



# Trustees' Annual Report

For the period 1/4/20 – 31/3/21

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**Bradford North Foodbank is partnered with:**



## A) Reference & Administration Details

Charity Name: Bradford North Foodbank

Registered Charity Number: 1160060

Charity's principal address: Unit 12, Newlands House Two, Inspire Bradford Business Park, Bradford, BD10 0JE

Charity Trustees for Period of Report:

Trustee Name	Office (if any)	Term(s) of Office	Appointed / Re-appointed by:
Roger Butterfield	Chair (Resigned at meeting on 21/11/2021)	21/01/2015 - 20/01/2018 21/01/2018 -	First appointed via Charity Registration Document: 21/01/2015 Reappointed by Board of Trustees
Shuna Hartley	Clerk & Treasurer (Resigned as treasurer on 31/12/2020)	24/01/2017 - 23/01/2020 24/01/2020 - 23/01/2023	Board of Trustees
John Rainer		13/02/2018 -	Board of Trustees
Moiria Crotty	Charity Secretary	13/02/2018 - 12/02/2021 13/02/2021 - 12/02/2024	Board of Trustees
Cheryl Barnes		07/06/2018 - 06/06/2021	Board of Trustees
Pete Criddle	Treasurer (From 1/1/2021)	15/01/2019 - 14/01/2022	Board of Trustees
Ben Clymo		04/04/2019 - 03/04/2022	Board of Trustees
Mark Cahill	Chair (Appointed 21/11/2021)	20/04/2020 - 19/04/2023	Board of Trustees
Jackie Marshall		18/01/2021 - 17/01/2024	Board of Trustees

*Summary: John Rainer resigned at the end of his first term of office. Roger Butterfield resigned at the end of his second term of office. Mark Cahill and Jackie Marshall were appointed during the year.*

## B) Structure, Governance & Management

Type of governing document: Constitution

How the charity is constituted: Charitable Incorporated Organisation (CIO)  
(e.g. trust, association, company)

Trustee selection method: Appointed for a term of three years by a resolution passed at a properly convened Trustee Board meeting.  
(e.g. appointed by, elected by)

The trustees delegate the day-to-day management of the charity to a **Management Team** made up of salaried staff and volunteers who take on leadership or management roles within the charity. For this reporting period, the team was as follows:

## Management Team for 2020 - 2021

### Salaried Staff

Name	Job Title	Hours per Week	Start Date	End Date
Franco Biancardo	Foodbank Manager	25*	16/09/2019	ongoing
Julie Rainer	Signposting Coordinator	12	01/02/2021	31/01/2022

\* increased to 35hpw April-Dec 2020 because of the Covid-19 pandemic

### Volunteers with Leadership/Management Roles

Name	Role
Martin Butterworth	Data Manager & Team Leader at Shipley FBC
Carol Best	Warehouse Manager & Associate Team Leader for St Luke's FBC
Linda Gibson	Team Leader at St Luke's Foodbank Centre
Heather Ayrton	Team leader at Church on the Way Foodbank Centre
Pete Lambert	Team Leader at Trinity Rawdon Foodbank Centre
Helen Thomas	Team Leader at Windhill FBC (from mid-March 2020)
Sophie Cliff	Volunteer Coordinator (from 01/01/2020)
Shuna Hartley	Christmas Hamper Project Coordinator (& Trustee)

## C) Objects & Associated Activities

### CHARITABLE OBJECTIVES

To relieve persons in the North of Bradford and the surrounding area that are in financial hardship in such ways as the trustees from time-to-time think fit, in particular, but not exclusively by:

- (1) providing emergency food, essential toiletries, and household items to individuals and families in need and / or for distribution by charities or other organisations working to prevent or relieve poverty
- (2) such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

### ACTIVITIES IN RELATION TO OUR CHARITABLE OBJECTIVES

During the reporting period, the charity interpreted 'the North of Bradford and the surrounding area' to be:

- Bradford: postcodes BD2, BD9, BD10, BD17 and BD18. Also, Allerton in BD15.
- Leeds: postcodes LS19 and LS20. Also, the village of Calverley in LS28.

### Summary of the main activities this year:

- Provision of emergency food and other essential toiletries / household items
- Christmas Hamper Project
- Support for other local organisations providing emergency food aid to local people in need.
- Covid-19 restrictions severely affected our ability to offer signposting services. Our foodbank centre cafes were closed all year and any signposting offered was via the telephone when discussing the provision or delivery of food parcels.

## **D) Achievements & Performance**

This was our sixth full year in operation. We continue to be part of the national Trussell Trust Foodbank Network. Covid-19 restrictions mean that no part of our service has been audited by the Trussell Trust this year.

The covid-19 pandemic resulted in adaptations to our service for the entire 20-21 year. These adaptations have continued into the current 21-22 year. Adaptations include:

- Closure of all our foodbank centre cafes. Instead, food parcels are issued at the main entrance door of each foodbank centre.
- The introduction of a food-parcel delivery service for those required to self-isolate.
- A big increase in the use of electronic food vouchers to replace hardcopy vouchers. This allowed our referral agencies to issue vouchers without meeting their clients in person.

Information on our achievements and performance during 2020-21 can be found under the following headings:

D1) Warehousing and transport of stock

D2) Stock Donations

D3) Stock Distribution

D4) More Than Emergency Food (Signposting; Christmas Hamper Project)

D5) Volunteer Participation

D6) Referral Agency Partnerships

### **D1) WAREHOUSING & TRANSPORT OF STOCK**

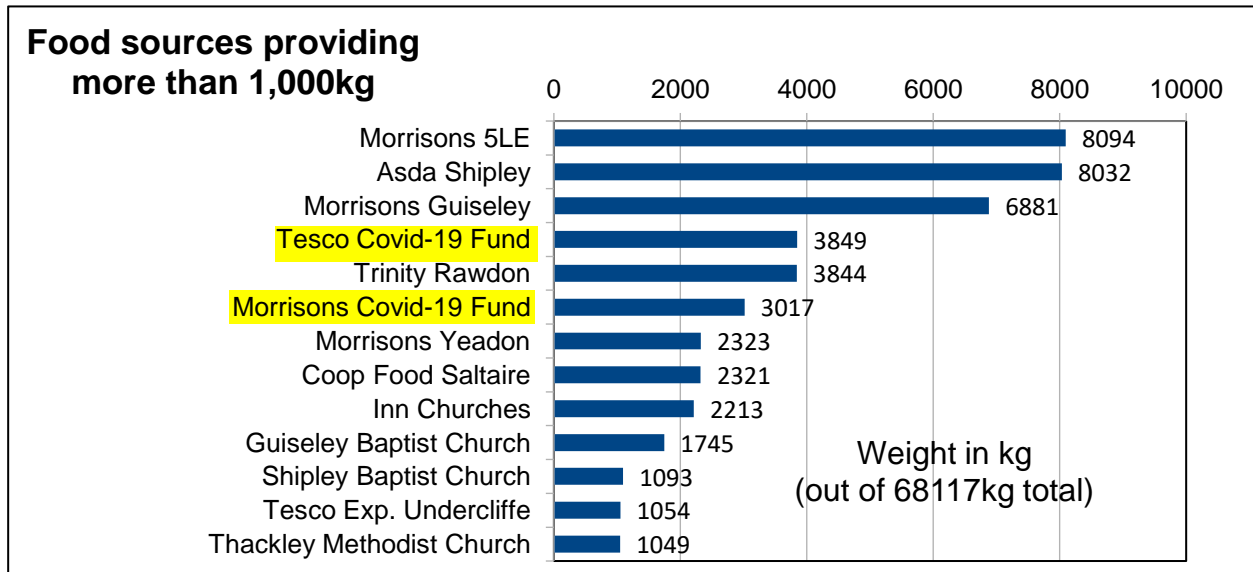
We continue to base our day-to-day warehouse operations from the workspace unit at Inspire Bradford Business Park. However, it became clear in April/ May 2020 that we needed additional space - more than could be provided at the Inn Churches warehouse in BD4. In August 2020 we took on an additional warehouse at Albion Mills in BD10, only a mile from our main warehouse and on the way to where we park the van overnight. This extra warehouse is organised such that we can use it for long-dated stock and we can use it to run our annual Christmas Hamper Project, which means the hamper project does not impede operations at our main warehouse.

