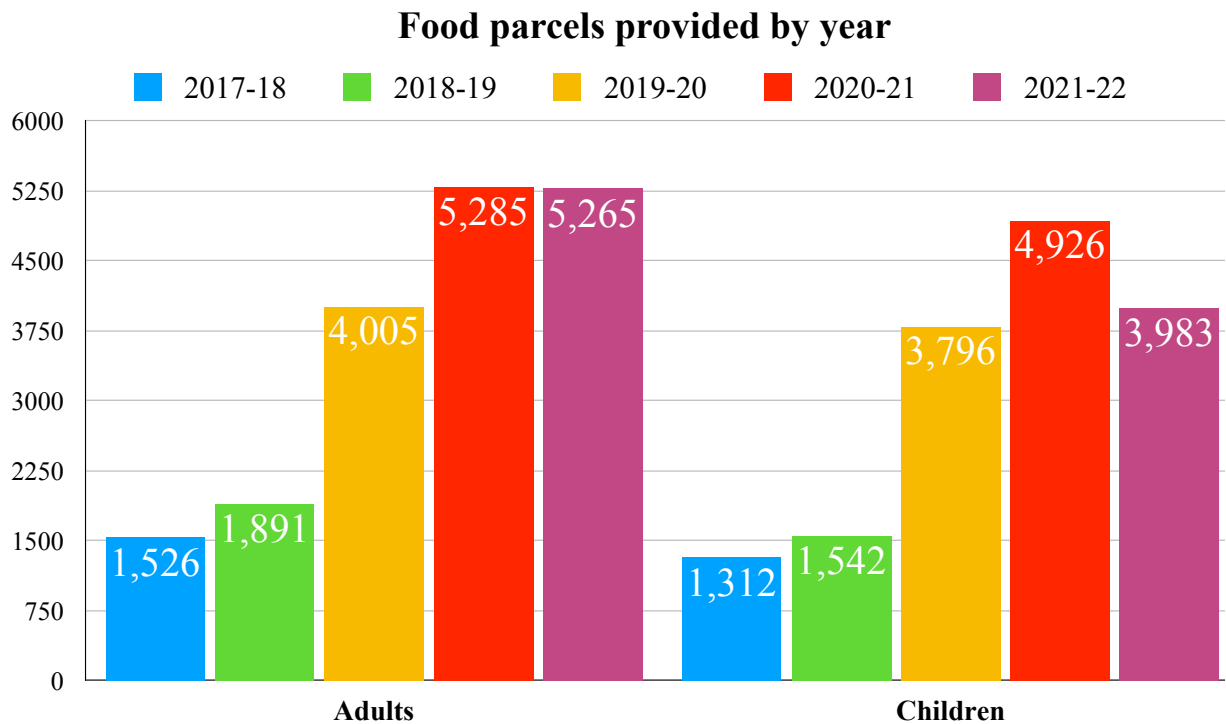
Throughout the year we have supplemented shortages of donations of specific items by purchases from wholesalers using our funds. Local organisations such as Round Table and Lions, Corporates, local companies and private individuals maintained their support through financial and product donations. Finally, Easter, Harvest Festival and Christmas collections from schools and churches provided much needed supplies to help us through the year as have generous food donations from donors.

During the 12 months of operation to 30th September 2022 we distributed 9,248 emergency parcels including 3,983 parcels to help children.

There was a wide range of reasons causing these people to seek help, the largest being low income. The full break down of reasons are illustrated below:



As mentioned above, during 2021-22 we provided 9,248 parcels compared to 10,211 in 2020-21. The chart below provides a breakdown of parcels provided for adults and children in each of the last five years.



3.2 Referral Agencies

The St Albans & District Foodbank provides food to people who come to us with a voucher issued by one of our Referral Agencies. These Agencies comprise professionals from organisations providing welfare and community support in the local area such as doctors, health visitors, social workers, Citizens Advice Bureau staff, schools, registered social landlords, local charities, the police and probation officers.

At the end of September 2022 there were 184 Referral Agencies “on our books”.

When these Agencies identify someone in crisis, they provide him/her with a foodbank voucher. The individual can obtain immediate assistance by bringing the voucher to one of our distribution centres and redeeming it for food. In some cases, individuals approach the foodbank directly. In such cases we normally seek to understand the individual’s circumstances and signpost opportunities for them to find support and then issue a voucher ourselves but suggest that in future the individual obtains a voucher from one of our Agencies. We do this so that we know the source of the individual’s crisis has been discussed with an appropriate organisation.

In the year to 30 September 2022, 3,658 vouchers were issued and exchanged for food at the foodbank compared with 3,200 in the previous year. Some 28.35% of all vouchers were issued to lone parent families.

3.3 Distribution of food

The table below summarises the sources and weight of food and other items provided to clients during the year. As shown, there was a net inflow of stock during the year.

Source/Destination	Incoming	Outgoing	Net
	kg	kg	kg
Donations received	76,094.9		76,094.9
Purchases	11,222.1		11,222.1
Distribution centres		57,131.3	-57,131.3
Home deliveries		5,710.6	-5,710.6
Emergency food boxes		63.0	-63.0
Other charities		1,076.3	-1,076.3
Non Trussell Trust Foodbanks		1,212.2	-1,212.2
Disposals out of date/damaged		1,407.7	-1,407.7
Other		37.4	-37.4
Totals	87,317	66,638.5	20,678.5

The provision of food to other charities and organisations is key to our charitable objective - the relief of poverty.

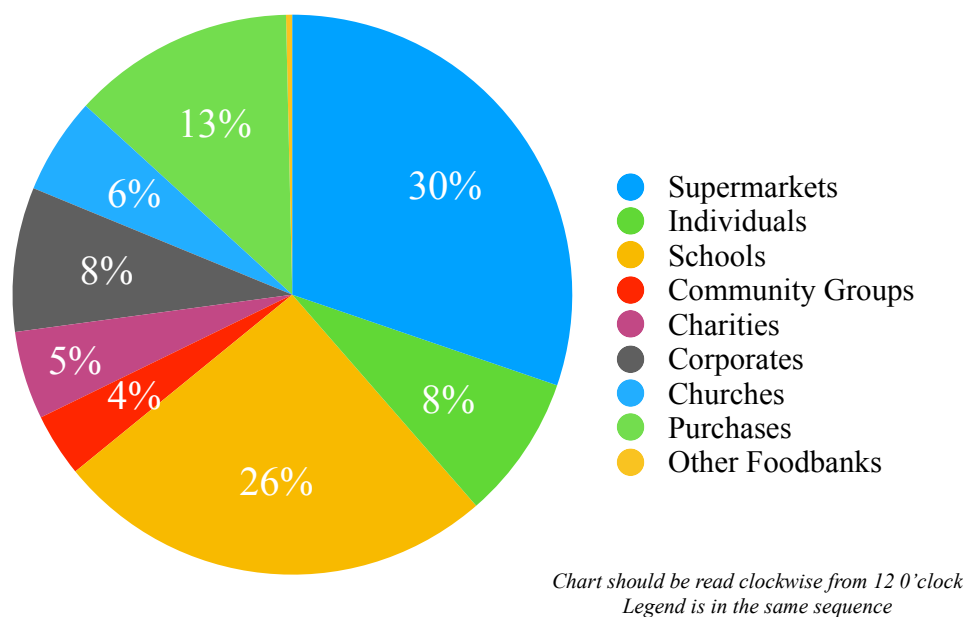
Such charities and organisations where provision of over 100kg was made include Azalea Women’s Refuge, Blue Cross, Communities 1st and Herts Welcomes Refugees,

There is also an important practical benefit in so doing: it enables the Foodbank to make use of excess food before it goes out of date thereby minimizing waste and adverse environmental impact.

3.4 Sources of food and other items

The food and other household items that the Foodbank distributed came from a variety of sources such as regular collections from permanent collection points in various supermarkets around the area, donations by schools, churches and individuals and one-off corporate donations. In addition, during and following the lockdown there were substantial donations from range of corporate donors.

The sources of the incoming stock comprised:



3.5 Volunteers

This report refers to the important contribution made by funders, donors, and supporters across the community. However, the key people who have turned the St Albans & District Foodbank into a working organisation delivering a service to the local community are our 120+ volunteers. They have organised the warehouse, packed food parcels, collected and transported food, staffed the office and dealt with clients. We have been extremely fortunate that so many new volunteers stepped forward during the last year. Without their additional help we would have found it impossible to continue running an uninterrupted service.

The trustees are extremely grateful for the commitment of all volunteers and the expertise and help that they bring to the organisation.

3.6 Staff & Trustees

Rukia Augustine was appointed Chief Executive Officer of the St Albans & District Foodbank in February 2022 and has been active in widening our reach in the community, networking and setting up communication and other systems essential to the smooth operation of the Foodbank.

Penny Crosswell was employed as a part time Community Outreach Manager commencing in February 2021. Penny refreshed, updated and reinvigorated contacts with our Referral Agencies, assisted with grant applications and many of our day-to-day operations. Penny's contract finished in June 2022 and the trustees are grateful for her contribution to the work of the Foodbank.

During the year, in line with the trustees' strategy, a Client Wellbeing Coordinator, Sam Rice, was appointed, taking up the position in September 2022. This role is seen as key to helping clients find long term solutions to their needs, to avoid dependency on Foodbank provision and is complementary to the plan to facilitate third party specialist agencies such as Citizens Advice Bureau and mental health professional services being present at distribution hubs to aid the signposting of help for clients.

