



# Trustees' Annual Report

For the period 1/4/21 – 31/3/22

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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:
Shuna Hartley	Trustee Board Secretary	24/01/2017 - 23/01/2020 24/01/2020 - 23/01/2023	Board of Trustees
Moira 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	15/01/2019 - 14/01/2022 15/01/2022 - 14/01/2025	Board of Trustees
Ben Clymo	Acting Chair (25/01/22 - 24/07/22)	04/04/2019 - 03/04/2022 04/04/2022 - 03/04/2025	Board of Trustees
Mark Cahill	Chair (On sabbatical 25/01/22 - 24/07/22)	20/04/2020 - 19/04/2023	Board of Trustees
Jackie Marshall		18/01/2021 - 17/01/2024	Board of Trustees
Denver Thompson		25/01/2022 - 24/01/2025	Board of Trustees

**Summary:** Cheryl Barnes resigned at the end of her first term of office. Pete Criddle and Ben Clymo were reappointed during the year. Denver Thompson was appointed during the year. Mark Cahill was granted a six-month sabbatical for health reasons; Ben Clymo was appointed acting chair during this period.

## B) Structure, Governance & Management

Type of governing document: Constitution

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

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

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 2021 - 2022

### 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 (until 31/12/2021)
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 & Christmas Hamper Project
Sophie Cliff	Volunteer Coordinator
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 continued to affect our ability to offer signposting services. Our foodbank centre pop-up cafes were closed for 11.5 months of the year, so the signposting offered was via a leaflet placed in each food parcel and via the telephone when discussing the provision or delivery of food parcels.

## D) Achievements & Performance

This was our seventh full year in operation. We continue to be part of the national Trussell Trust Foodbank Network. Continued Covid-19 restrictions meant that no part of our service has been audited by the Trussell Trust during 2021-22.

Continued Covid-19 prevention measures have also meant that the adaptations to our service during the 2020-2021 year have had to continue. Adaptations included:

- *Closure of all our foodbank centre pop-up cafes:* The foodbank centre team leaders met several times during the year to discuss the possibility of reopening the cafes, but each time decided that the size and layout of our venues meant it was not yet safe for the volunteer team or visiting clients. The cafes finally re-opened in mid-March 2022. The volunteer teams continued to issue food parcels at the main entrance door of each foodbank centre.
- *Food-parcel delivery service:* this continued through most of the year for those genuinely unable to collect their own food parcel. There were occasional gaps in this provision when volunteer delivery drivers were self-isolating or returned to work.
- *Use of electronic food vouchers to replace hardcopy vouchers:* The use of e-vouchers allowed our referral agencies to issue vouchers without meeting their clients in person. E-voucher use will continue going forward for environmental and administrative reasons.

Information on our achievements and performance during 2021-2022 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. We have an additional warehouse at Albion Mills which is organised for storing long-dated stock and running our annual Christmas Hamper Project. This two-site system is not ideal and the trustees, together with the management team, are looking at alternative warehousing arrangements for the future.

The van donated by IFCO in 2018 continues to be an invaluable asset. The pandemic resulted in greatly increased stock donations from supermarkets, which have continued - far more than can be collected in a car. Current economic circumstances mean the demand at each foodbank centre has increased and the van makes the delivery of large restock orders manageable.

## D2) STOCK DONATIONS

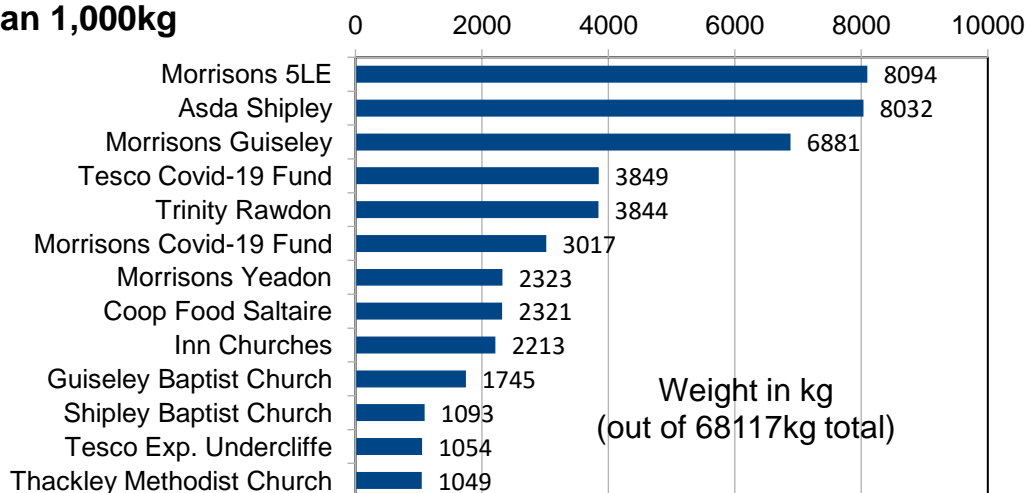
Lots of food, though not quite as much as in 2020-2021. The 2021-2022 total for food donated is 57,865kg compared to 68,117kg in 2020-2021. It's safe to assume this difference relates to the initial response triggered by the Covid pandemic. Recognise this and the commitment behind the latest statistics is impressive. Looking at some detail of donations.

- 7 donors gave more than 1,000kg.
  - These 7 donors are 5 supermarkets and 2 churches (both in Leeds).
  - Only 3 of the top 7 donors are in Bradford postcodes.
  - In 2020-2021 there were 12 donors of more than 1,000kg, whereas for 2021-2022 it is 7.
- Supermarkets provided 55% of the total donations, the next largest contributing category was churches with 18% of total. See the pie chart below.
- Over 50% of the donated food came from 5 donors, compared to 8 donors last year

Our food donor base is very strong. However, we should give attention to our dependency on a small number of donors, particularly supermarkets, by:

1. Expanding or flattening our donor base to reduce dependency.
2. Making sure the biggest donors value their relationship with us

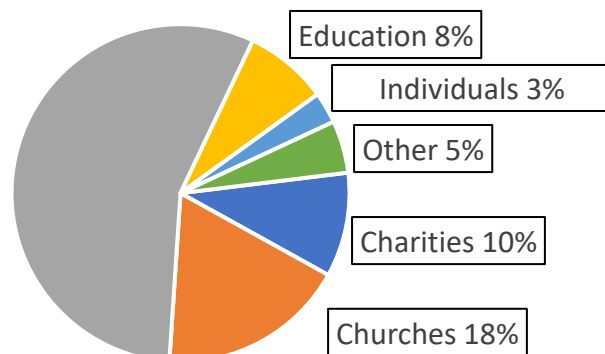
### Food sources providing more than 1,000kg