The van donated by IFCO in 2018 has been invaluable over the past year. The pandemic resulted in greatly increased stock donations from supermarkets - far more than can be collected in a car. Our foodbank centres have been preparing food parcels for delivery and for collection at the door during the pandemic. The demand at each foodbank centre increased dramatically and the van helped deliver the large restock orders.

### **D2) STOCK DONATIONS**

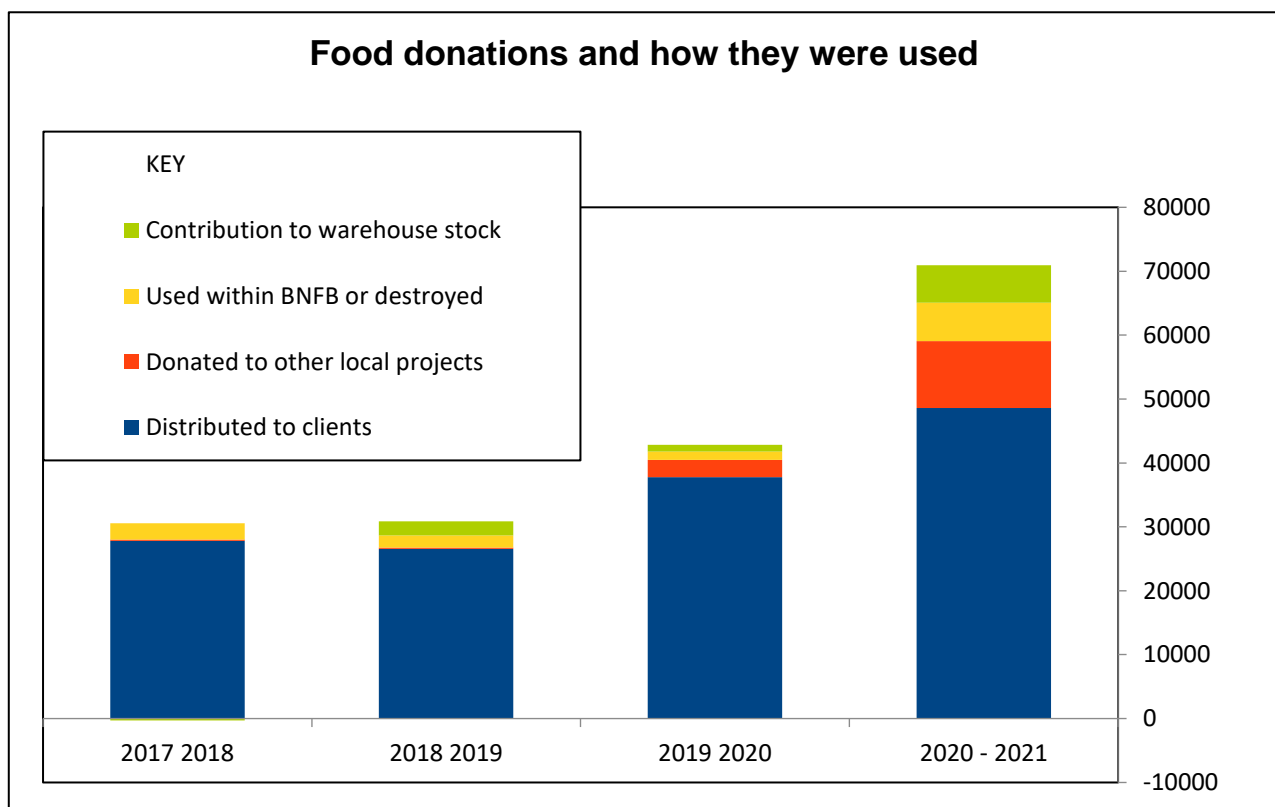
The local community, made up of individuals, schools, faith groups, businesses and community groups, have been hugely supportive during a difficult year affected by the covid-19 pandemic. There have also been national food donation initiatives. Of these, the Tesco and Morrisons covid-19 funds / donations have been of significant benefit to our foodbank.

We received 68.1 tonnes of stock (approximate value = £119,856), a substantial increase of 26 tonnes compared with 2019-20. Most of the donations are food but we also received PPE (Personal Protective Equipment), toiletries, cleaning products and pet food.



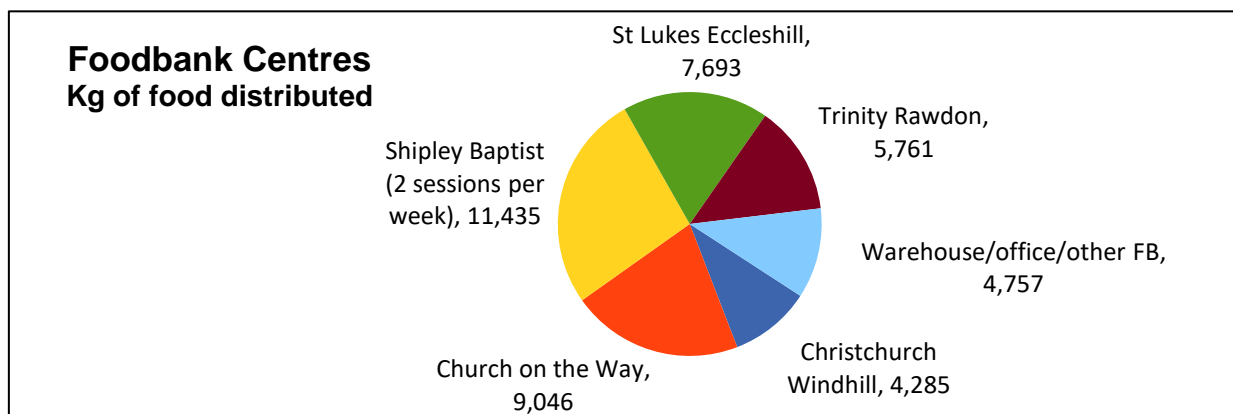
Our usual Harvest and Christmas Appeals were severely curtailed by the pandemic. A small number of organisations made food donations, but many chose to give financial donations instead enabling us to purchase any food item that was in short supply. This was particularly relevant to the Christmas Hamper Project where we purchased significant amounts of seasonal stock in early December to ensure we could produce our hampers in time for delivery to recipients referred by local agencies.