Additionally, trustees identified the need to appoint an Assistant Manager to help the CEO with her role and to free her up to focus on delivery of the board's strategic objectives¹.

During the year Beth Williams, Janet Lailey and Farrukh Shaikh stepped down from the board of trustees for personal reasons. The Trustees thank Beth, Janet and Farrukh for the valuable help they provided to the Foodbank during their terms of office.

Trustees were delighted that Haydar Shawkat, Rachel Hampstead and Mairead McKeever joined the board during the year and that Robert Smalley agreed to continue on the board and was duly re-elected.

¹ Oliver Harris was appointed Assistant Manager in February 2023

4. FINANCIAL REVIEW

4.1 Principal funding sources

Income by Type

Individuals	176,638
Corporates	16,095
Churches and other religious organisations	338
Charitable organisations	1,500
Crowdfunding	145
Interest received	1,485
Unrestricted income	196,201
Trussell Trust Grant - Financial Inclusion Project	30,000
St Albans District Council	9,000
Individual	640
Restricted income	39,640
Total income	235,841

4.2 Reserves policy

The trustees maintain a reserves policy that recognises the fact that the charity has no trading operations or income and is thus wholly dependent on donations to maintain its operations. Further, without a warehouse in which to receive, sort, store and then distribute donations as food parcels, the Foodbank could not operate.

The year started with the Foodbank operating from premises in Harpenden, kindly provided by the Jarvis group pending the outcome of its appeal to gain planning permission to redevelop the premises in which the Foodbank operated.

Jarvis was successful in its appeal and the Foodbank was placed under notice to quit within a matter of weeks, as had been agreed in the lease with Jarvis.

Through good fortune we were introduced to Cantay Estates who are the freeholders of an industrial unit in Redbourn where the current tenant wished to end its lease.

With pro bono help from solicitors and surveyors we were able to negotiate a 2.5-year lease with Cantay Estates on very favourable terms. We are truly indebted to them for their generosity.

In November 2021 we moved to these new premises and during 2022 we installed a cold room facility to assist in the storage of fresh fruit and vegetables, bread and eggs.

The new premises have provided much needed security of tenure, a bright welcoming place for volunteers and office accommodation for staff and visitors.

Whilst we enjoy advantageous terms on our lease, trustees recognise that reserves of £150,000 are required to meet the costs of equivalent accommodation over a 3 year term on cessation of the current lease. In addition, the running costs of the Foodbank are circa £180,000² per annum and this too is taken into account in the reserves held as reviewed and agreed by the Board annually.

4.3 Investment policy and objectives

The St Albans & District Foodbank does not have sufficient funds to invest in longer term investments. The Foodbank has therefore adopted a risk averse strategy for the investment of its funds. All funds are held in cash with banks noting the levels of protection afforded via the FSCS.

Funds surplus to day-to-day activities and long-term provision of warehouse space will instead be used to develop the services and assistance that can be offered to clients both directly and in conjunction with third party specialist agencies.

² 2022/2023 first 7 months

5. FUTURE DEVELOPMENTS

Trustees subscribe to and support the Trussell Trust's vision of the need to end foodbanks in the UK.

During the year we maintained and expanded our relationship with Citizens Advice Bureau to allow clients to receive signposting to specialist agencies to help with issues such as debt management, benefits and mental health.

Trustees recognise that more needs to be done to assist clients and the following strategy has been agreed:

1. Partner with suitable agencies to improve signposting
2. Review District wide needs to ensure we provide help to all communities
3. Instigate an integrated communication plan to better inform our volunteers, stakeholders and supporters of our vision, needs and aspirations
4. Provide further training for volunteers
5. Expand existing schools liaison projects
6. Consider the need to open a Saturday distribution centre
7. Partner with other foodbanks to share best practice and offer help when appropriate
8. Enhance the food offering with fresh produce
9. Investigate a charity forum with other local charities supporting clients in poverty and those who are homeless.

Whilst not yet formally adopted as a strategic aim, trustees are also researching the feasibility of a Hub concept to bring together complimentary offerings so that clients may receive advice and help under one roof.

Signed on behalf of the Trustees:



Mark Pontin

Date: 9th June 2023

	Charity Name		Registered No.		CC16a
	St Albans and District Foodbank		1158917		
	Receipts and Payments Accounts				
	For the period from	Period start date	To	Period end date	
		10/01/2021		30/9/2022	
Section A: Receipts and Payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations and Other income	196,201	640	-	196,841	202,007
SADC Grant - Household Support	-	9,000	-	9,000	0
Trussell Grant - Financial Inclusion Project	-	30,000	-	30,000	0
HFC Receipts		-	-	-	0
Trussell Trust Strategic Grant - Warehouse		-		-	15,000
DEFRA Grant	-	-	-	-	10,000
Localgiving Matched Funding Grant		-	-	-	5,381
HCC Receipts	-	-	-	-	2,500
Subtotal	196,201	39,640	0	235,841	234,888
A2 Asset and Investment Sales					
	-	-	-	-	0
Subtotal	0	0	0	0	0
Total receipts	196,201	39,640	0	235,841	234,888
A3 Payments					
Stationery	1,966	-		1,966	614
General	4,868	-		4,868	3,804
Fundraising, Entertainment and Advertising	3,783	-		3,783	295
Telecommunications	995	-		995	331
Supplies for Clients	17,738	2,059		19,797	18,724
SADC Grant - Household Support	-	9,000		9,000	-
Project		7,500		7,500	
HCF Disbursements	-	-		-	458
Trussell Trust Strategic Grant - Warehouse		22,302		22,302	-
Warehouse Maintenance	3,040	-		3,040	1,245
Warehouse Service Charges	1,368	-		1,368	-
Warehouse Utilities	2,166	-		2,166	-
Business Rates	-	-		-	1,983
Insurance	2,002	-		2,002	1,187
Travel and Transport	3,681	-		3,681	3,972
Staff Expenses	1,677			1,677	-
Employment Costs	48,691	-		48,691	32,347
Bank Charges	180	-		180	166
Subtotal	92,153	40,861	0	133,014	65,126
A4 Asset and Investment Purchases					
Equipment	4,208	0		4,208	1,000
Van contribution				0	
Subtotal	4,208	0	0	4,208	1,000
Total Payments	96,361	40,861	0	137,222	66,126
Net of receipts/(payments)	99,840	(1,221)	0	98,619	168,762
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	332,249	18,143	0	350,392	181,630
Cash funds this year end	432,089	16,922	0	449,011	350,392

Section B: Statement of Assets and Liabilities at the end of the Period				
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Current and Deposit Accounts	432,089	16,922	18,143
	Total cash funds	432,089	16,922	18,143
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Phone	restricted	0	
	Van	restricted / general	0	
	Warehouse equipment	restricted	0	
	Foodbank branch equipment	restricted	0	
	IT and computing equipment	restricted	0	
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Haydar Shawkat		9/06/2023



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
St Albans and District Foodbank CIO

On accounts for the year
ended

30th September 2022

Charity no
(if any)

1158917

Set out on pages

13 - 14

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30th September 2022.

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 Trust's accounts carried out under section 145 of the 2011 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date: 21/06/2023

Name:

Elizabeth Needham

Relevant professional
qualification(s) or body
(if any):

FFA (Institute of Financial Accountants)

Address:

Needham Accountancy Ltd

Berkeley House, Barnet Road
London Colney, Herts AL2 1BG

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None

ST ALBANS AND DISTRICT FOODBANK

England & Wales - Charity number 1158917

Accounts

Trustees' Annual Report for the year ended 30 September 2021

Reference and administrative details

Charity name: St Albans & District Foodbank CIO

Registered charity number: 1158917

Charity's principal address:
c / o 5 Browning Road
Harpenden
Herts
AL5 4TS

Trustees

During the period ending 30 September 2021 the following were trustees:

Name	First Elected	Re Elected	Resigned
John Mulholland	07/11/2014	15/09/2020	
Robert Smalley	27/10/2016	15/09/2020	
Janet Lailey	27/06/2017	17/11/2020	
Spike Charlwood	22/01/2019		11/05/2021
Beth Williams	19/09/2018	21/09/2021	
Mark Pontin	17/03/2020		
Stuart Miller	15/09/2020		21/09/2021
Farrukh Shaikh	17/11/2020		

Professional advisors

Independent Examiner	Bankers	
Elizabeth Needham Needham Accountancy Ltd Berkeley House, Barnet Road London Colney, Herts AL2 1BG	Barclays Bank Plc PO Box 104 St Albans Herts. AL1 3AN	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent, ME19 4JQ

1. Structure, Governance and Management

1.1 Governing document

St Albans & District Foodbank is a Charitable Incorporated Organisation. The only voting members are its charity trustees. The trustees adopted a constitution on 9th September 2014 in accordance with the “*foundation model*” published by the Charity Commission. The St Albans & District Foodbank achieved registered charitable status on 20th October 2014 and its’ registered charity number is 1158917.

1.2 Trustee selection and management

The charity is governed by a board of trustees selected because they strongly endorse the charitable objectives of the organisation. When selecting trustees, the charity aims to ensure there is a broad range of relevant skills and knowledge, while also aiming to reflect a more diverse spread of backgrounds across the St Albans District to help with informed decision making. Trustees are appointed after interviews with existing trustees, and under normal circumstances, visits to the organisation, to ensure they understand its vision and values.