### Food sources by donor type

**2021**

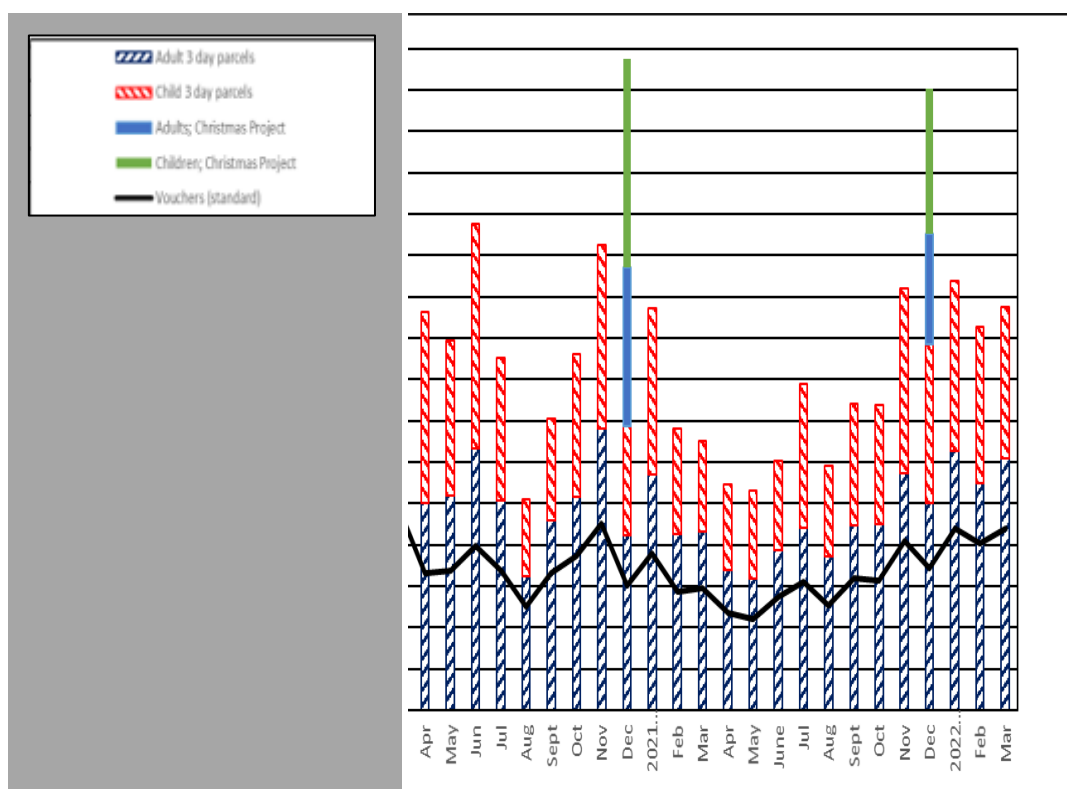
Supermarkets  
56%



### D3) STOCK DISTRIBUTION

- D3.1 Vouchers and meals provided
- D3.2 Food donations and how they were used
- D3.3 Direct distribution to clients of BNFB
- D3.4 Distribution to other local projects
- D3.5 Reasons for the issue of food vouchers
- D3.6 Location of food recipients by Political Ward
- D3.7 Location of food recipients by Postcode

#### D3.1 Vouchers and Meals Provided

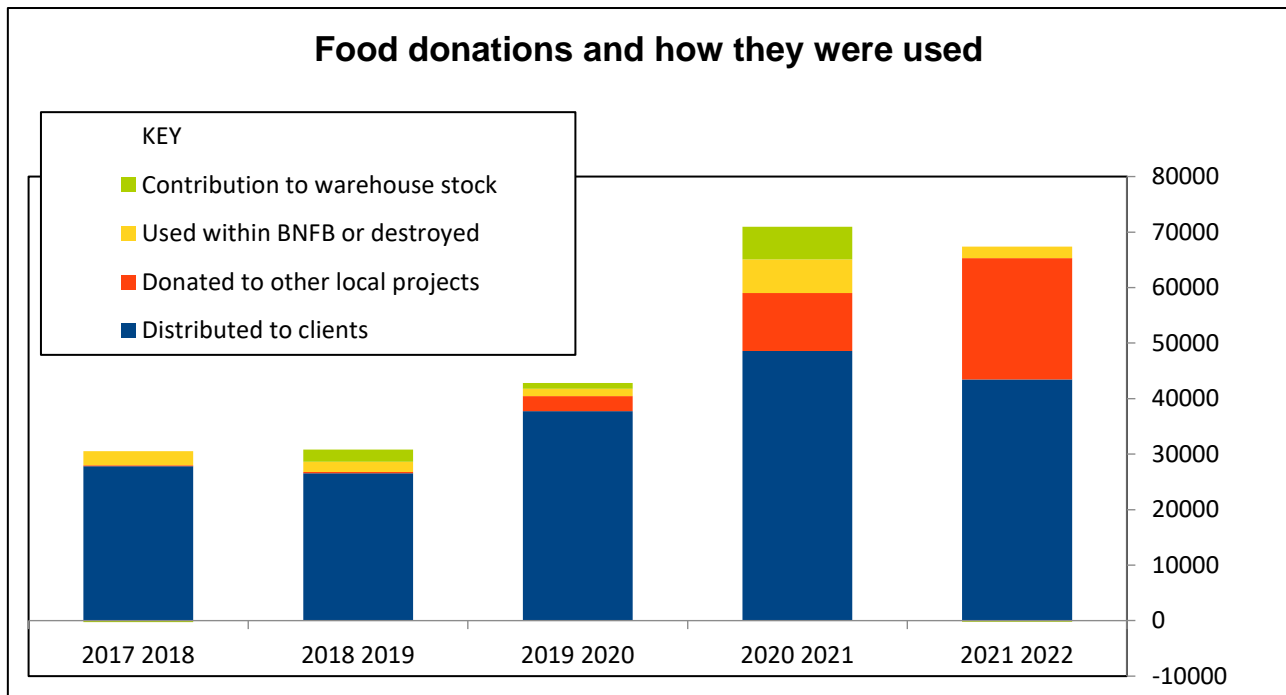


This graph is a small part of the ongoing data for vouchers and meals provided. It intentionally covers the time period of official response to the pandemic, so April 2020 to March 2022.

Notice that as the short-term response swung into action our numbers actually dropped. There were alternative sources of food with far fewer questions asked.

But then in Spring 2021 the funding of a national response began to be phased out and need for our intervention started to climb. It continues and is now back to pre-pandemic levels and still growing.