### D3) STOCK DISTRIBUTION



### **D3.1 Direct Distribution to Clients of BNFB**

- The majority of our food parcels are issued via our foodbank centres:
  - Church on the Way, BD10, on Mondays
  - Christchurch Windhill, BD18 2, on Tuesdays
  - Trinity Rawdon, LS19, on Mondays
  - Shipley Baptist, BD18 3, on Mondays and Thursdays
  - St Luke's Eccleshill, BD2, on Thursdays
- The total for each FBC includes both food parcels and "help yourself" products.
- A small number of food parcels are issued from our office / main warehouse on days when our foodbank centres are not open.
- Christmas hampers and associated food parcels are distributed direct from our secondary warehouse.



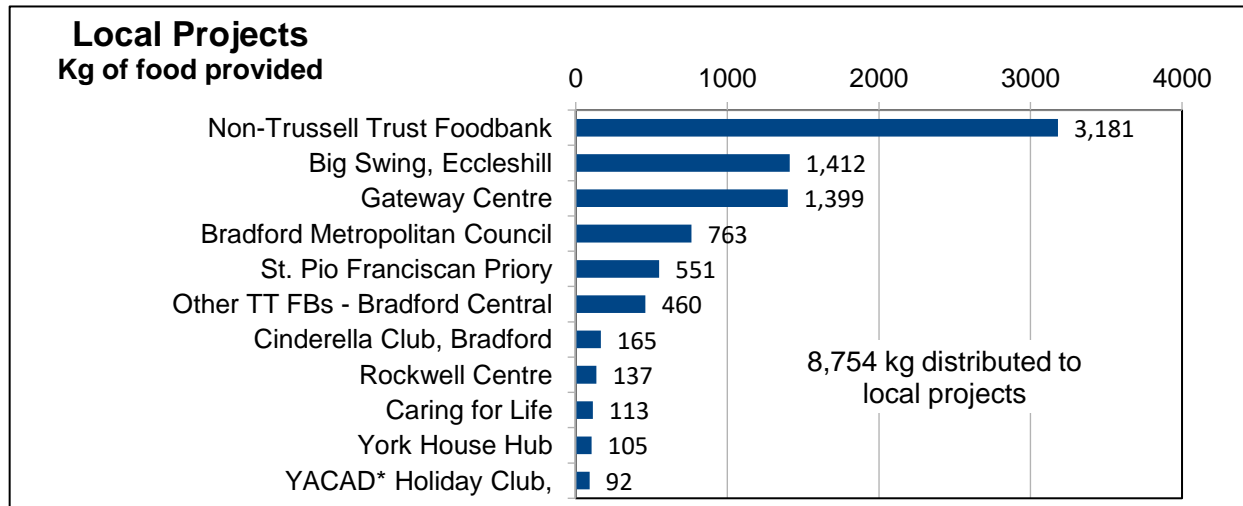
Distribution via foodbank centres supported 2,185 households, feeding 3,225 adults and 2,345 children. Ration of adults to children was 52:48.

Trussell Trust foodbanks provide short-term food aid to people experiencing a cashflow crisis. This is done by partnering with local agencies that come into contact and support local people who need crisis food aid. These local agencies refer people to us using food vouchers.

We collect various statistics that can help us understand who we are supporting and why food aid is needed. The Trussell Trust uses such statistics, collected from the whole foodbank network, for campaigning and presenting the reality of life for many to the government of the day.

### D3.2 Distribution to Other Local Projects

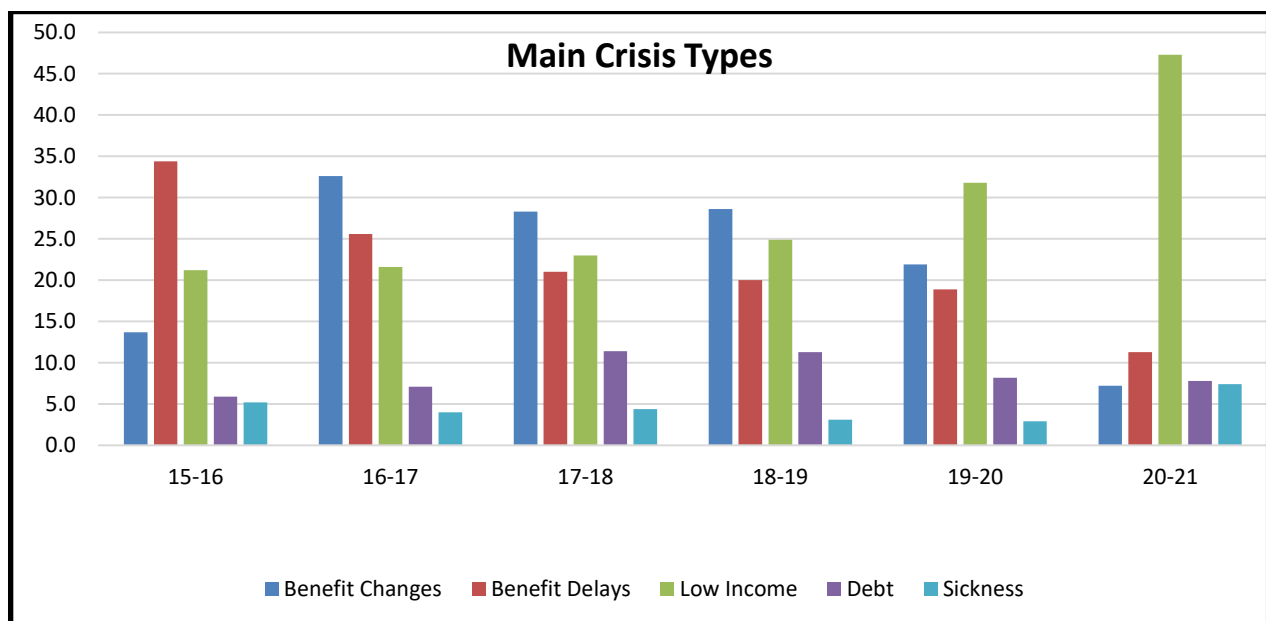
The huge generosity of people during the initial months of the covid-19 pandemic meant we were able to offer excess stock to other local projects that were supporting local people in need of emergency food. The total donated to other projects was 8,754 kg of 65,082 kg total food distributed (13.4%).