The trustees meet approximately every 2 months to review performance and monitor the achievement of objectives. The Treasurer presents a financial monitoring statement to each meeting so that trustees can review income and expenditure.

1.3 Related Organisations

The St Albans & District Foodbank is affiliated to the Trussell Trust, a charity based in Salisbury, that assists churches and communities to open new foodbanks and supports existing foodbanks nationwide.

1.4 Management of risk

The trustees have adopted a range of policies in order to manage and minimise risk. These include policies covering inter alia, Health & Safety, Safeguarding and Lone Workers and a Risk Register is maintained to monitor compliance with these policies.

The Risk Register is regularly reviewed by a sub-group of the trustees and confirmed annually by all the trustees.

The trustees have in place systems of internal control that are designed to provide reasonable assurance against material mismanagement or loss. These include two signatories for all payments and a comprehensive insurance policy to ensure that insurable risks are covered.

2. Objectives, Aims and activities

2.1 Charitable Objectives

The St Albans & District Foodbank has as its objective the prevention or relief of poverty primarily in St Albans District and surrounding areas, in particular but not exclusively by providing emergency food supplies to individuals in need and/or charities, or other organisations working to prevent or relieve poverty. Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable.

2.2 Aims

Our primary aim is to alleviate poverty through the provision of food parcels and, when available, limited quantities of personal care (e.g., toiletries and toothpaste) and household items (toilet rolls, cleaning and laundry materials) to those in crisis. We do this in partnership with local agencies who refer clients in crisis to us. By signposting people to care agencies, advice services and other support agencies we aim to seek resolutions to their immediate crises, which are resulting in a need to use the Foodbank. Anyone in need can be referred to the Foodbank, regardless of their race or creed.

2.3 Objectives for the period

The main objective was to continue operating the Foodbank in the St Albans District area, to maintain a number of distribution points throughout the district and to build links with a broad range of local care agencies, such as Citizens Advice. These agencies are known as Referral Agencies and they can refer people in need of assistance to the foodbank.

2.4 Strategies for achieving the objectives.

Trustees adopted a series of strategies including:

- Recruiting a pool of volunteers;
- Utilising warehouse premises to accommodate the administrative and distribution operations of the Foodbank;
- Maintaining a number of distribution centres which clients can visit to discuss their problems and exchange their vouchers for food parcels;
- Recruiting and maintaining an appropriate number of Referral Agencies;
- Building up sufficient funds to sustain the operation for at least the next twelve months; and
- Maintaining a working arrangement with the Open Door, Vineyard Church, Sopwell Community Trust and other charities who are also involved in the alleviation of poverty in St Albans so that we can support them with any excess food stocks that we accumulate.

2.5 How the foodbank works

- Donations of food are received from a number of sources:
 - Individuals;
 - corporate organisations;
 - schools and churches, particularly at Easter, Harvest Festival and Christmas times; and
 - permanent collection points in local supermarkets.
- Donations of non-perishable food are weighed, checked for “*best before*” dates, sorted and stored by food type;
- Food parcels are prepared at the warehouse, weighed and taken by van to the distribution centres before each session;
- Clients in food crisis are issued with a St Albans & District Foodbank voucher by a recognised Referral Agencies; and
- Clients bring their voucher to a foodbank distribution session where it is redeemed for an emergency parcel.

The contents of emergency parcels are selected by reference to Trussell Trust guidelines that aim to give clients a nutritionally balanced diet, providing sufficient food for 3 days.

2.6 Public Benefit

The primary public benefit of the foodbank is the immediate relief of a financial crisis being experienced by an individual or family. This is mainly achieved by providing parcels of non-perishable food, which can be used to create nutritionally-balanced meals for three days.

St Albans & District Foodbank relieves poverty, in particular hunger, but it also helps address the underlying causes by listening to clients' needs and signposting them to additional support services that help address these issues. This assists in mitigating the difficulties arising from housing loss, mental health problems, family breakdown and other issues related to poverty. During the Covid-19 crisis the charity's ability to offer additional support, as outlined above, has been significantly restricted due to the need to interact with all clients in a socially distanced manner.

3. ACHIEVEMENT AND PERFORMANCE

3.1 Summary of the period's activities

The St Albans & District Foodbank continued operation throughout the year from premises generously provided to us on a temporary rent-free basis by Jarvis Group Ltd at 28-30 Coldharbour Lane, Harpenden

We operated 6 distribution centres from which food parcels are handed to clients:

1	Tuesdays	1:00 - 3:00pm	Christ Church, High Oaks, St Albans
2	Tuesdays	4:00 - 5:30pm	Cunningham Hub Community Centre Cell Barnes Lane St Albans
3	Wednesdays	12:30 – 2:30pm	Christadelphian Church Hall Abbots Avenue St Albans
4	Thursdays	12:30 – 2:30pm	Hilldyke Community Centre, Hilldyke Road, Wheathampstead
5	Fridays	10:00 – 12:00	Caledon Community Centre Caledon Road London Colney
6	Fridays	1:00 – 3:00pm	Crabtree Church, Crabtree Lane, Harpenden

In addition, we provided food parcels to members of the Islamic community in the St Albans area in conjunction with the Sopwell Community Trust and to clients visiting the Vineyard Church in St Albans.

The COVID19 pandemic had a major impact on our operations as issues experienced in the latter half of 2020 continued to affect us during the year for example:

1. A significant change in our volunteer mix as those with health issues and the over 70s had to step back;
2. Reduced donations of certain food products;
3. Changed routines at the warehouse to ensure socially distanced operations;
4. Changed routines at the distribution centres to ensure socially distanced operations;
5. Pressures on deliveries from warehouse to distribution centres due to the increased demand for food parcels.

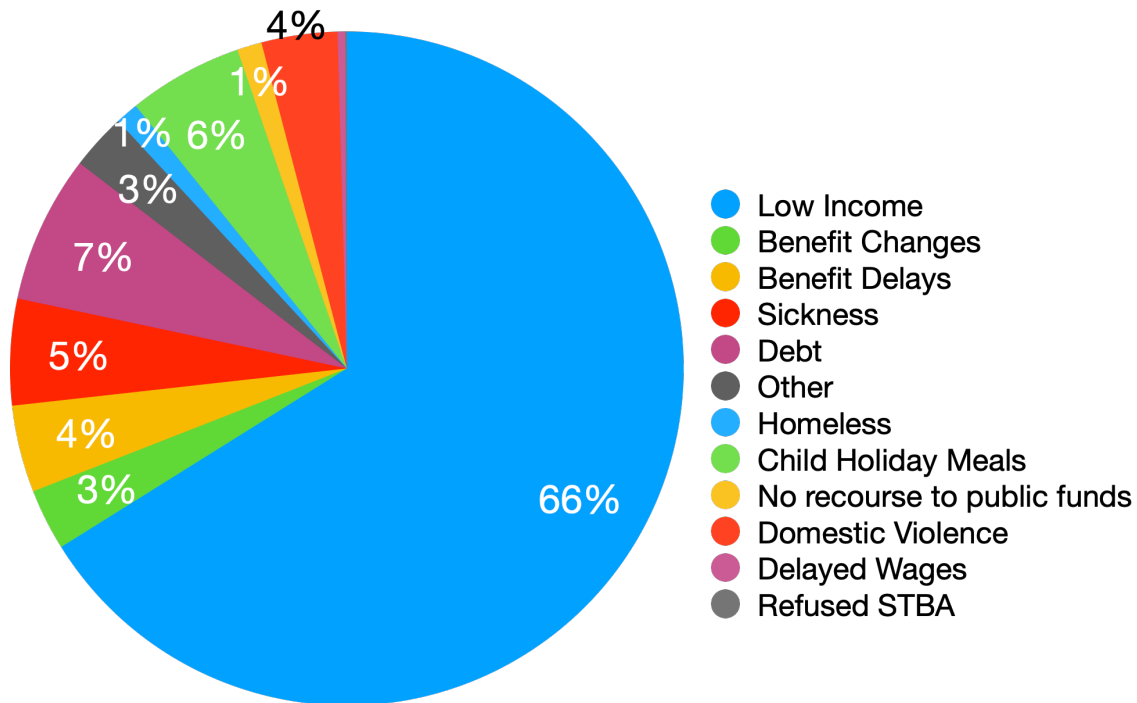
With the help of trustees and volunteers operations were maintained whilst the pressure on the relatively small van used for deliveries was eased, firstly by assistance provided by Emmaus, a local charity, who dedicated a large van and two companions to help with transport and secondly by a donation of a larger Citroen Dispatch van by West Herts Charity Trust.

We continued to provide a home delivery service to help those who could not attend a distribution centre, using drivers from Communities 1st and continued with revised packing sessions at the warehouse to match demand for food parcels. At the distribution centre sessions we also maintained our use of a socially distanced “quick in and out” approach with minimum handling of individual items of food.

Throughout the year we have supplemented shortages on donations of specific items by purchases from wholesalers using grants from St Albans District Council and financial donations. Local organisations such as Round Table and Lions, Corporates, local companies and private individuals maintained their support through financial and product donations. Finally, Easter, Harvest Festival and Christmas collections from schools and churches provided much needed supplies to help us through the year.