### D3.2 Food Donations and How They Were Used



Explanation (Yes, it's a little confusing and pandemic influenced)

First - look at the height of the columns:

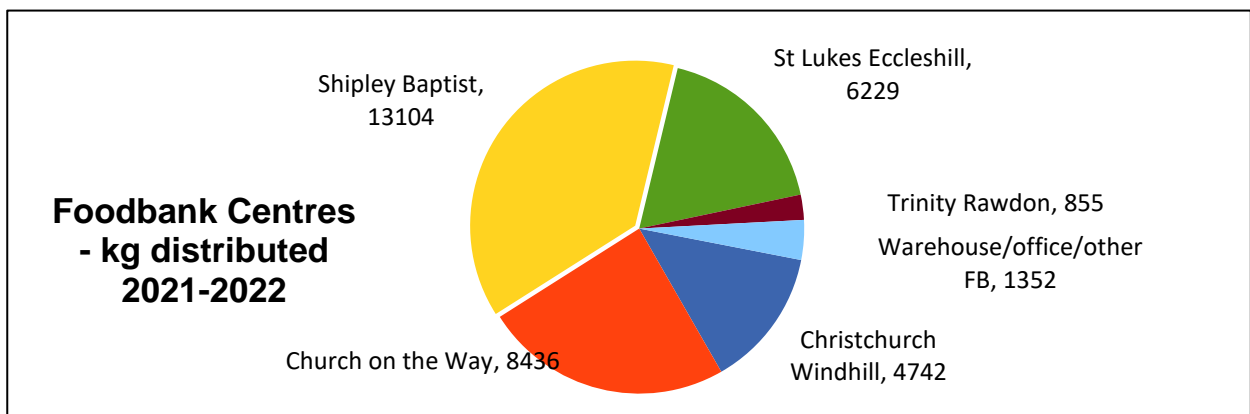
- Total height of column = total donations in kg
- Slightly down from the previous year but still showing the response to the pandemic.

Second - look at the coloured bars inside the columns:

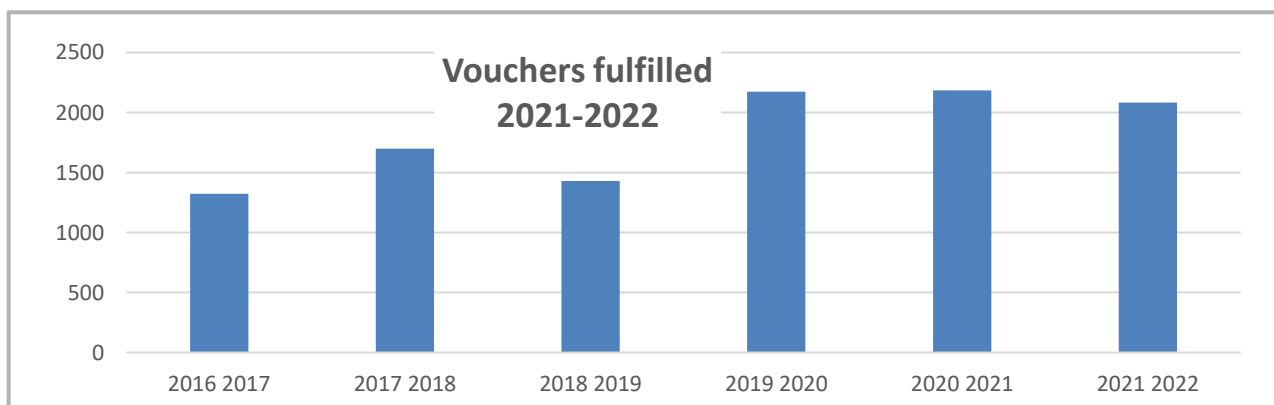
- See the **KEY** above for what each colour represents
- Most is given to clients: directly (blue), or via other projects (orange).
- The remainder is food otherwise used internally and waste (yellow).
- That leaves warehouse stock (green), which represents the change in stock level NOT the quantity of food donations or the quantity of food distributed. So, stock levels went up dramatically in 2020-2021 due to pandemic related contributions.

### **D3.3 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.



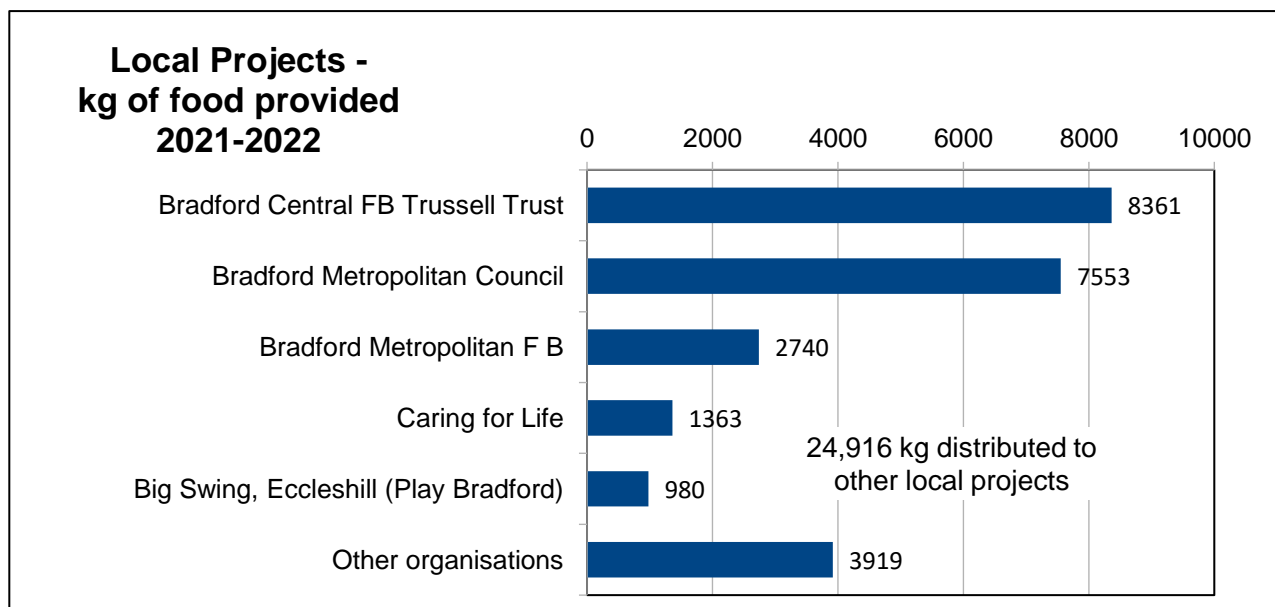
The total Kg distributed for each FBC includes both parcels and “help yourself items”. The total number of vouchers or referrals is slightly down compared to the previous year. However, this is related to the pandemic so nothing that requires a response:



### D3.4 Distribution to Other Local Projects

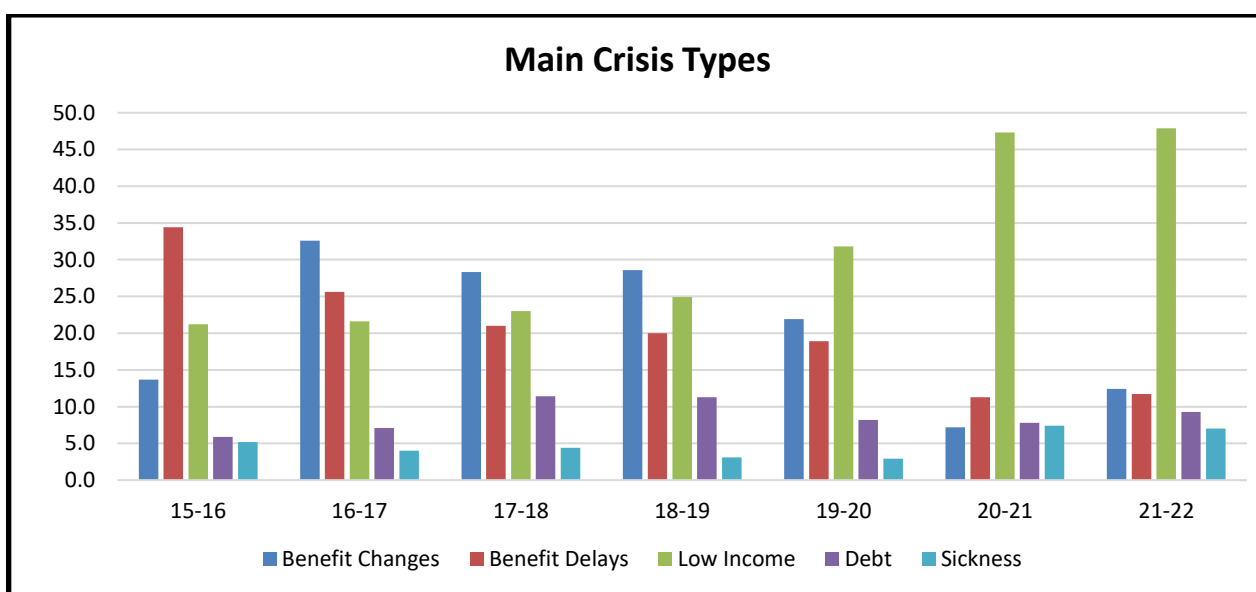
The total donated to other projects during 2021-2022 was 24,916 kg out of the 67,143 kg total food distributed, so 37%, significantly more than the 13.4% donated in the previous year.

The huge generosity of people during 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.

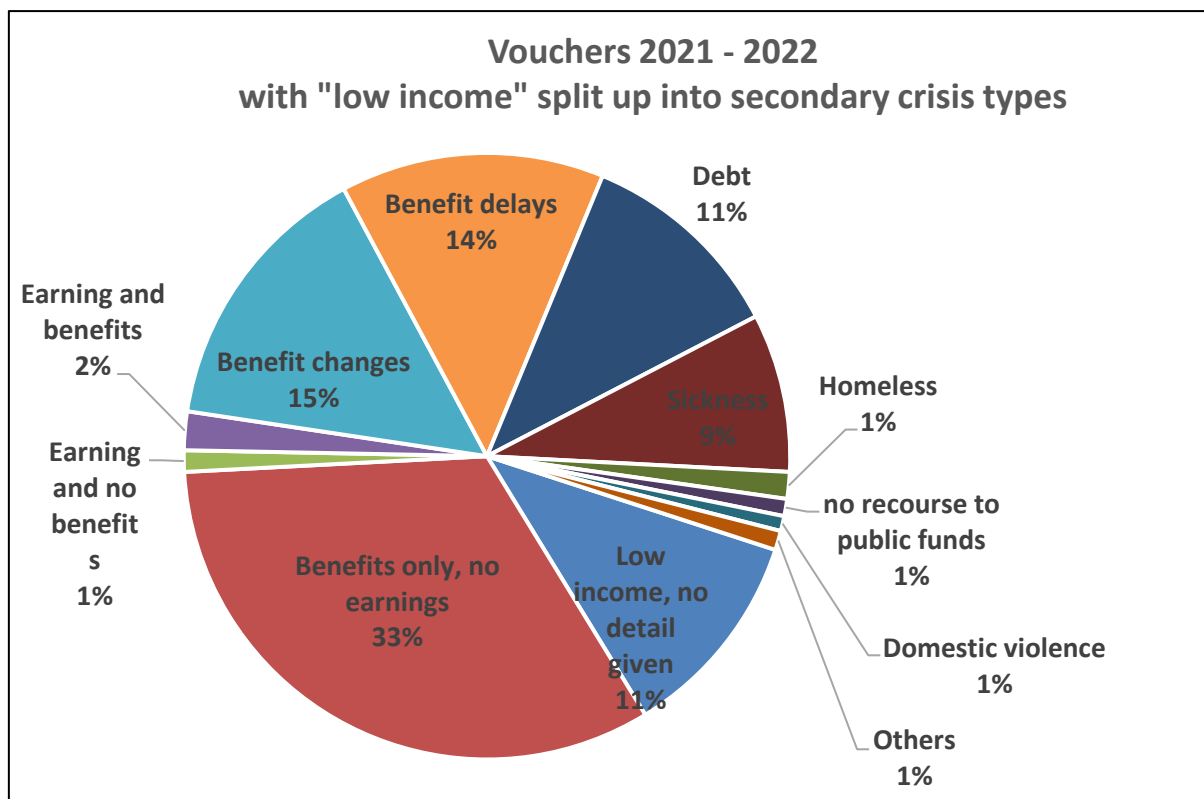
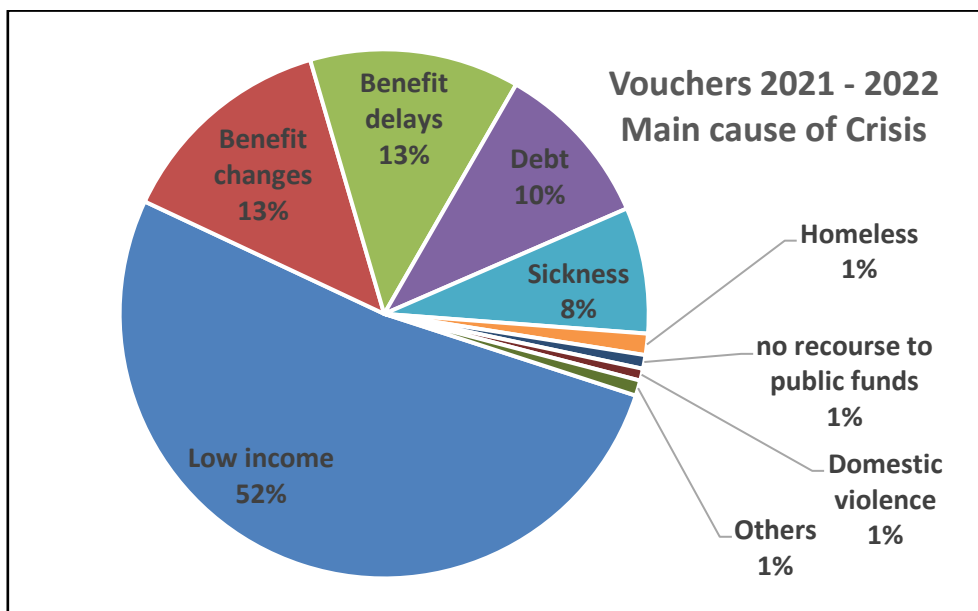


### D3.5 Reasons for The Issue of Food Vouchers

The main reasons for people receiving emergency food are the same year on year, as is the reality of long-term low income creating “chronic crisis”. This year debt has continued to grow too. One unexpected trend is an increase in “benefit change”, mostly reflecting the transition to Universal Credit.