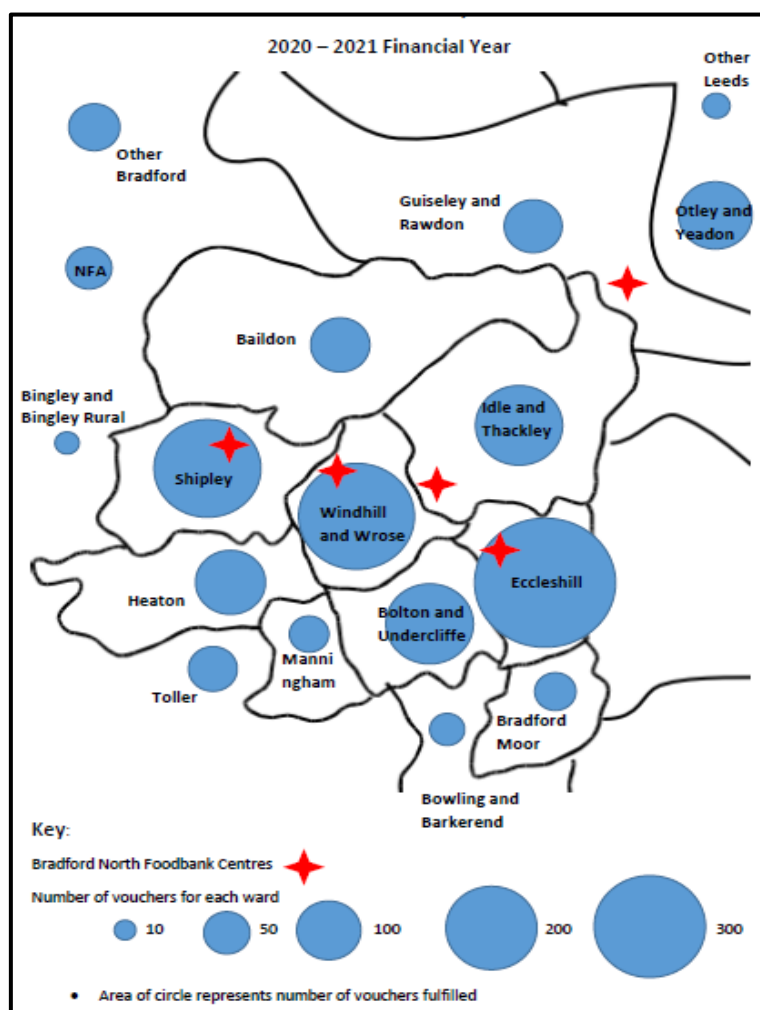
\*Yorkshire Academy of Creative Arts and Drama

### D3.3 Reasons for The Issue of Food Vouchers

The three main reasons for people receiving emergency food are the same year on year, but the gradual increase in the impact of long-term low income can be seen in the chart below. This year sickness is of similar significance to benefit change and debt as a reason for emergency food provision, which makes sense during a pandemic.



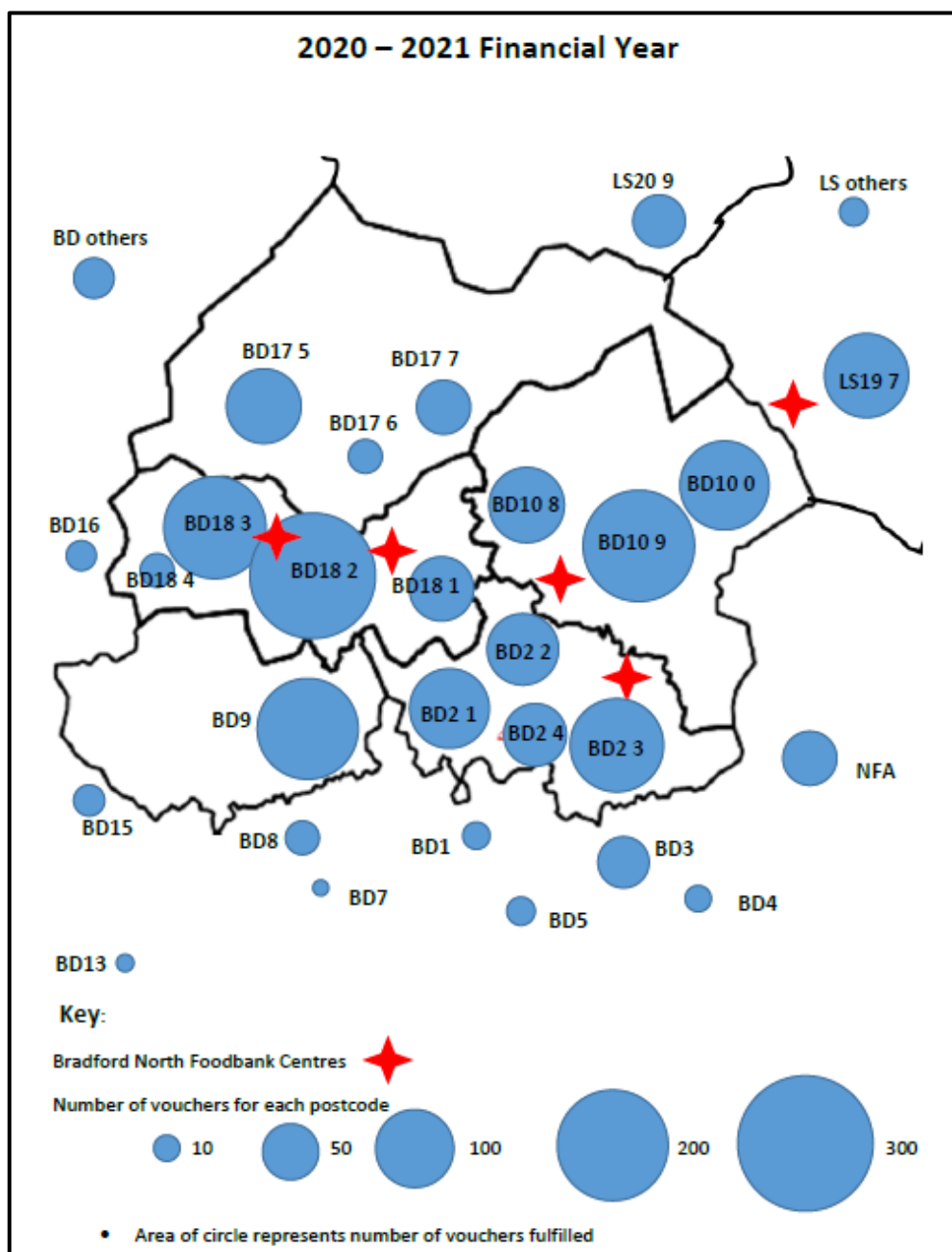
### D3.4 Location of Food Recipients by Political Ward



Ward	2020 - 2021			Previous Year (19-20)		
	Vouchers	People Fed	Ratio Adults:Children	Vouchers	People Fed	Ratio Adults:Children
Eccleshill	480	1514	49:51	360	1142	47:53
Windhill & Wrose*	324	656	73:27	466	941	68:32
Shipley	274	528	74:26	249	402	76:24
Bolton & Undercliffe	185	467	57:43	181	404	70:30
Idle & Thackley	184	357	65:35	133	264	69:31
Otley & Yeadon	132	437	49:51	141	441	49:51
Heaton	119	319	53:47	83	230	57:43

\* Reduced numbers compared with the previous year may be partially explained by the fact that two local primary schools started their own in-school foodbanks during the pandemic, so we were supporting fewer families.