During the 12 months of operation to 30th September 2021 we distributed 10,211 emergency parcels including 4,926 parcels to help children.

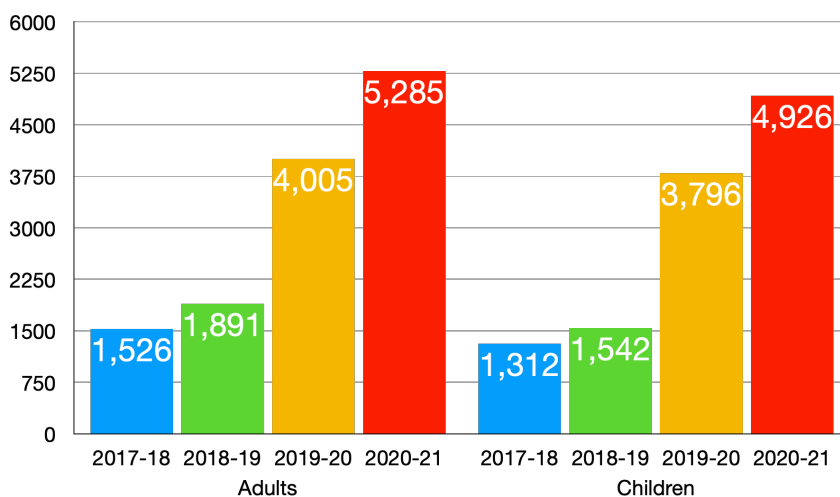
There was a wide range of reasons causing these people to seek help, the largest being low income. The full break down of reasons are illustrated below:



Note the last two reasons are too small to show in the above chart.

As mentioned above during 2020-21 we provided 10,211 parcels compared to 7,801 in 2019-20. The chart below provides a breakdown of parcels provided for adults and children in each of the last four years.

Numbers helped by year



This substantial increase was largely driven by the demand that began at the beginning of the coronavirus lockdown and has been further increased by the assistance given to the Sopwell Community Trust and Vineyard during the year.

3.2 Referral Agencies

The St Albans & District Foodbank provides food to people who come to us with a voucher issued by one of our Referral Agencies. These Agencies comprise professionals from organisations providing welfare and community support in the local area such as doctors, health visitors, social workers, Citizens Advice Bureau staff, schools, registered social landlords, local charities, the police and probation officers.

At the end of September 2021 there were 188 Referral Agencies “on our books”.

When these Agencies identify someone in crisis, they provide him/her with a foodbank voucher. The individual can obtain immediate assistance by bringing the voucher to one of our distribution centres and redeeming it for food. In some cases, individuals approach the foodbank directly. In such cases we normally seek to understand the individual’s circumstances and signpost opportunities for them to find support and then issue a voucher ourselves but suggest that in future the individual obtains a voucher from one of our Agencies. We do this so that we know the source of the individual’s crisis has been discussed with an appropriate organisation. Due to the need to maintain social distancing since the outbreak of the pandemic we have not been able to discuss the clients’ situation directly with them, but we intend to return to this model when the current crisis has passed.

In the year to 30 September 2021, 3,200 vouchers were issued and exchanged for food at the foodbank compared with 2,564 in the previous year. Some 30% of all vouchers were issued to single parent families.

3.3 Distribution of food

The table below summarises the sources and weight of food and other items provided to clients during the year. As shown, there was a net outflow of stock during the year.

Stock movements during year

Source/Destination	Incoming	Outgoing	Net
	kg	kg	kg
Donations received	68,864.1		68,864.1
Purchases	9,705.1		9,705.1
Distribution centres		48,648.5	-48,648.5
Home deliveries		6,933.8	-6,933.8
Emergency food boxes		89.2	-89.2
Sopwell Community trust		15,056.4	-15,056.4
Other charities		11,303.9	-11,303.9
Other Trussell Trust Foodbanks		1,350.5	-1,350.5
Non Trussell Trust Foodbanks		1,719.4	-1,719.4
Disposals out of date/damaged		768.0	-768.0
Other		205.1	-205.1
Total	78,569.2	86,074.8	-7,505.6

The provision of food to other charities and organisations is key to our charitable objective - the relief of poverty.

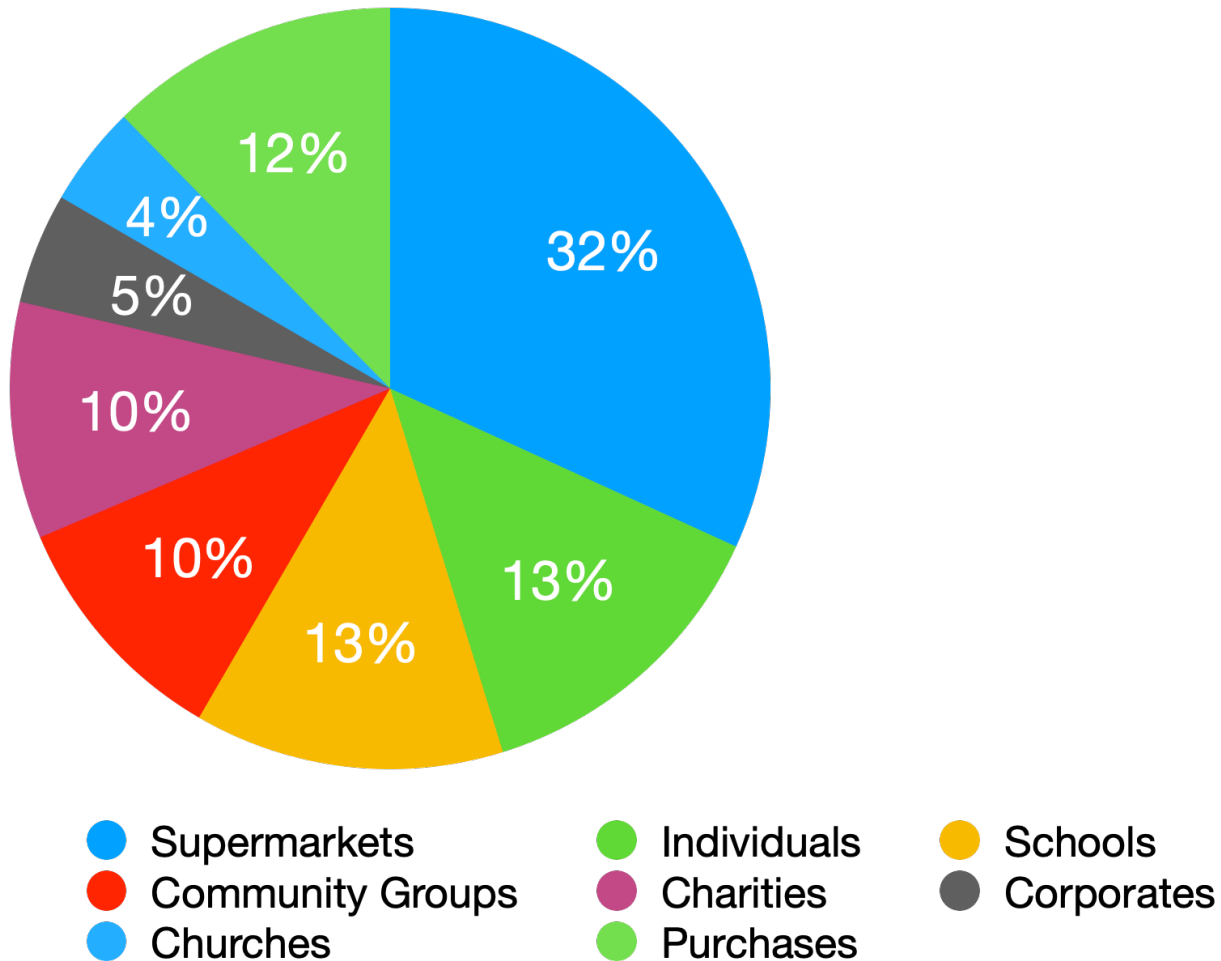
Such charities and organisations where provision of over 100kg include Azalea Women's Refuge, Druglink, Emmaus, Feed, Hertfordshire Asian Women's Association, Kaotic Angels (as part of a half term initiative to feed local children), Kings Pantry, Manna Foodbank, Oaklands College, Park Street Residents Association and the Stockwood Park Academy

There is also an important practical benefit in so doing: it enables the foodbank to make use of excess food before it goes out of date thereby minimizing waste and adverse environmental impact.

3.4 Sources of food and other items

The food and other household items that the Foodbank distributed came from a variety of sources such as regular collections from permanent collection points in various supermarkets around the area, donations by schools, churches and individuals and one-off corporate donations. In addition, during and following the lockdown there were substantial donations from range of corporate donors.

The sources of the incoming stock comprises:



3.5 Volunteers

This report refers to the important contribution made by funders, donors and supporters across the community. However, the key people who have turned the St Albans & District Foodbank into a working organisation delivering a service to the local community are our 120+ volunteers. They have organised the warehouse, packed food parcels, collected and transported food, staffed the office and dealt with clients. We have been extremely fortunate that so many new volunteers stepped forward during the last year. Without their additional help we would have found it impossible to continue running an uninterrupted service.

The trustees are extremely grateful for the commitment of all volunteers and the expertise and help that they bring to the organisation.