Additionally, this can be presented as pie charts to understand the current causes of crisis:



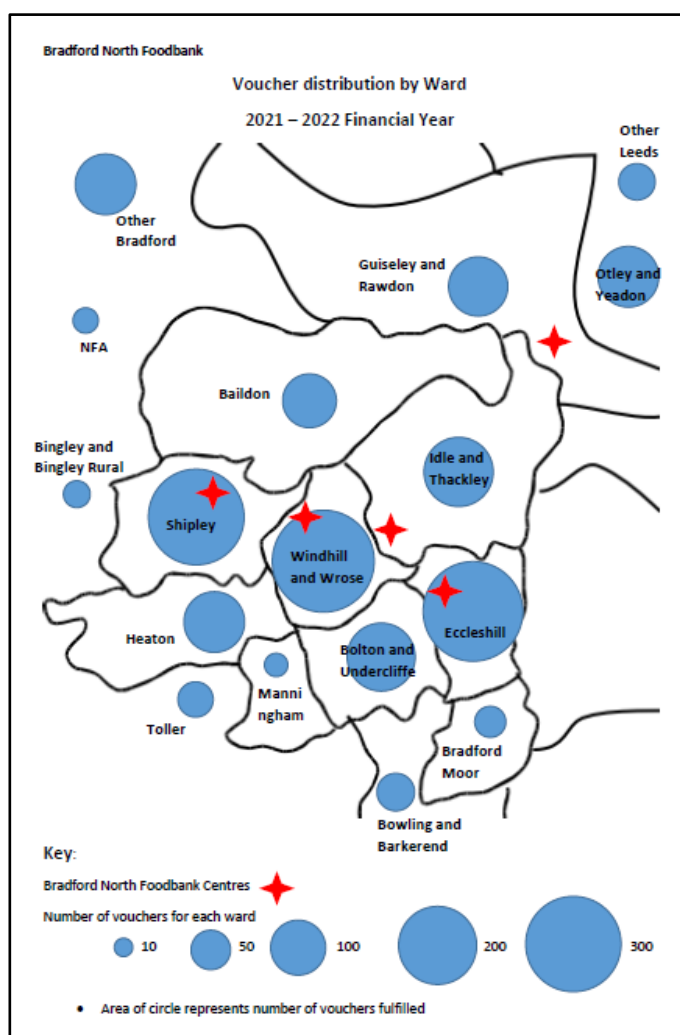
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### D3.6 Location of Food Recipients by Political Ward

In the table below the map, it is interesting to note the changes in the ratio of *adults fed : children fed* compared to 20-21

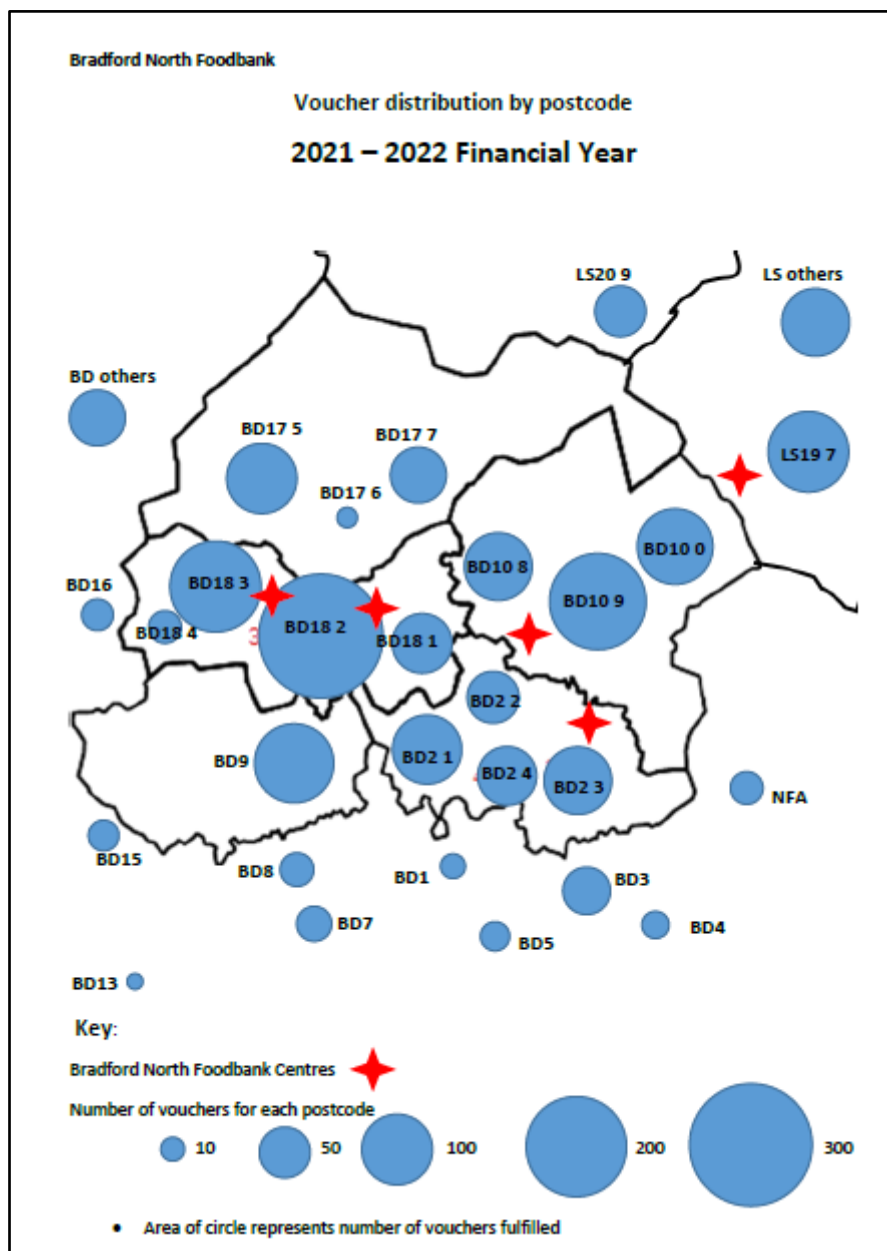
<sup>^</sup> indicates an increase compared to last year

Voucher numbers have reduced in some key wards. This is most likely to be because alternative sources of emergency food are available (e.g. community centres) in these wards. It is not due to a reduction in overall need for emergency food.