### D3.5 Location of Food Recipients by Postcode



Postcodes covered by Bradford North Foodbank:

- Bradford postcode areas: BD2 BD9 BD10 BD17 BD18 & Allerton in BD15
- Leeds postcode areas: LS19 LS20 & Calverley in LS28

This map confirms that people living in our original three core postcode areas, BD2 BD10 and BD18 continue to receive over 75% of our support.

## **D4) MORE THAN EMERGENCY FOOD**

Yes, we are a foodbank, but we have a variety of extras that mean we offer more than just emergency food parcels - hence the umbrella term 'more than food'.

Helping people keep healthy also encompasses helping people to keep clean, which we do by offering toiletries and household cleaning supplies. When available, we also offer dog and cat food, both to ensure that the meat/fish in the food parcel is eaten by people rather than offered to pets, but also because looking after a pet improves people's mental health.

### **D4.1 Signposting Service-Users to Additional Support**

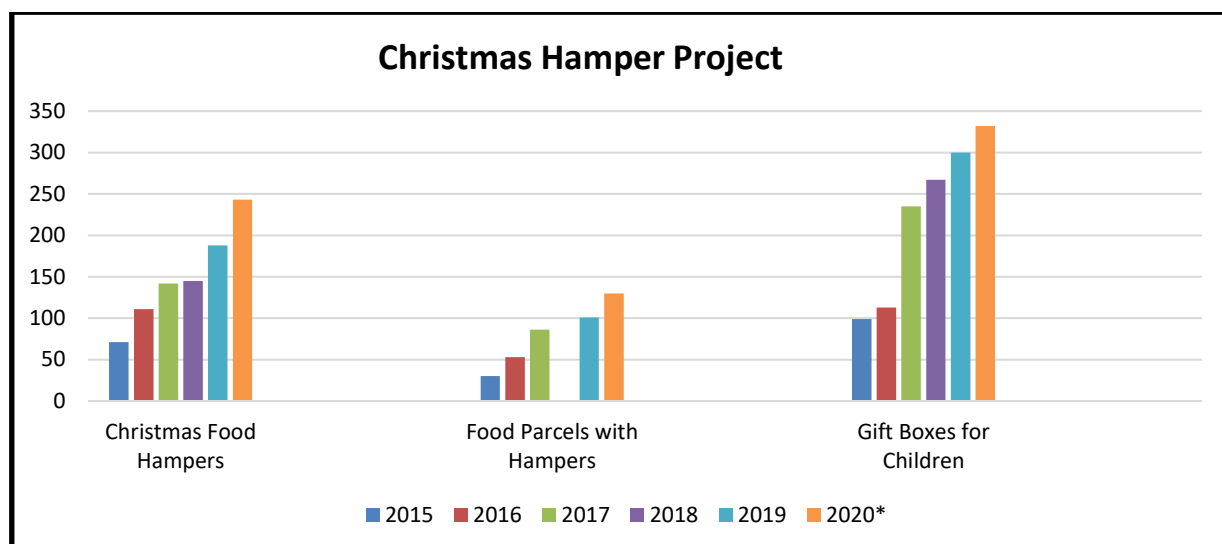
Pre covid-19, we provided a safe, welcoming pop-up café-style space to sit, slow down and think about how best to tackle the circumstances that led to a food supply emergency. Volunteers were available to listen and offer signposting support.

Covid-19 changed all that. Social distancing rules and the health and safety of both clients and our volunteers meant we had to close our foodbank centre cafes and either hand out food parcels at the entrance door or deliver them to the homes of those required to self-isolate. This situation has prevailed throughout the 2020-21 year. Trustees recognised that this was less than ideal and decided to create a new part-time salaried 'Signposting Coordinator' role to explore alternative ways to signpost people during the pandemic. The new coordinator started on 1/2/2021 and her first achievement was the design of a useful signposting leaflet to include with all food parcels. Further innovations will follow during 2021-22.

### **D4.2 Christmas Hamper Project**

This is a major annual effort to provide people with limited funds some of the seasonal food and drink that they would not otherwise be able to afford. Since starting the project, we have partnered with the Bradford Cinderella Club 'Gift Boxes for Children' project, so that every child in a household given one of our Christmas Hampers also received a decorated shoebox filled with age-appropriate gifts. However, this year the logistics for the Cinderella Club of making such a large number (487) of gift boxes for just one organisation (our foodbank) has led to us agreeing that in future we will ask referral agencies to contact the Cinderella Club directly to request gift boxes. In fact, the delay in receiving all the gift boxes meant we asked the Gateway CC to provide presents (from the huge number donated to the centre) for families they referred for a hamper. We also returned over 100 gift boxes to the Cinderella Club.

Our referral agencies nominate individuals or families for a hamper and, if appropriate, a standard 3-day food parcel to accompany it. This year we prepared the hampers and accompanying food parcels at our secondary warehouse. This was a great success and meant there was no disruption to the day-to-day processing of stock at our main warehouse. As in 2019, we used our van to deliver hampers and food parcels to the referring agencies for them to organise collection or delivery for their service-users. It continues to be a matter of regret that the project has grown to such an extent that the logistics of home delivery are too complicated, with the exception of a few late 'crisis' hampers. Both the recipients and the foodbank delivery volunteers appreciated the personal contact provided by home delivery in the early years of the project.



\* 487 children benefitted from Christmas hampers, but children in families referred by the Gateway Community Centre received presents via the Gateway CC and did not receive gift boxes from us.

#### Quote from a referral agency that nominated families for Christmas Hampers:

*"I would like to take this opportunity to thank everyone at Bradford North Foodbank for the generosity they showed to the families we work with over the Christmas period. My observations of the many families we gave the parcels to was one of being overwhelmed and really appreciative at what is an emotive and difficult time of the year, especially with the pressures that are on all families at this time."* [Aireborough Children's Centre 2019]

## D5) VOLUNTEER PARTICIPATION

As a charity we are indebted to our brilliant volunteers, without whom we would not be able to operate. We have run on a reduced volunteer schedule during the pandemic but have had over 50 volunteers supporting our foodbank centres on a weekly basis, and a further 20 volunteers supporting with administration, stock management and delivery. The commitment shown by our volunteers during this challenging time has been incredible, and we are very grateful for the fantastic job they have done.

This year we have started the process of making our volunteer management process digital. We were one of the first 5 foodbanks to move onto the Trussell Trust's new volunteer management system, which gives us an enhanced set of tools to manage rotas, share updates and engage with our volunteers in a more effective manner. We have also recently hosted a placement for a student from Leeds Beckett university. The student shadowed volunteers across the business, gaining an in-depth knowledge of how the charity works and contributing their thoughts and ideas.

## D6) REFERRAL AGENCY PARTNERSHIPS

One of the key tenets of a Trussell Trust foodbank is working in partnership with local agencies that interact with people in crisis during their day-to-day activities. We rely on

them to identify people who need emergency food aid. Our partner Referral Agencies have a wide range of expertise and include children's centres, primary schools, health care agencies, local advice centres, housing associations, disability and carer's agencies, together with other agencies that help specific age groups or client needs.