3.6 Staff & Trustees

Throughout the year Emma Dalton was employed as a part-time manager. Emma handed in her notice on 29 September ¹.

For some time, the Trustees have recognised the need to strengthen the overall leadership of the charity, to reduce its' reliance on a relatively small number of individuals in managing its day-to-day operations and achieving its strategic goals. A recruitment process to appoint a Chief Executive Officer identified an excellent candidate who is due to commence work in February 2022.

Penny Crosswell was employed as a part time Community Outreach Manager commencing in February 2021. Penny has refreshed, updated and reinvigorated contacts with our Referral Agencies, assisted with grant applications and many of our day-to-day operations.

Trustees believe that a further position of Client Wellbeing Coordinator is also needed to allow greater and more focused assistance to be offered to clients in difficulty. This role is seen as key to helping clients find long term solutions to their needs, to avoid dependency on Foodbank provision & is complementary to the plan to facilitate third party specialist agencies such as Citizens Advice Bureau and MIND being present at distribution hubs to aid the signposting of help for clients

During the year Spike Charwood and Stuart Miller stepped down from the board of trustees for personal reasons. The Trustees thank both Spike and Stuart for the valuable help they provided to the foodbank during their terms of office.

Trustees were delighted that Farrukh Shaikh joined the board during the year and that Janet Lailey and Beth Williams both agreed to continue on the board and were duly re-elected.

John Mulholland stepped down as Chair on 21 September 2021. John served as Chair for many years and devoted an extraordinary amount of his time to the day to day running of the foodbank. Without him the organisation would not be in the strong position in which it is today. All trustees are grateful for John's extraordinary commitment and are equally grateful that he has indicated a willingness to continue as a trustee, manager of our warehouse operations and day to day contact for operational issues.

Mark Pontin was elected Chair on 21 September 2021.

Ms Dalton's last day of employment was 29 October 2021

4. FINANCIAL REVIEW

4.1 Principal funding sources

In common with many other foodbanks, the onset of the Covid-19 pandemic saw an unprecedented wave of donations from individuals, churches, corporates and other organisations. As a result, our unrestricted income for the year amounted to £201,266. The sources of this income are shown below:

Individuals	£163,844.09
Corporates	£ 31,116.67
Charitable Organisations	£ 4,180.61
Interest	£ 759.24
Schools	£ 573.50
Crowdfunding	£ 460.00
Churches	£ 250.00
Advent Calendars	£ 82.72

In addition to the above we received a number of restricted income grants and donations. The two most significant elements of this were:

- £15,000 Strategic Grant from the Trusell Trust
- £10,000 DEFRA Grant towards Covid-19 relief

4.2 Reserves policy

The trustees have been grappling with the problem of securing a long-term warehouse given that the facility in Coldharbour Lane, Harpenden was only available for use on a short term, short notice basis. The major difficulty is the very significant annual cost (probably about £45-50,000) of commercially renting a similar sized property to the existing warehouse.

The significant increase in our reserves would enable us to rent a property on commercial terms once the current arrangement ends but within a few years it would demand a very substantial and hard to achieve annual fundraising target as the reserves were steadily eroded.

In July 2020 trustees became aware of an opportunity to enter into an arrangement with Emmaus, another charitable organisation in St Albans, whereby the Foodbank would make a significant capital contribution from its reserves and undertake joint fundraising to build, inter-alia, a 250m² warehouse which it would be leased at a peppercorn rent for up to 25 years. Trustees agreed that this was an effective use of foodbank reserves as it would provide stability and eliminate a very significant risk to the ongoing existence of the foodbank.

Accordingly, a Memorandum of Understanding was concluded with Emmaus and professional consultants were appointed to prepare a planning application for a new warehouse for foodbank and offices/workshops for Emmaus. If successful, foodbank would expect to contribute £100,000 towards

the capital costs of the project (matched contribution by Emmaus) and both parties would engage in a joint fundraising initiative for the balance of capital costs.

Planning permission was granted on 24 June 2021² and fundraising activities commenced with the aid of a specialist advisor.

As at 30 September 2021, funding had not been secured and the major potential funder, National Lottery, had rejected the joint funding bid. In addition, Emmaus identified that it may have other priorities to address and at that time it was thus unlikely that the proposed build would be ready until late 2022. For this reason, another £75,000 was held to cover a short-term rent of a suitable property if required and to help with equipping the new building with suitable equipment.

4.3 Investment policy and objectives

The St Albans & District Foodbank does not have sufficient funds to invest in longer term investments. The Foodbank has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks noting the levels of protection afforded via the FSA.

Funds surplus to day-to-day activities and long-term provision of warehouse space will instead be used to develop the services and assistance that can be offered to clients both directly and in conjunction with third party specialist agencies.

5. FUTURE DEVELOPMENTS

During the year the foodbank warehouse operated from temporary rent-free premises in Coldharbour Lane, Harpenden provided by Jarvis Group Ltd. We were advised that Jarvis were likely to require that we vacate these premises towards the end of 2021.

In view of the central role that the warehouse plays in the operation of the foodbank, the trustees have investigated various options throughout the year to provide ongoing warehouse facilities for the longer term, including the joint initiative with Emmaus for the construction of purpose-built premises noted above, as well as short term alternatives in the event that notice to leave Coldharbour Lane was given.

It remained difficult to find suitable affordable long-term warehouse premises and in view of the current favourable terms and suitability of the current premises it was agreed most sensible to commence a search for another relatively short-term location once we have received notice to vacate Coldharbour Lane³.

Signed on behalf of the Trustees



Mark Pontin

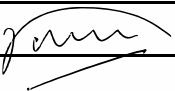
Date 25th January 2022

² St Albans District Council planning ref 5/2021/0778

³ Notice to vacate Coldharbour Lane was given on 1 October 2021, effective 12 November 2021. Thanks to assistance from many quarters, not least Cantay Estates, new premises were identified in Redbourn and a 30 month lease was completed with occupation granted in early November 2021.

Date of document (if not year end) 31-Aug-21	Charity Name		No (if any)		CC16a
	St Albans and District Foodbank		1158917		
	Receipts and payments accounts				
	For the period from	Period start date	To	Period end date	
		01/10/2020		30/09/2021	
Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations and Other income	198,767	3,241	-	202,007	174,383
SADC grant	-	-	-	-	6,000
Acts 435 Receipts	-	-	-	-	120
HFC Receipts		-	-	-	1,500
Trussell Trust warehouse grant		15,000		15,000	
DEFRA Grant	-	10,000	-	10,000	0
Localgiving matched funding grant		5,381	-	5,381	0
HCC Receipts	2,500	-	-	2,500	0
	-	-	-	-	0
Total receipts	201,266.8	33,621.1	0	234,888	182,003
A2 Asset and investment sales - nil					
A3 Payments					
Stationery	614	-		614	1,128
General	3,804	-		3,804	3,023
Advertising and misc	295	-		295	200
Phone	331	-		331	487
Items for distribution to clients	2,143	16,581		18,724	10,355
Acts 435 Disbursements	-	-		-	-
HCF Disbursements	-	458		458	2,398
Warehouse	1,245	-		1,245	167
Rent	-	-		-	-
Business Rates	1,983	-		1,983	
Insurance	1,187	-		1,187	2,508
Travel and transport	3,972	-		3,972	7,022
Franchise fee	-			-	360
Employment Costs	29,440	2,907		32,347	19,626
Bank charges	166	-		166	120
Sub total	45,180	19,946	0	65,126	47,394
A4 Asset and investment purchases, (see table)					
Equipment	140	860		1,000	6,442
Van contribution				0	
Sub total	140	860	0	1,000	6,442
Total payments	45,320	20,806	0	66,126	53,836
Net of receipts/(payments)	155,947	12,815	0	168,762	128,167
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	176,302	5,328	0	181,630	53,463
Cash funds this year end	332,249	18,143	0	350,392	181,630

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CAF Bank Ltd	332,249	18,143	0
	Total cash funds	332,249	18,143	0
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Phone	restricted/general	0	
	Van	restricted / general	0	
	Warehouse equipment	restricted/general	0	
	Foodbank branch equipment	restricted/general	0	
	IT and computing equipment	restricted/general	0	
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Mark Pontin	25/01/2022	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
St Albans and District Foodbank CIO

On accounts for the year
ended

30th September 2021

Charity no
(if any)

1158917

Set out on pages

13 - 14

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30th September 2021.

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 Trust's accounts carried out under section 145 of the 2011 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date: 10/03/2022

Name:

Elizabeth Needham

Relevant professional
qualification(s) or body
(if any):

FFA (Institute of Financial Accountants)

Address:	Needham Accountancy Ltd
	Berkeley House, Barnet Road
	London Colney, Herts AL2 1BG

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None

ST ALBANS AND DISTRICT FOODBANK

England & Wales - Charity number 1158917

Accounts

Trustees' Annual Report for the year ended 30 September 2020

Reference and administrative details

Charity name: St Albans & District Foodbank CIO

Registered charity number: 1158917

Charity's principal address:
c / o 5 Browning Road
Harpenden
Herts
AL5 4TS

Trustees

During the period the following people were trustees:

Name	Elected	Resigned
John Mulholland	15/09/2020	
Robert Smalley	15/09/2020	
Janet Lailey	17/11/2020	
Spike Charwood	22/01/2019	
Beverley Warmington	19/09/2018	26/05/2020
Beth Williams	19/09/2018	
Mark Pontin	17/03/2020	
Stuart Miller	15/09/2020	
Farrukh Shaikh	17/11/2020	

Professional advisors

<i>Independent Examiner</i>	<i>Bankers</i>	
Elizabeth Needham	Barclays Bank Plc	CAF Bank Ltd
Needham Accountancy Ltd	PO Box 104	25 Kings Hill Avenue
Berkeley House, Barnet Road	St Albans	Kings Hill
London Colney, Herts AL2 1BG	Herts.	West Malling
	AL1 3AN	Kent, ME19 4JQ

1. Structure, Governance and Management

1.1 Governing document

St Albans District Foodbank is a Charitable Incorporated Organisation. The only voting members are its charity trustees. The trustees adopted a constitution on 9th September 2014 in accordance with the “foundation model” published by the Charity Commission. The St Albans District Foodbank achieved registered charitable status on 20th October 2014 and its’ registered charity number is 1158917.