Ward	2021 - 2022			Previous Year (20-21)		
	Vouchers	People Fed	Ratio Adults:Children	Vouchers	People Fed	Ratio Adults:Children
Eccleshill	326	979	47:53 <sup>^</sup>	480	1514	49:51
Windhill & Wrose	343 <sup>^</sup>	716 <sup>^</sup>	67:33 <sup>^</sup>	324	656	73:27
Shipley	301 <sup>^</sup>	541 <sup>^</sup>	69:31 <sup>^</sup>	274	528	74:26
Bolton & Undercliffe	152	349	64:36	185	467	57:43
Idle & Thackley	157	385 <sup>^</sup>	59:41 <sup>^</sup>	184	357	65:35
Otley & Yeadon	124	395	53:47	132	437	49:51
Heaton	121 <sup>^</sup>	255	70 <sup>^</sup> :30	119	319	53:47

### D3.7 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, as in previous years, people living in our 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 in early 2020 and either hand out food parcels at the entrance door or deliver them to the homes of those self-isolating. This situation continued throughout the 2021-22 year.

In February 2021, trustees employed a part-time *Signposting Coordinator* to develop alternative ways to signpost people during the pandemic and afterwards. As a result we have:

- Updated all our signposting resources and developed a regular updating programme.
- Created a small leaflet giving details of other sources of support, which was initially given out with every food parcel when we were unable to give signposting information during Covid-19. These leaflets have proved very popular and are still being updated and given out.
- Reviewed and streamlined the literature used for signposting in the FBC and the warehouse.
- Offered training to all volunteers prior to reopening the open access at FBC over 2 sessions. These were attended by over 40 volunteers. Further advanced signposting training has been delivered over 4 sessions to volunteers who are involved with signposting.
- Further training will be given by Equality Together in June 2022 as part of the Financial Inclusion Project.
- Given information and support to volunteers with challenging signposting queries.

### D4.2 Financial Inclusion Project

The Trussell Trust has been aware for some years that signposting is insufficient support for many foodbank service users; instead, research shows that advisors on site able to provide immediate support is a better option. In response, the Trussell Trust first appointed area *Financial Inclusion* officers to advise and support foodbanks in partnering with local advice agencies and second, established a grant scheme to fund such partnerships.

Starting in autumn 2021, our local Trussell Trust *Financial Inclusion* officer and our *Area Manager* have worked with the three Bradford Trussell Trust foodbanks to set-up a three-year Financial Inclusion Project with a local advice agency (Equality Together) to provide on-site advisors during foodbank centre sessions and a dedicated foodbank telephone referral service for our foodbank service-users. Bradford North foodbank will manage the grant money and liaise with the chosen local advice partner.

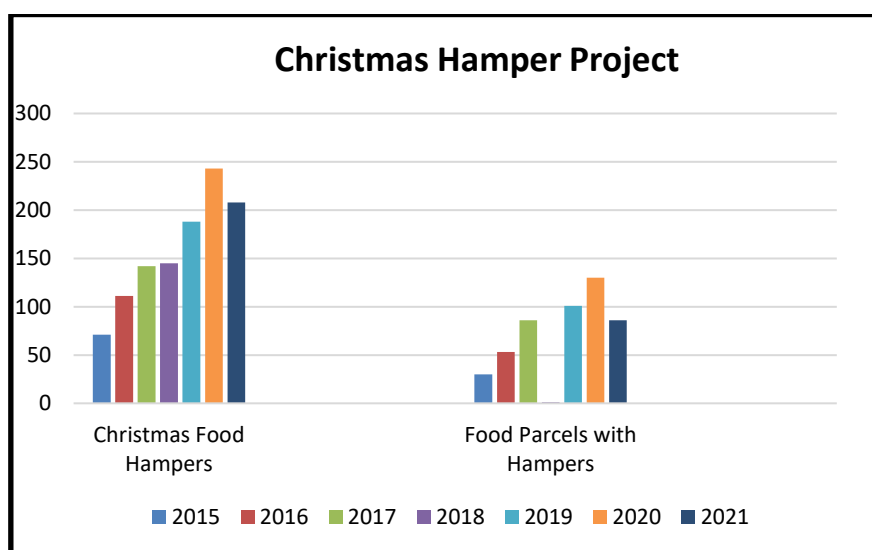
The project started in late-March 2022, when our foodbank centre pop-up cafes reopened. The project has not been open long enough to provide any statistics for our 2021-22 reporting year.

#### **D4.3 Christmas Hamper Project**

This is our 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.

For the first six years we 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, in 2020, the logistics for the Cinderella Club of making such a large number (487) of gift boxes for just one organisation (our foodbank) led to us agreeing that in future years we would ask referral agencies to contact the Cinderella Club directly to request gift boxes. Our 2021 hamper Project was the first year we operated this system. The advantages are that it has reduced admin and enabling us to make parcels for families earlier in December, which benefits the agencies delivering the parcels.

Referral agencies nominate individuals or families for a hamper and, if appropriate, a standard 3-day food parcel to accompany it. As in 2020, we prepared the hampers and accompanying food parcels at our secondary warehouse. 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.



**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**

We continue to remain indebted to our wonderful team of volunteers, without whom we would not be able to operate. Since early spring we have been transitioning back to a full volunteer schedule after running a reduced service during the pandemic. At present we have around 80 active volunteers across our foodbank centres, the warehouse and the office, supporting with the running of the centres, stock management, administration and delivery.

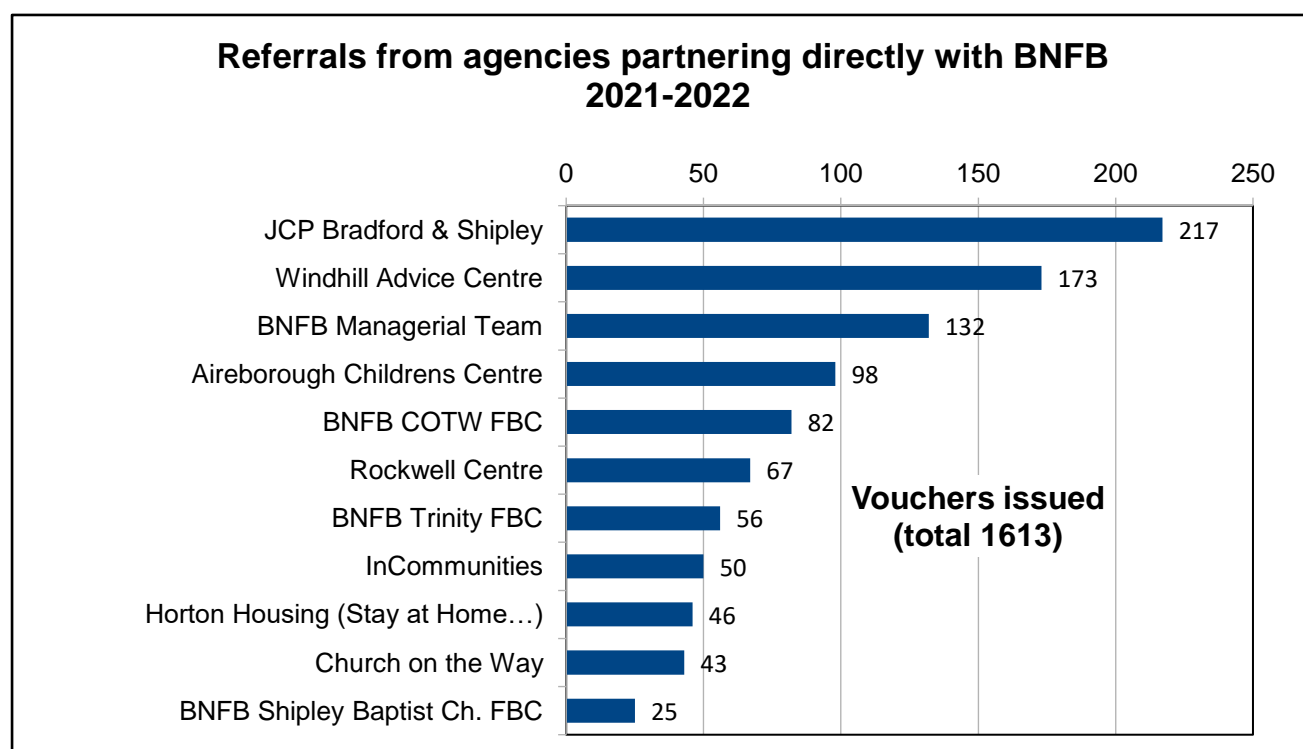
As we return to normality and transition to operating as we did before the pandemic, a big focus for us has been on upskilling our volunteers and ensuring that they have all of the training needed to support our clients in the best possible way. Since March we have ran a number of training sessions on signposting which have been very well attended, and we are exploring future training opportunities to ensure the service we offer is as good as possible