Covid-19 prevention measures severely affected how referral agencies interacted with their clients, which meant some of our regular referral agencies referred far fewer people. Other agencies stepped into the breach. During covid-19, the majority of our referrals have come from Job Centre Plus, Adult and Child Social Services (Bradford and Leeds) and 'Help for Hardship' at Citizens Advice.

We continued to encourage new agencies to register with our foodbank and during 20-21 we have seen an increase across our area, predominantly because of the Covid pandemic. Many of our agencies moved over to the Trussell Trust e-referral system allowing them the option of making paperless referrals either to the foodbank manager (for allocation to a foodbank centre) or directly to one of our five foodbank centres. The e-referral system was (and still is) very useful for agency workers working from home and for any of their clients who were self-isolating.

## E) Financial Review

**Brief statement of the charity's policy on reserves:** For the 2020-21 financial year our policy was to keep 3 months running costs in unrestricted funds available in a separate 'reserves' bank account, together with three month's payroll costs and a £400 contingency fund. The total calculated reserve fund for 2020-21 was £7,950 and it is held at the Cooperative Bank.

**Details of any funds materially in deficit:** No funds in deficit

**The charity's principal sources of funding this year:**

○ 200 Club (regular donors)	£ 12,956
○ Donations from Individuals (not 200 Club)	£ 52,209
○ Gift Aid	£ 8,656
○ Churches	£ 5,745
○ Business / Other Groups	£ 28,892
○ Grants - restricted funds*	£ 16,141
○ Fund-raising activities	£ 338
○ Misc. (interest, SM top-ups, Utility Fund)	<u>£ 2,426</u>
<b>Income:</b>	<b>£127,363</b>
○ In-kind discounts (rent) worth	£ 4,580

\* Restricted grants were for payroll costs and support for covid-19 related activities / purchases.

**Banking:** During the year we transferred our current account and linked reserves account from HSBC to The Cooperative Bank. Both banks offer a free service to small charities, but the Cooperative Bank includes dual authorisation BACS transfers, which is not offered by HSBC.

## FINANCE STATEMENT

We are very grateful to all the people and organisations that have supported us this year either financially or by giving us in-kind gifts in the form of materials, labour or discounts.

### In-kind Donations

- **Newlands Community Association:** continues to provide a significant discount towards the rent of our main warehouse in recognition of the support we provide to people living in the Newlands area (BD2 and BD10).
- **Local Churches:** Three churches generously provide rent-free accommodation for foodbank distribution centres: *St Luke's* in Eccleshill, *Shipley Baptist Church* and *Trinity Rawdon*. *Christ Church Ecumenical Project*, in Windhill, provides space at a reduced rent. During Covid-19 we have used a different space at *Church on the Way*, Five Lane Ends. This ground-floor space was formerly rented-out long-term, so the church has requested us to make a donation, which we now do at the same rate we pay rent to Christchurch Windhill.

### Financial Donations

- **Regular Donations:** our 200 Club had 110 (2020: 71) members at the end of the year, contributing £12,956 (2020: £6,232) (excluding Gift Aid), which covered 59% (2020: 39%) of our core expenses excluding payroll and capital costs. Continuing to increase our regular donations to cover more of our core costs is a key element in our foodbank's financial resilience going forward.
- **One-off donations:** from individuals, churches, schools, local businesses and community groups: local people and organisations continue to donate generously to our work - a large number of new significant one-off donations were received throughout the year due to Covid-19, a small number of which have or may continue into future years. Online giving increased substantially, which widened the geographical spread of our donors.
- **Grants:** we received the second tranche of our Asda grant for payroll, and two Covid-related grants from Trussell Trust to cover further payroll costs and the costs of a second warehouse.

### Expenses

- Our expenses increased by 63% compared with last year. The primary causes of this increase are:
  - An increase in payroll costs;
  - Taking on a second warehouse to store excess stock and from which to run the Christmas hamper project.Both of these elements were partially grant-funded.

### Budget for 2021 - 2022

- We have sufficient end-of-year funds, regular income and grant funding to prepare a fully funded budget for the next year (21-22), including our payroll costs.

We are grateful to the Bradford North Methodist Circuit accountant for independently examining our annual accounts at no cost to us.

## F) Final Comments from the Chair of Trustees

There is little doubt that this was an unusual and difficult year. We have 'weathered the storm' extremely well and this is only as a result of our wonderful volunteers and trustees who have gone above and beyond to ensure that we continue to reach the people in need that we care about so much. I am so very grateful for this amazing group of people who give so willingly of their own time, week after week. Thank you to you all. You are such a blessing!

Mark Cahill - Chair of the Trustees.

## G) Trustee Declaration

The trustees declare that they have approved the trustees' report above.

Original signed on behalf of the charity's trustees:

Trustee Name	Signature	Position (Chair / secretary etc.)	Date
Mark Cahill	<i>Mark Cahill</i>	Chair	28/9/2021
Shuna Hartley	<i>Shuna Hartley</i>	Secretary	28/9/2021

# INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

**Bradford North Foodbank**

On accounts for the year  
ended

**31<sup>st</sup> March 2021**

Charity no  
(if any)

**1160060**

Set out on page(s)

**3-4**

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 (~~other than that disclosed below~~ \*)

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.

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

Signed:

*Nicola Cameron*

Date:

**22/9/21**

Name:

**NICOLA CAMERON**

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

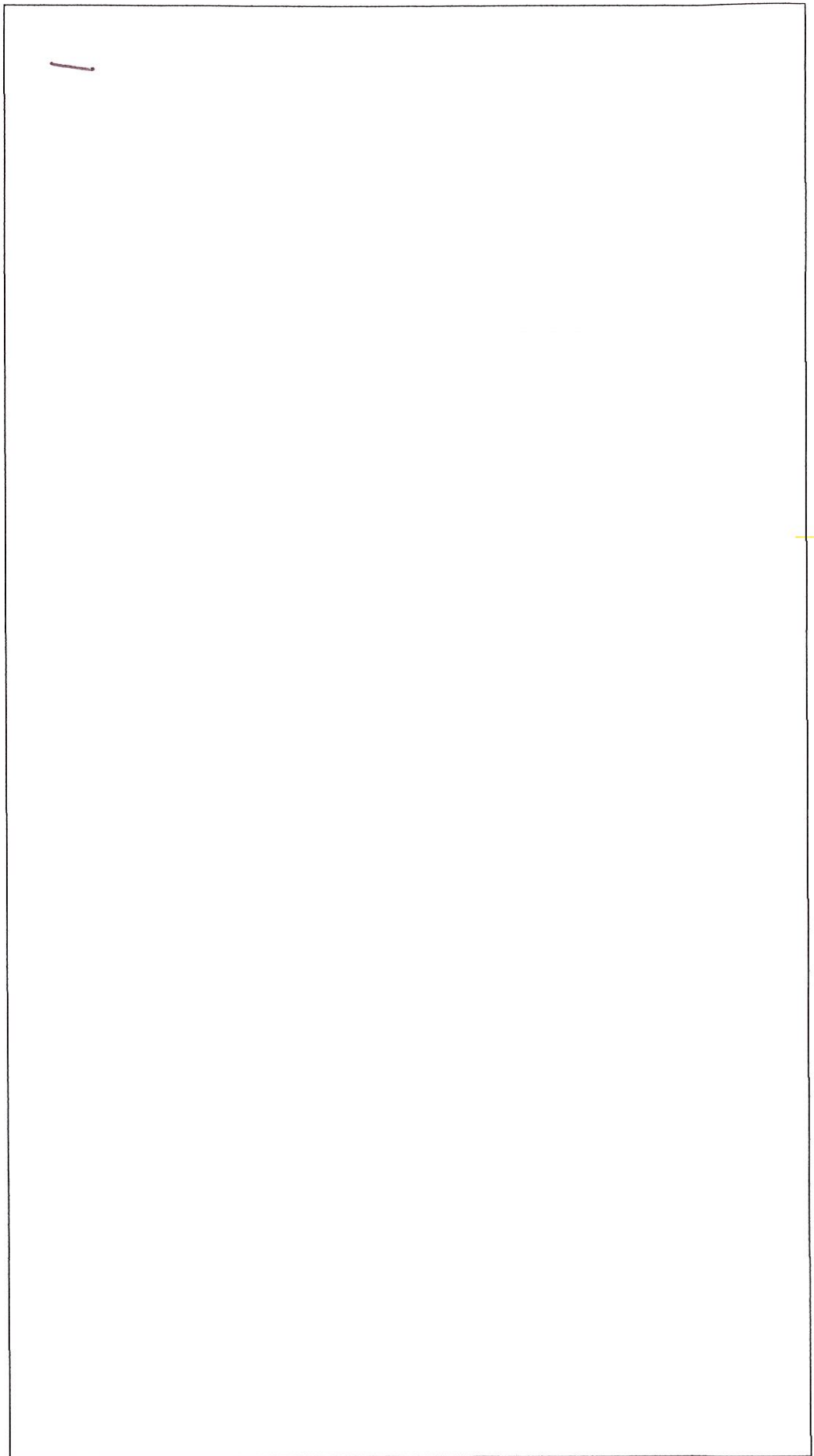
**ACMA**

Address:

**42 SHAW LANE GARDENS  
GUISELEY  
LS20 9JH**

Only complete if the examiner needs to highlight material problems.

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

A large, empty rectangular box with a thin black border, intended for the user to provide details of items for disclosure. There is a small, faint red mark near the top left corner of the box.

RECEIPTS				
Code	Details	2018 - 2019	2019-2020	2020-2021
I-01	Donations: 200 Club (regular donors)	£ 5,835.00	£ 6,212.00	£ 12,956.64
I-02	Donations from individuals (excluding the 200 Club)	£ 2,895.45	£ 8,416.22	£ 52,209.78
I-03	Gift Aid Received	£ 1,479.72	£ 1,535.73	£ 8,656.06
I-04	Donations from churches	£ 2,987.04	£ 7,187.85	£ 5,745.26
I-05	Donations from other groups / businesses	£ 2,642.65	£ 2,197.92	£ 28,891.58
I-06	Supermarket Topup (based on weight of stock donations)	£ 348.02	£ 1,034.32	£ 2,420.75
I-07	Fundraising: collection boxes	£ 245.63	£ 149.47	£ 22.61
I-08	Fundraising: grants (excluding restricted Asda funds)	£ 2,653.47	£ 2,546.00	£ 16,141.21
	Restricted Asda Funds	£ 1,022.85	£ 12,568.93	£ -
I-09	Fundraising: online (Give As You Live)	£ 10.68	£ 38.36	£ 156.74
I-10	Fundraising: our events	£ 565.95	£ 126.47	£ -
I-11	Fundraising: textile recycling	£ -	£ -	£ 158.86
I-12	Gross Interest	£ 4.66	£ 10.21	£ 4.92
I-12	Emergency Utility Fund	£ -	£ 200.00	£ -
	TOTAL RECEIPTS	£ 20,691.12	£ 42,223.48	£ 127,364.41

Accounts independently  
examined by  
Nicola Cameron ACMA

*N. Cameron*

22/9/2021

PAYMENTS				
Code	Details	2018 - 2019	2019-2020	2020-2021
E-01	Rent (discounted)	£ 5,070.00	£ 4,660.00	£ 9,205.81
E-02	Service Charge	£ 1,903.56	£ 1,903.56	£ 1,903.56
E-03	Deposits	£ -	£ -	£ 600.00
E-04	Rates (discounted)	£ 611.32	£ 624.96	£ 874.50
E-05	Electricity	£ 429.49	£ 526.61	£ 604.60
E-06	Phone & Broadband	£ 358.66	£ 371.01	£ 1,128.03
E-07	Insurance	£ 1,648.44	£ 1,513.46	£ 1,309.61
E-08	Franchise	£ 360.00	£ 360.00	£ 360.00
E-09	Data Protection	£ 35.00	£ 35.00	£ 35.00
E-10	Office Admin Costs	£ 395.71	£ 419.84	£ 303.93
	Eat Well Spend Less: Course admin & handouts	£ -	£ -	£ -
E-11	Office Equipment	£ -	£ 84.93	£ 84.46
E-12	PR & Marketing	£ 240.37	£ 180.96	£ -
E-13	Repairs and Maintenance	£ 38.53	£ 213.70	£ 296.05
E-14	Purchased stock for distribution to food voucher recipients	£ 552.97	£ 2,426.45	£ 3,212.34
E-15	Volunteer Expenses	£ 32.49	£ 266.40	£ 77.14
E-16	Employee Expenses (Payroll)	£ -	£ 2,474.69	£ 13,832.70
	Use of large Asda Grant for FB Manager's payroll expenses*	£ -	£ 9,923.64	£ 8,497.04
E-16a	Employee Expenses (non-payroll)	£ -	£ 384.39	£ 130.59
E-17	Professional Fees	£ -	£ -	£ 1.00
E-18	Taxes	£ -	£ -	£ -
E-19	Capital Costs:Core Foodbank Provision		£ 916.07	£ 6,282.97
	Use of small Asda Grant for Office / Warehouse upgrades*	£ 1,058.08	£ -	£ -
	Use of small Asda Grant for Digital Resources*	£ -	£ 2,645.29	£ -
E-20	Capital Costs: More-Than-Food Projects	£ -	£ -	£ -
E-21	Transport (of stock)	£ 879.21	£ 560.12	£ 2,042.83
E-22	Fundraising Costs	£ 16.49	£ -	£ -
E-23	More-Than-Food Projects: Running Costs	£ -	£ 60.00	£ -
	TOTAL PAYMENTS	£ 13,630.32	£ 30,551.08	£ 50,782.16

Signed as a correct  
record by the following  
trustees on behalf of all  
trustees:

Name:  
Pete Criddle

Signature:  
*P Criddle*

Date:  
28/09/2021

Name:  
Shuna Hartley

Signature:  
*SH Hartley*

Date:  
28/09/2021

Accounts prepared by  
Peter Criddle (Treasurer)  
on 10/06/2021

BALANCE SUMMARY			
In Year Surplus	£ 7,060.80	£ 11,672.40	£ 76,582.25
Balance Brought Forward:	£ 25,340.66	£ 32,401.46	£ 44,073.86
Balance Carried Forward on 31st March	£ 32,401.46	£ 44,073.86	£ 120,656.11

BALANCE CARRIED FORWARD REPRESENTED BY:			
HSBC Community Account (general funds)	£ 29,162.37	£ 30,564.53	£ -
HSBC Community Account (designated / restricted)	£ 1,082.69	£ 7,730.82	£ -
Reserves Account: HSBC / Co-op	£ 3,206.66	£ 5,216.87	£ 7,950.45
Co-operative Business Account (general funds)	£ -	£ -	£ 22,474.01
Co-operative Business Account (designated / restricted)	£ -	£ -	£ 58,600.00
Epworth Deposit Fund	£ -	£ -	£ 25,480.71
Money held by Bradford Community Payroll & Accounts	£ -	£ 582.55	£ 6,078.00
Petty Cash	£ 55.59	£ 73.65	£ 72.94
Payments pending	£ 1,105.85	£ 94.56	£ -
	£ 32,401.46	£ 44,073.86	£ 120,656.11

#### NOTES

\* Asda requested we show the use of the restricted element of their grants in our annual accounts.

See overleaf for Discounts, In-kind Donations & Asset Valuations

DISCOUNTS OFFERED AS IN-KIND GIFTS (Not included in receipts / payments figures) *				NOTES
	2018 - 2019	2019-2020	2020-2021	* Mandatory Business Rates have been removed as not a 'gift'.
Rent Discounts	£ 4,090.00	£ 4,500.00	£ 4,580.00	
<b>TOTAL VALUE OF DISCOUNTS:</b>	<b>£ 4,090.00</b>	<b>£ 4,500.00</b>	<b>£ 4,580.00</b>	

MERCEDES SPRINTER VAN - AN IN-KIND GIFT FROM IFCO IN JUNE 2018				NOTES
Cash donation from IFCO, so we could (1) purchase van* directly and have our name on the Vehicle Registration Certificate; (2) purchase graphics for the van exterior.	£ 29,122.73	£ -	£ -	* Purchase included OTR and delivery costs
Value of dealership and manufacturer discounts applied during van purchase	£ 11,065.07	£ -	£ -	
<b>TOTAL VALUE OF IN-KIND GIFT:</b>	<b>£ 40,187.80</b>	<b>£ -</b>	<b>£ -</b>	

VALUATION OF ASSETS WORTH OVER £500 at End of Financial Year				NOTES
	31/03/2019	31/03/2020	31/03/2021	Due to the low mileage and low weights transported we assume our van will not depreciate as rapidly as other similar vehicles. Therefore, to determine its value for accounting purposes, we use reducing value depreciation, set at 10% of the original value per annum, as we do not know the lifetime of the van.
Mercedes Sprinter Van Purchase Value: £38,482.80 (List price + comfort pack + ply lining. Excludes on-the-road costs and graphics)	£ 34,634.52	£ 30,786.24	£ 26,937.96	

# INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

**Bradford North Foodbank**

On accounts for the year  
ended

**31<sup>st</sup> March 2021**

Charity no  
(if any)

**1160060**

Set out on page(s)

**3-4**

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 (~~other than that disclosed below~~ \*)

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.

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

Signed:

*Nicola Cameron*

Date:

**22/9/21**

Name:

**NICOLA CAMERON**

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

**ACMA**

Address:

**42 SHAW LANE GARDENS  
GUISELEY  
LS20 9JH**

Only complete if the examiner needs to highlight material problems.

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

RECEIPTS				
Code	Details	2018 - 2019	2019-2020	2020-2021
I-01	Donations: 200 Club (regular donors)	£ 5,835.00	£ 6,212.00	£ 12,956.64
I-02	Donations from individuals (excluding the 200 Club)	£ 2,895.45	£ 8,416.22	£ 52,209.78
I-03	Gift Aid Received	£ 1,479.72	£ 1,535.73	£ 8,656.06
I-04	Donations from churches	£ 2,987.04	£ 7,187.85	£ 5,745.26
I-05	Donations from other groups / businesses	£ 2,642.65	£ 2,197.92	£ 28,891.58
I-06	Supermarket Topup (based on weight of stock donations)	£ 348.02	£ 1,034.32	£ 2,420.75
I-07	Fundraising: collection boxes	£ 245.63	£ 149.47	£ 22.61
I-08	Fundraising: grants (excluding restricted Asda funds)	£ 2,653.47	£ 2,546.00	£ 16,141.21
	Restricted Asda Funds	£ 1,022.85	£ 12,568.93	£ -
I-09	Fundraising: online (Give As You Live)	£ 10.68	£ 38.36	£ 156.74
I-10	Fundraising: our events	£ 565.95	£ 126.47	£ -
I-11	Fundraising: textile recycling	£ -	£ -	£ 158.86
I-12	Gross Interest	£ 4.66	£ 10.21	£ 4.92
I-12	Emergency Utility Fund	£ -	£ 200.00	£ -
	TOTAL RECEIPTS	£ 20,691.12	£ 42,223.48	£ 127,364.41

Accounts independently  
examined by  
Nicola Cameron ACMA

*N. Cameron*

22/9/2021

PAYMENTS				
Code	Details	2018 - 2019	2019-2020	2020-2021
E-01	Rent (discounted)	£ 5,070.00	£ 4,660.00	£ 9,205.81
E-02	Service Charge	£ 1,903.56	£ 1,903.56	£ 1,903.56
E-03	Deposits	£ -	£ -	£ 600.00
E-04	Rates (discounted)	£ 611.32	£ 624.96	£ 874.50
E-05	Electricity	£ 429.49	£ 526.61	£ 604.60
E-06	Phone & Broadband	£ 358.66	£ 371.01	£ 1,128.03
E-07	Insurance	£ 1,648.44	£ 1,513.46	£ 1,309.61
E-08	Franchise	£ 360.00	£ 360.00	£ 360.00
E-09	Data Protection	£ 35.00	£ 35.00	£ 35.00
E-10	Office Admin Costs	£ 395.71	£ 419.84	£ 303.93
	Eat Well Spend Less: Course admin & handouts	£ -	£ -	£ -
E-11	Office Equipment	£ -	£ 84.93	£ 84.46
E-12	PR & Marketing	£ 240.37	£ 180.96	£ -
E-13	Repairs and Maintenance	£ 38.53	£ 213.70	£ 296.05
E-14	Purchased stock for distribution to food voucher recipients	£ 552.97	£ 2,426.45	£ 3,212.34
E-15	Volunteer Expenses	£ 32.49	£ 266.40	£ 77.14
E-16	Employee Expenses (Payroll)	£ -	£ 2,474.69	£ 13,832.70
	Use of large Asda Grant for FB Manager's payroll expenses*	£ -	£ 9,923.64	£ 8,497.04
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