1.2 Trustee selection and management

The charity is governed by a board of trustees selected because they strongly endorse the charitable objectives of the organisation. When selecting trustees, the charity aims to ensure there is a broad range of relevant skills and knowledge, while also aiming to reflect a more diverse spread of backgrounds across the St Albans District to help with informed decision making. To support this a review of trustee skills was undertaken and specific skill shortages identified which indicated that there was a need for additional trustees. Trustees are appointed after interviews with existing trustees, and under normal circumstances, visits to the organisation, to ensure they understand its vision and values .

The Trustees meet approximately every 2 months to review performance and monitor the achievement of objectives. The Treasurer presents a financial monitoring statement to each meeting so that Trustees can review income and expenditure.

1.3 Related Organisations

The St Albans District Foodbank is affiliated to the Trussell Trust, a charity based in Salisbury, that assists churches and communities to open new foodbanks nationwide.

1.4 Management of risk

The Trustees have adopted a range of policies in order to manage and minimise risk. These include policies covering inter alia, Health & Safety, Safeguarding and Lone Workers and a risk register is maintained to monitor compliance with these policies.

The risk register is regularly reviewed by a sub-group of the trustees and confirmed annually by all the trustees.

The Trustees also have in place systems of internal control that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policy to ensure that insurable risks are covered.

2. Objectives, Aims and activities

2.1 Charitable Objectives

The St Albans District Foodbank has as its objective the prevention or relief of poverty in St Albans District and surrounding areas. This is achieved in particular, but not exclusively, by providing emergency food supplies to individuals in need and/or charities or other organisations working to prevent or relieve poverty.

2.2 Aims

Our primary aim is to alleviate poverty through the provision of food parcels and, when available, limited quantities of personal care (e.g. toiletries and toothpaste) and household items (toilet rolls, cleaning and laundry materials) to those in crisis. We do this in partnership with local agencies who refer clients in crisis to us. By signposting people to care agencies, advice services and other support agencies we aim to seek resolutions to their immediate crises, which are resulting in a need to use the Foodbank. Anyone in need can be referred to the Foodbank, regardless of their race or creed.

2.3 Objectives for the period

The main objective was to continue operating the Foodbank in the St Albans District area, to maintain a number of distribution points throughout the district and to build links with a broad range of local care agencies, such as Citizens Advice. These agencies are known as Voucher Partners who can refer people in need of assistance to the foodbank.

2.4 Strategies for achieving the objectives.

- Recruiting a pool of volunteers.
 - Utilising premises at 28-30 Coldharbour Lane, Harpenden to accommodate the administrative and distribution operations of the Foodbank.
 - Maintaining a number of distribution centres which clients can visit to discuss their problems and exchange their vouchers for food parcels.
 - Recruiting a sizeable number of Voucher Partners.
 - Building up sufficient funds to sustain the operation for at least the next twelve months.
 - Maintaining a working arrangement with the Open Door and other charities who are also involved in the alleviation of poverty in St Albans so that we can support them with any excess food stocks that we accumulate.
-

2.5 How the foodbank works

- Donations of food are received from a number of sources:
 - individuals
 - corporate organisations
 - schools and churches (particularly at Harvest Festival time)
 - permanent collection points in local supermarkets
- Donations of non-perishable food are checked for “use by” dates, weighed, sorted and stored by food type;
- Food parcels are prepared at the warehouse and taken by van to the distribution centres before distribution sessions.
- Clients in food crisis are issued with a St Albans District Foodbank voucher by a recognised Voucher Partner;
- Clients bring their voucher to a foodbank distribution session where it is redeemed for an emergency parcel;

The contents of emergency parcels are selected using Trussell Trust guidelines that aim to give clients a nutritionally balanced diet, providing sufficient food for 3 days.

2.6 Public Benefit

The primary public benefit of the foodbank is the immediate relief of a financial crisis being experienced by an individual or family. This is mainly achieved by providing parcels of non-perishable food, which can be used to create nutritionally-balanced meals for three days.

St Albans & District Foodbank relieves poverty, in particular hunger, but it also helps address the underlying causes by listening to clients' needs and signposting them to additional support services that help address these issues. This assists in mitigating the difficulties arising from housing loss, mental health problems, family breakdown and other issues related to poverty. During the Covid-19 crisis the charity's ability to offer additional support, as outlined above, has been significantly restricted due to the need to interact with all clients in a socially distanced manner.

3. ACHIEVEMENT AND PERFORMANCE

3.1 Summary of the period's activities

The St Albans & District Foodbank continued operation throughout the year from premises generously provided to us on a temporary rent-free basis by Jarvis Group Ltd at 28-30 Coldharbour Lane, Harpenden

We operated 5 distribution centres until the end of May 2020 when we added a sixth as shown below:

1. Tuesdays 1:00 - 3:00pm Christ Church, High Oaks, St Albans
2. Tuesdays 3:30 - 5:30pm Cunningham Hub Community Centre, Cell Barnes Lane, St Albans
3. Wednesdays 12:30 - 2:30pm Christadelphian Church Hall, Abbots Avenue, St Albans
4. Thursdays 12:30 - 2:30pm Hillydyke Community Centre, Hillydyke Road, Wheathampstead
5. Fridays 10:00 - 12:00pm Caledon Community Centre, Caledon Rod, London Colney
6. Fridays 1:00 - 3:00pm Crabtree Church, Crabtree Lane, Harpenden

In addition to the above, from the end of June 2020, we began providing food parcels members of the Islamic community in the St Albans area in conjunction with the Sopwell Community Trust.

Undoubtedly and unsurprisingly, the COVID19 pandemic and the subsequent lockdown had a major impact on our operations.

General impact

At the beginning of lockdown the first problem we encountered was a significant drop in our volunteer numbers as those with health issues and the over 70s had to step back. This was compounded by the fact that the same time our project manager was forced to self-isolate for two weeks.

Fortunately a substantial number of new 'emergency' volunteers offered their services and with their help and the sterling efforts of a number of trustees we managed to avoid the temporary closure of distribution centres.

The trustees discussed the option of closing all the distribution centres and switching to a delivery-only model. They concluded that it was possible to continue with our existing model whilst adapting the sessions to use a socially distanced "quick in and out" approach. This worked well though it did present other issues to be managed.

Under normal circumstances our approach had been to estimate the likely quantities of food we would need at each centre and send that plus a small contingency. If it was not all used it would be stored there until the following week.

Due to the high demand and the resulting strain on warehouse packing capacity we decided to bring back everything that was unused at the end of each session and recycle it to the next one. This, combined with the larger quantities we sent out to each centre, meant that our relatively small van could not cope. We were therefore enormously grateful when local charity Emmaus offered to help by dedicating a large van and two companions to help with transport. They continued to do this until the end of July. They are continuing to help us on Tuesdays - one of our busiest days - when we have two distribution centre sessions operating back-to-back.

Home deliveries

We introduced a home delivery service to help those who could not attend a centre, initially using drivers from British Gas, and later from Communities 1st.