**D6) REFERRAL AGENCY PARTNERSHIPS**

We currently have a wide range of referral agencies using the services for the foodbank. We have begun a project to review current referral agencies, to increase the number of referral agencies using the e voucher system and to increase the number of active referral agencies. As a result of this almost all the referral agencies are now using the e-referral system and we have registered over 20 new referral agencies. This is very much an ongoing project which we will continue to prioritise over the coming year.

We have continued to develop good relationships with our referral agencies and have been pleased to welcome some agencies to visit the warehouse. In addition, we have attended an event at the job centre which gave us an opportunity to meet with work coaches and clients.

Most referrals continue to come from the DWP who are not registered as a referral agent with us, but we have agreed a process for making referrals, which at this time means taking direct phone calls from work coaches. The foodbank manager is in consultation with the DWP and their IT team to look at what needs to be done to make BNFB a trusted partner.



## E) Financial Review

**Brief statement of the charity's policy on reserves:** For the 2021-22 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 contingency amount (set at £2,500 for the year). The total calculated reserve fund for 2021-22 was £14,922 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)	£ 16,101
○ Donations from Individuals (not 200 Club)	£ 26,368
○ Gift Aid	£ 7,966
○ Churches	£ 4,310
○ Business / Other Groups	£ 12,619
○ Grants - restricted funds*	£ 52,285
○ Fund-raising activities	£ 336
○ Misc. (interest, SM top-ups, Utility Fund)	£ 2,192
<b>Income:</b>	<b>£121,176<sup>^</sup></b>

\* Restricted grants included £41,592 relating to the Financial Inclusion project referenced elsewhere in this report - it is fully grant financed by Trussell Trust with funds for 2022/23 received in March 2022.

<sup>^</sup> Variance of £1 due to roundings.

**Banking:** accounts continue to be held with Cooperative Bank and Epworth. Deposit interest rates began to rise from early 2022.

## FINANCE STATEMENT

### 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:** Four churches generously provide rent-free accommodation for foodbank distribution centres: *St Luke's* in Eccleshill, *Shipley Baptist Church*, *Church on the Way* and *Trinity Rawdon*. *Christ Church Ecumenical Project*, in Windhill, provides space at a reduced rent.

### Financial Donations

- **Regular Donations:** our 200 Club had 117 (2021: 110) members at the end of the year, contributing £16,101 (2021: £12,956) (excluding Gift Aid), which covered 56% (2021: 59%) 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 - many corporate and irregular donors from 2020/21 continue to support us.
- **Grants:** we received three Trussell Trust grants in the year - covering additional hours for our paid staff, enhancing volunteer capacity and the Financial Inclusion project.

### Expenses

- Our expenses increased by 20% compared with last year. The primary causes of this increase are:
  - An increase in payroll costs (partially grant funded).
  - Operating the second warehouse for the full year.
  - Increased need to purchase food for clients.
  - Allocating funds to our foodbank centres to improve the service they offer to clients.

### Budget for 2022 - 2023

- We have sufficient end-of-year funds, regular income and grant funding to prepare a fully funded budget for the next year, including our payroll costs.
- A financial plan is in place through to 2025.

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(s) of Trustees

There is little doubt that this was an unusual and difficult year. Well-documented external factors have led to increased need for our services, and the organisation has also faced challenges in terms of changing personnel, illness and upheaval. We have 'weathered the storm' extremely well and this is only because 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.

We are 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!

Organisationally we are in a stronger position than twelve months ago and, although challenges remain, we are well placed to continue to meet the needs of those needing crisis food support across the North and East of Bradford.

*Mark Cahill and Ben Clymo* - Successive Chair and Acting 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
Ben Clymo	<i>Ben Clymo</i>	Acting Chair	14/06/2022
Pete Criddle	<i>Pete Criddle</i>	Treasurer	14/06/2022

RECEIPTS				
Code	Details	2019-2020	2020-2021	2021-2022
I-01	Donations: 200 Club (regular donors)	£ 6,212.00	£ 12,956.64	£ 16,100.84
I-02	Donations from individuals (excluding the 200 Club)	£ 8,416.22	£ 52,209.78	£ 26,368.38
I-03	Gift Aid Received	£ 1,535.73	£ 8,656.06	£ 7,965.76
I-04	Donations from churches	£ 7,187.85	£ 5,745.26	£ 4,310.12
I-05	Donations from other groups / businesses	£ 2,197.92	£ 28,891.58	£ 12,618.60
I-06	Supermarket Topup (based on weight of stock donations)	£ 1,034.32	£ 2,420.75	£ 2,170.76
I-07	Fundraising: collection boxes	£ 149.47	£ 22.61	£ 94.93
I-08	Fundraising: grants (excluding restricted Asda funds)	£ 2,546.00	£ 16,141.21	£ 52,284.57
	Restricted Asda Funds	£ 12,568.93	£ -	£ -
I-09	Fundraising: online (Give As You Live)	£ 38.36	£ 156.74	£ 125.15
I-10	Fundraising: our events	£ 126.47	£ -	£ 115.50
I-11	Fundraising: textile recycling	£ -	£ 158.86	£ -
I-12	Gross Interest	£ 10.21	£ 4.92	£ 21.08
I-12	Emergency Utility Fund	£ 200.00	£ -	£ -
	<b>TOTAL RECEIPTS</b>	<b>£ 42,223.48</b>	<b>£ 127,364.41</b>	<b>£ 122,175.69</b>