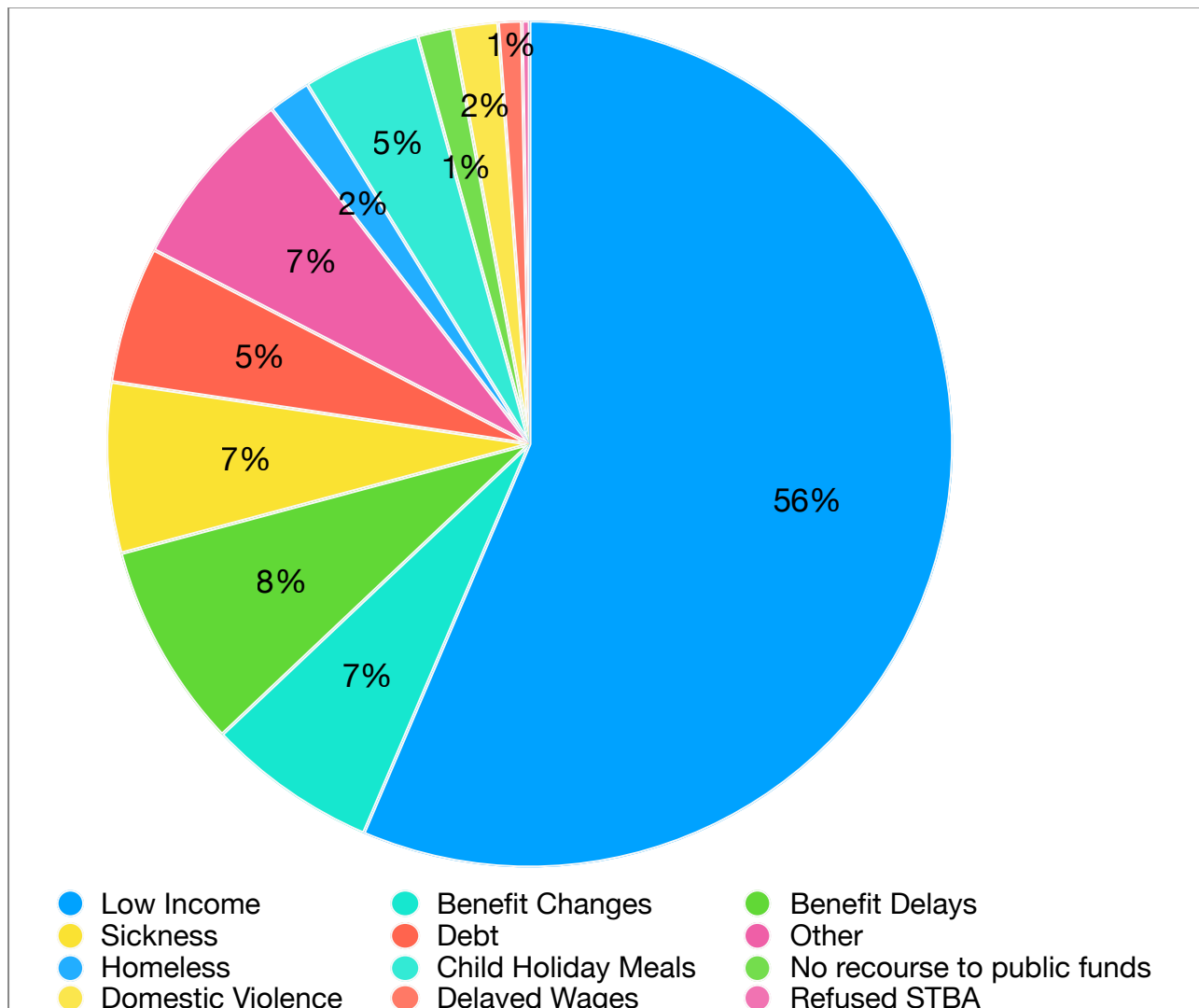
Warehouse operations

At the beginning of lockdown social distancing requirements meant that we had to revamp our warehouse operations so that we could limit the number of people working there at any one time. We managed this by increasing the number and duration of the warehouse sessions and rapidly training a pool of additional volunteers which enabled us to increase capacity and so pack the necessary boxes each week.

As the demand for our help soared so we started to see a significant drop in food donations primarily because of the initial panic buying and subsequent supermarket restrictions. As a result, we started to become uncomfortably short of items such as pasta that supermarkets were rationing. We were however blessed with substantial cash donations so we were able to open accounts with several food wholesalers and managed to purchase enough supplies through them to enable us to continue to meet demand.

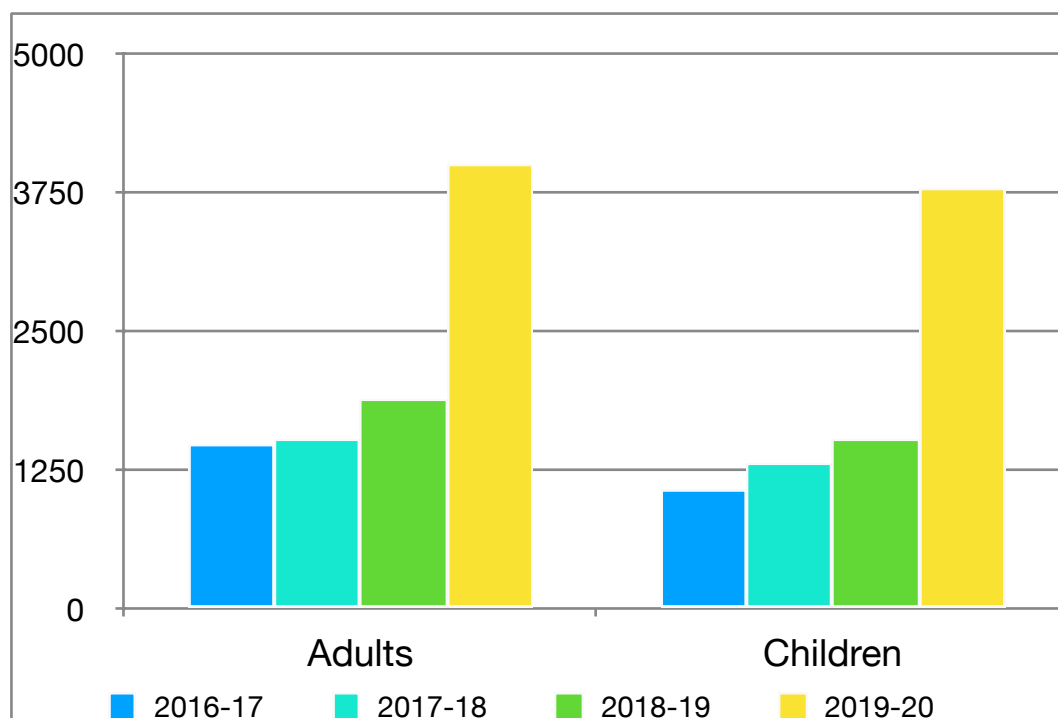
As lockdown progressed so a number of organisations began to donate food items and this steadily improved our food stocks. These were further significantly boosted by Round Table street collections in Harpenden and St Albans. As a result we entered the Harvest Festival season with somewhat larger stocks than usual so we are well positioned to cope with any increase in demand in the next few months..

During the 12 months of operation to 30th September 2020 we distributed parcels directly 7,801 times including 3,796 to help children. There was a wide range of reasons causing these people to seek help, the largest being low income. The full break down of reasons are illustrated by the following chart::



During 2019-20 we provided help 7,801 times compared to 3,433 times in 2018-19. The chart below provides a breakdown into adults and children in each of the last four years.

This substantial increase was largely driven by the increase in demand that began at the beginning of the coronavirus lockdown and has been further increased by the assistance we have been giving to the Sopwell Community Trust in the last three months of the year.



3.2 Voucher Partners

The St Albans District Foodbank provides food to people who come to us with a voucher issued by one of our Voucher Partners. These Partners are professionals from organisations providing welfare and community support in the local area such as doctors, health visitors, social workers, Citizens Advice Bureau staff, schools, registered social landlords, local charities, the police and probation officers.

When these professionals identify someone in crisis, they provide him/her with a foodbank voucher. The individual can obtain immediate assistance by bringing the voucher to one of our distribution centres and redeeming it for food. In some cases, individuals approach the foodbank directly. In such cases we normally seek to understand the individual's circumstances and signpost opportunities for them to find support and then issue a voucher ourselves but suggest that in future the individual obtains a voucher from one of our Partners. We do this so that we know the source of the individual's crisis has been discussed with an appropriate organisation. Due to the need to maintain social distancing since the outbreak of the pandemic we have not been able to discuss the clients' situation directly with them but we intend to return to this model when the current crisis has passed.

In the year to 30 September 2020, 2,564 vouchers were issued and exchanged for food at the foodbank compared with 1,302 in the previous year.

3.3 Distribution of food

- The table below summarises the sources and weight of food and other items provided to clients during the year.

Stock movements during year

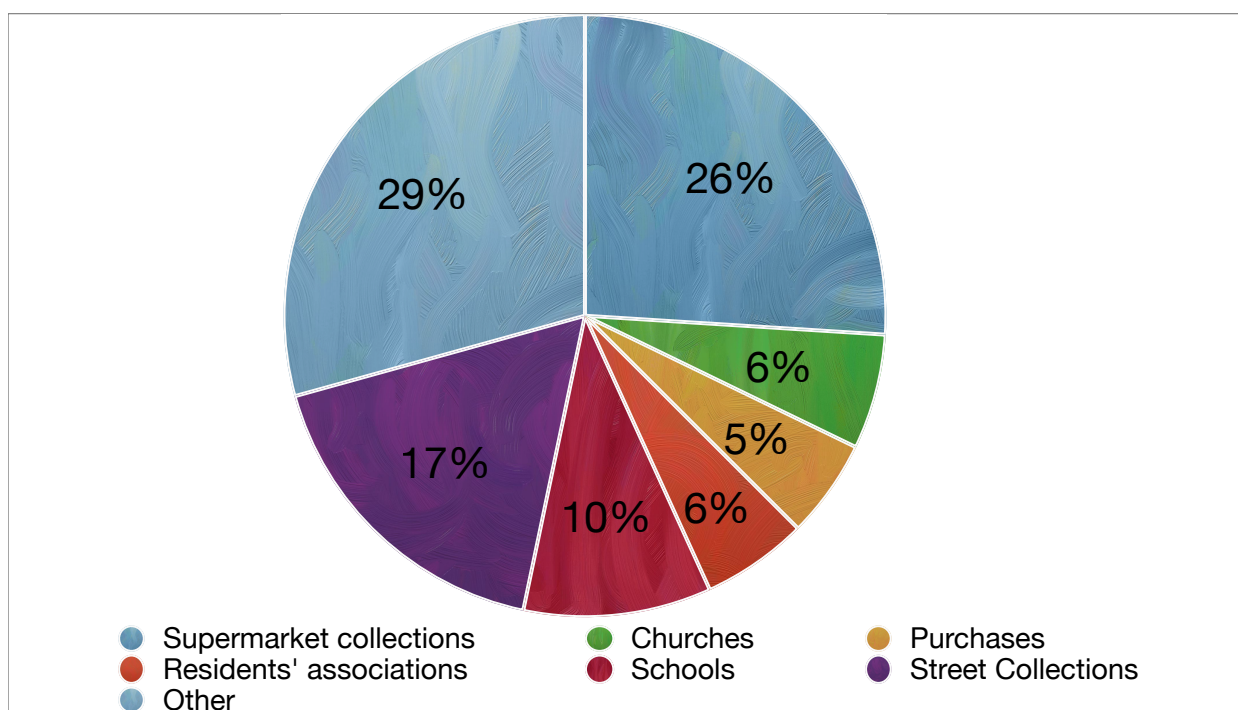
Source/Destination	Incoming	Outgoing	Net
	kg	kg	kg
Donations received	84,830.8		84,830.8
Purchases	4,747.6		4,747.6
Distribution centres		-44,456.5	-44,456.5
Home deliveries		-4,819.7	-4,819.7
Emergency food boxes		-616.7	-616.7
Sopwell Community trust		-3,403.8	-3,403.8
Other charities		-7,344.9	-7,344.9
Other Trussell trust Foodbank's		-2,525.1	-2,525.1
Disposals out of date/damaged		-455.6	-455.6
Other		-47.0	-47.0
Total	89,578.4	-63,669.3	25,909.1