Accounts independently  
examined by  
Nicola Cameron ACMA

*W. H. M. O. M.*  
26/5/22

PAYMENTS				
Code	Details	2019-2020	2020-2021	2021-2022
E-01	Rent (discounted)	£ 4,660.00	£ 9,205.81	£ 13,661.00
E-02	Service Charge	£ 1,903.56	£ 1,903.56	£ 1,903.56
E-03	Deposits	£ -	£ 600.00	£ -
E-04	Rates (discounted)	£ 624.96	£ 874.50	£ 1,008.64
E-05	Electricity	£ 526.61	£ 604.60	£ 650.89
E-06	Phone & Broadband	£ 371.01	£ 1,128.03	£ 1,246.37
E-07	Insurance	£ 1,513.46	£ 1,309.61	£ 1,281.11
E-08	Franchise	£ 360.00	£ 360.00	£ 360.00
E-09	Data Protection	£ 35.00	£ 35.00	£ 35.00
E-10	Office Admin Costs	£ 419.84	£ 303.93	£ 463.80
E-11	Office Equipment	£ 84.93	£ 84.46	£ 120.57
E-12	PR & Marketing	£ 180.96	£ -	£ 33.50
E-13	Repairs and Maintenance	£ 213.70	£ 296.05	£ -
E-14	Purchased stock for distribution to food voucher recipients	£ 2,426.45	£ 3,212.34	£ 4,325.61
E-15	Volunteer Expenses	£ 266.40	£ 77.14	£ 2,399.93
E-16	Employee Expenses (Payroll)	£ 2,474.69	£ 13,832.70	£ 29,785.18
	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	£ 23.00
E-17	Professional Fees	£ -	£ 1.00	£ 3.00
E-18	Taxes	£ -	£ -	£ -
E-19	Capital Costs: Core Foodbank Provision	£ 916.07	£ 6,282.97	£ 1,330.77
	Use of small Asda Grant for Digital Resources*	£ 2,645.29	£ -	£ -
E-21	Transport (of stock)	£ 560.12	£ 2,042.83	£ 1,740.74
E-22	Fundraising Costs	£ -	£ -	£ -
E-23	More-Than-Food Projects: Running Costs	£ 60.00	£ -	£ -
E-24	Projects - Foodbank Improvement	£ -	£ -	£ 1,495.21
E-25	Projects - Financial Inclusion	£ -	£ -	£ -
	<b>TOTAL PAYMENTS</b>	<b>£ 30,551.08</b>	<b>£ 50,782.16</b>	<b>£ 61,147.88</b>

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

Name:

Signature:

Date:

Name:

Signature:

Date:

Accounts prepared by  
Peter Criddle (Treasurer)  
on 08/04/2022

BALANCE SUMMARY			
In Year Surplus	£ 11,672.40	£ 76,582.25	£ 61,027.81
Balance Brought Forward:	£ 32,401.46	£ 44,073.86	£ 120,656.11
<b>Balance Carried Forward on 31st March</b>	<b>£ 44,073.86</b>	<b>£ 120,656.11</b>	<b>£ 181,683.92</b>

BALANCE CARRIED FORWARD REPRESENTED BY:			
HSBC Community Account (general funds)	£ 30,564.53	£ -	£ -
HSBC Community Account (designated / restricted)	£ 7,730.82	£ -	£ -
Reserves Account: HSBC / Co-op	£ 5,216.87	£ 7,950.45	£ 14,924.91
Co-operative Business Account (general funds)	£ -	£ 22,474.01	£ 59,687.36
Co-operative Business Account (designated / restricted)	£ -	£ 58,600.00	£ 48,405.00
Epworth Deposit Fund	£ -	£ 25,480.71	£ 49,492.40
Money held by Bradford Community Payroll & Accounts	£ 582.55	£ 6,078.00	£ 9,150.00
Petty Cash	£ 73.65	£ 72.94	£ 24.25
Payments pending	£ 94.56	£ -	£ -
	<b>£ 44,073.86</b>	<b>£ 120,656.11</b>	<b>£ 181,683.92</b>

#### NOTES

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

Financial Improvement grant  
of £41,592.54 received in  
March 2022 relating to the full  
year project costs for 2022-23.

Franchise Fee 2020-21  
refunded to all foodbanks by  
Trussell Trust in August 2021.

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

DISCOUNTS OFFERED AS IN-KIND GIFTS (Not included in receipts / payments figures) *				NOTES
	2019-2020	2020-2021	2021-2022	Reduced discount agreed for Christchurch Windhill rent in April 2021.
Rent Discounts	£ 4,500.00	£ 4,580.00		
<b>TOTAL VALUE OF DISCOUNTS:</b>	<b>£ 4,500.00</b>	<b>£ 4,580.00</b>	<b>£ -</b>	

IN-KIND GIFTS				NOTES
	£ -	£ -	£ -	None in period
	£ -	£ -	£ -	
<b>TOTAL VALUE OF IN-KIND GIFT:</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	

VALUATION OF ASSETS WORTH OVER £500 at End of Financial Year				NOTES
	31/03/2020	31/03/2021	31/03/2022	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)	£ 30,786.24	£ 26,937.96	£ 23,089.68	

# 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 2022**

**Charity no  
(if any)**

**1160060**

**Set out on page(s)**

**2-3**

**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:**

*16/6/22*

**Name:**

*NICOLA CAMERON*

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

*ACMA - CIMA*

**Address:**

*42 SHAW LANE GARDENS  
GUISELEY, LEEDS  
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.

N/A

Set out on page(s)		2-3
On accounts for the year ended	31 <sup>st</sup> March 2022	Charity no (if any)
Report to the trustees	members of	Bradford North Football Club
<p>Respective responsibilities of trustees and examiner</p> <p>The trustee's report is responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 134 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:</p> <ul style="list-style-type: none"> <li>• examine the accounts under section 135 of the Charities Act;</li> <li>• to follow the procedures laid down in the general financial provisions (under section 145(2)(a) of the Charities Act); and</li> <li>• to state whether particular matters have come to my attention.</li> </ul> <p>My examination was carried out in accordance with relevant provisions given by the Charities Commission. An examination includes a review of the accounting records kept by the charity, and a comparison of the accounts presented with the accounting records and testing explanatory notes. The examination is not a substitute for an audit and accordingly 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.</p> <p>In connection with my examination, no matter has come to my attention other than that disclosed below:</p> <p>I, which gives me no enable cause to believe that in any material respect, the accounting requirements of the Charities Act have not been met, or:</p> <ul style="list-style-type: none"> <li>• to keep accounts which comply with section 130 of the Charities Act and</li> <li>• to prepare accounts which comply with the accounting requirements and comply with the</li> </ul> <p>A, in which, in my opinion, attention should be drawn to a matter in order to enable a proper understanding of the accounts to be reached.</p> <p>Please state the words in the 2 words if they do not apply.</p>		
Signed:		
Name:		
Relevant professional qualification(s) or body (if any):		
Address:		