The provision of food to other charities is key to our charitable objective - the relief of poverty. There is also an important practical benefit in so doing; it enables the foodbank to make use of excess food before it goes out of date thereby minimising waste and adverse environmental impact.

3.4 Sources of food and other items

The food and other household items that the Foodbank distributed came from a variety of sources such as regular collections from permanent collection points in various supermarkets around the area, donations by schools, churches and individuals, one-off corporate donations. In addition during and following the lockdown there were substantial donations from range of corporate donors as well as two large street collections organised by the Harpenden and St Albans Round Tables.

The sources of the incoming stock noted in 3.3 are analysed in the following graphic:



3.5 Volunteers

This report refers to the important contribution made by funders, donors and supporters across the community. However, the key people who have turned the St Albans District Foodbank into a working organisation delivering a service to the local community are our 100+ volunteers. They have organised the warehouse, packed food parcels, transported food, staffed the office and dealt with clients. We have been extremely fortunate that so many new volunteers stepped forward when the lockdown commenced. Without their additional help we would have found it impossible to continue running an uninterrupted service.

The Trustees are extremely grateful for the commitment of the volunteers and the expertise and help that they have brought to the organisation.

3.6 Staff & Trustees

Throughout the year Emma Dalton was employed as a part-time manager.

During the year Mark Pontin and Stuart Miller joined the board of trustees. Geraldine Warren, due to moving away from the district and Beverley Warmington, due to pressure of work, both stepped down as Trustees. The Trustee would like to thank them for the valuable help they provided to the foodbank during their terms of office.

4. FINANCIAL REVIEW

4.1 Principal funding sources

In common with many other foodbanks, the onset of the Covid-19 pandemic saw an unprecedented wave of donations from individuals, churches, corporates and other organisations. As a result our unrestricted income for the year amounted to £174,143. The sources of this income are shown below:

Individuals	£ 97,423
Corporates	£ 52,480
Churches and other religious organisations	£ 7,699
Charitable Organisations	£ 9,579
Crowdfunding	£ 2,355
Schools	£ 1,474
Gift Aid Claim	£ 1,233
Tesco topup	£ 851
Other	£ 507
Advent Calendars	£ 445
Interest Received	£ 97
	£174,143

In addition to the above we received a number of restricted income grants and donations. The two most significant elements of this were:

- £6,000 from St Albans District Council for project support
- £1,500 from Hertfordshire Community Fund to be spent on helping clients with winter fuel costs

We continued to act as an “Advocate” for the Acts 435 charity. When we encounter a client with specific needs that we cannot fund ourselves we are able to post an online request for help on the Acts 435 website and if this is funded by a donor the funds are transferred to us by Acts 435 for disbursement. This facility operated throughout the year to 30 September 2020.

4.2 Reserves policy

As discussed in section 5 the trustees have been grappling with the problem of securing a long-term warehouse. The major difficulty had been the very significant annual cost (probably about £45-50,000) of commercially renting a similar sized property to the existing warehouse.

The large increase in our reserves would enable us to rent a property on commercial terms once the current arrangement ends but it would demand a very significant, and hard to achieve, annual fundraising target within a few years as the reserves were steadily eroded.

The trustees became aware of an opportunity to enter into an arrangement with another Charitable organisation in St Albans whereby we would make a significant capital contribution from our reserves and undertake joint fundraising to build inter-alia, a 250m² warehouse which we would be able to use at a peppercorn rent for 25 years. It was agreed that this was a much more effective use of the foodbank reserves and it would eliminate a very significant risk to the ongoing existence of the foodbank.

Accordingly, the trustees are currently agreeing a Memorandum of Understanding with the other organisation. Upon successful completion of this we would expect to contribute £100,000 towards the capital costs and enter into a joint fundraising initiative. It is however unlikely that the proposed build would be ready until mid-2022. For this reason another £50,000 will be held to cover a short-term rent of a suitable property if required and to help with equipping the new building with suitable equipment.

4.3 Investment policy and objectives

The St Albans & District Foodbank does not have sufficient funds to invest in longer term investments. The Foodbank has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks.

5. FUTURE DEVELOPMENTS

5.1 At present the foodbank warehouse operates from temporary rent-free premises in Coldharbour Lane Harpenden provided by Jarvis Group Ltd. We have been advised that they may require that we vacate these premises towards the middle to end of 2021 and that we will be given at least 3 months' notice.

5.2 In view of the central role that the warehouse plays in the operation of the foodbank, the trustees have investigated various options to provide ongoing warehouse facilities for the longer term. It has continued to be difficult to find suitable affordable long-term warehouse premises and the trustees decided that in view of the current favourable terms and suitability of the current premises it is most sensible to commence a search for another relatively short-term location once we have received notice to vacate Coldharbour Lane.

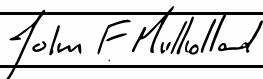
Signed on behalf of the Trustees



26th January 2021

Date of document (if not year end) 19-Jul-20	Charity Name		No (if any)		CC16a
	St Albans and District Foodbank		1158917		
	Receipts and payments accounts				
	For the period from	Period start date	To	Period end date	
		01/10/2019		30/09/2020	
Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations and Other income	174,143	240	-	174,383	24,754
SADC grant	-	6,000	-	6,000	6,000
Acts 435 Receipts	-	120	-	120	440
HCF Receipts	-	1,500	-	1,500	1,000
School uniform donations	-	-	-	0	0
ASDA grant	-	-	-	0	851
HCF Building Potential Grant	-	-	-	0	3,964
Communities 1st	-	-	-	0	10,000
Total receipts	174,143	7,860	0	182,003	47,009
A2 Asset and investment sales - nil					
A3 Payments					
Stationery	1,128	0		1,128	308
General	3,023	0		3,023	1,119
Advertising and misc	200	0		200	0
Phone	487	0		487	277
Items for distribution to clients	9,886	469		10,355	1,004
Acts 435 Disbursements	0	0		0	440
HCF Disbursements	0	2,398		2,398	1,885
Warehouse	167	0		167	112
Rent	0	0		0	2,196
Insurance	2,508	0		2,508	1,761
Travel and transport	7,022	0		7,022	1,086
Franchise fee	360			360	385
Employment Costs	14,889	4,737		19,626	18,419
Bank charges	120	0		120	120
Sub total	39,790	7,604	0	47,394	29,111
A4 Asset and investment purchases, (see table)					
Equipment	1,124	5,318		6,442	1,473
Van contribution				0	
Sub total	1,124	5,318	0	6,442	1,473
Total payments	40,915	12,922	0	53,836	30,584
Net of receipts/(payments)	133,229	(5,062)	0	128,167	16,425
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	43,074	10,390	0	53,463	37,038
Cash funds this year end	176,302	5,328	0	181,630	53,463

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CAF Bank Ltd	176,302	5,328	0
	Total cash funds	176,302	5,328	0
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Phone	restricted	0	
	Van	restricted / general	0	
	Warehouse equipment	restricted	0	
	Foodbank branch equipment	restricted	0	
	IT and computing equipment	restricted	0	
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		John Mulholland	26/01/2021	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
St Albans and District Foodbank CIO

On accounts for the year
ended

30th September 2020

Charity no
(if any)

1158917

Set out on pages

13 - 14

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30th September 2020.

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 Trust's accounts carried out under section 145 of the 2011 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 22/07/2021

Name:

Elizabeth Needham

Relevant professional qualification(s) or body (if any):	FFA (Institute of Financial Accountants)
Address:	Needham Accountancy Ltd
	Berkeley House, Barnet Road
	London Colney, Herts AL2 1BG

Section B	Disclosure
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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None
