

Littlehampton Foodbank

Report of the Trustees and Unaudited Financial Statements

For the year ended 31 December 2020

Littlehampton Foodbank
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Littlehampton Foodbank
Report of the Trustees
For the year ended 31 December 2020

The Trustees have pleasure in presenting their report and the financial statements for the charity for the year ended 31 December 2020. The Trustees have adopted the provisions of 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 the Republic of Ireland (FRS 102) (effective 1 January 2019).

Chair's report

Every day people in our area go hungry for reasons ranging from redundancy, receiving an unexpected bill when on a low income, illness to benefit delays/changes. Littlehampton & District Foodbank aims to stop that from happening by restoring dignity and reviving hope.

2020 was a year like no other. The foodbank had to adapt quickly as the pandemic hit in March, and the need for our services increased beyond anything we had experienced before. We have faced challenges along the way, with local schools also needing our help to support families in need and many of our team having to shield during lockdowns. Fortunately we received regular large donations from Tesco and Morrisons, and the community rallied round as always. With the amazing help of volunteers from British Gas we were able to switch to a delivery service from April 2020 to the end of August 2020.

In September the foodbank client sessions moved premises, as we started a new and exciting partnership with Turning Tides funded by The National Lottery. Foodbank sessions are now based in the rear hall of the United Church in Littlehampton, which is a much larger space and is enabling us to see the increased numbers of people in need.

People are referred to Littlehampton & District Foodbank by many local agencies, charities, and organisations such as Children & Family Centres, schools, housing associations and Citizens Advice.

We are able to do all that we do through the efforts of our committed team of volunteers who work alongside our staff and trustees. During 2020 they donated their time to help us run foodbank sessions, manage our stock and represent the foodbank in the community, all while showing love and compassion to those they meet.

Due to the pandemic we were unable to carry out the Lunchbox Project, which supports families whose children receive free school meals. However we were able to liaise directly with The Littlehampton Academy and The Angmering School so that these families received the extra food they needed. Later in the year the government and local authorities issued supermarket vouchers to these families during school holidays and lockdowns, which reduced their need for foodbank assistance somewhat.

42,095 kg of food and toiletries was donated to us in 2020. 10,302 kg was given to local schools to support families in need, while 31,030 kg was given to foodbank clients and shared with local charities.

We would like to say a huge thank you to Littlehampton Baptist Church for accommodating us and continuing to give us office space as well as hosting our stock sessions, and to Littlehampton United Church for accommodating our client sessions. We are also very thankful to Roberts Transport, Titan Storage Solutions, Waitrose, Tesco, Asda, Morrisons, Cooper-Adams Estate Agents, Beachcroft Hotel, Howard Lodge of Brotherly Love, West Sussex County Council, The National Lottery, Store Properties, Littlehampton Town Council, Rotary Littlehampton, and the Littlehampton Lions Club for all their support, as well as to everyone else who has donated to the foodbank. Special thanks also go to the British Gas employees who used their furloughed leave to help us deliver food to those in need.

If you are a local business or individual that shares our belief that no-one should go hungry in our local area we'd love to hear from you. There are many ways to get involved, from fundraising to volunteering and sharing your expertise.

We are thankful to God for all that He has done in and through us in the year 2020.

Matthew 25:35-36

For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

REFERENCE AND ADMINISTRATIVE INFORMATION

Name of Charity	Littlehampton Foodbank
Charity registration number	1160455
Principal address	Littlehampton Baptist Church Fitzalan Road Littlehampton West Sussex BN17 5NY

Littlehampton Foodbank
Report of the Trustees Continued
For the year ended 31 December 2020

Trustees

The trustees and officers serving during the year and since the year end were as follows:

Ms Tessa Jane Cash
Mr Roy William Wood
Ms Diane Kerry Frost
(Resigned: 05 January 2020)
Ms Linda Elizabeth Mott
Ms Helen Pilling
Ms Felicity Selwood

Independent examiner

Emjay Associates Ltd
Office AD5
Littlehampton Marina
Ferry Road
Littlehampton
BN17 5DS

Bankers

CAF Bank Ltd
25 Kings hill Avenue
Kings Hill
West Malling
ME19 4JQ

Approved by the Board of Trustees and signed on its behalf by



26 October 2021

Mr Roy William Wood

Littlehampton Foodbank
Independent Examiners Report to the Trustees
For the year ended 31 December 2020

I report to the trustees on my examination of the accounts of the charity for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

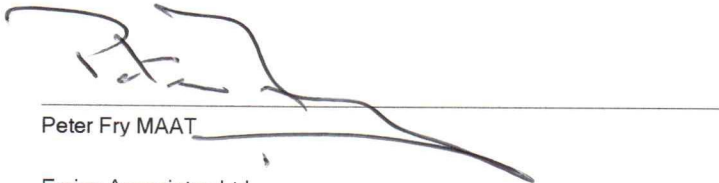
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiners statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



Peter Fry MAAT

Emjay Associates Ltd
Office AD5
Littlehampton Marina
Ferry Road
Littlehampton
BN17 5DS

26 October 2021

Littlehampton Foodbank
Statement of Financial Activities
For the year ended 31 December 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 £	2019 £
Income and endowments from:					
Donations and legacies	2	149,650	10,893	160,543	91,453
Total		149,650	10,893	160,543	91,453
Expenditure on:					
Charitable activities	3/4	(117,032)	(13,580)	(130,612)	(76,119)
Total		(117,032)	(13,580)	(130,612)	(76,119)
Net income/expenditure		32,618	(2,687)	29,931	15,334
Reconciliation of funds					
Total funds brought forward		45,953	6,969	52,922	37,588
Total funds carried forward		78,571	4,282	82,853	52,922

Littlehampton Foodbank
Statement of Financial Position
As at 31 December 2020

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	10	2,595	972
		<u>2,595</u>	<u>972</u>
Current assets			
Stocks	11	12,947	10,694
Debtors	12	(75)	780
Cash at bank and in hand		67,686	40,776
		<u>80,558</u>	<u>52,250</u>
Creditors: amounts falling due within one year	13	(300)	(300)
Net current assets		<u>80,258</u>	<u>51,950</u>
Total assets less current liabilities		<u>82,853</u>	<u>52,922</u>
Net assets		<u>82,853</u>	<u>52,922</u>
The funds of the charity			
Restricted income funds	14	4,282	6,969
Unrestricted income funds	14	78,571	45,953
Total funds		<u>82,853</u>	<u>52,922</u>

The financial statements were approved and authorised for issue by the Board and signed on its behalf by:



Mr Roy William Wood
Trustee

26 October 2021

Littlehampton Foodbank
Notes to the Financial Statements
For the year ended 31 December 2020

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and 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)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

Littlehampton 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 note(s).

Going concern

The accounts have been prepared with the charity continuing on a going concern basis

Funds

Unrestricted fund represent funds that are not subject to any restrictions regarding their use and are available for general purposes in accordance with the charitable objectives at the discretion of the trustees

Incoming resources

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donated services and facilities

Donated services and facilities are accounted at the amount / value received

Resources expended

Liabilities are recognised as resources expended when there is a legal or constructive obligation committing the Charity to the expenditure:

Costs of generating funds

The costs of generating funds include any additional expense incurred in this activity

Charitable activities

The main aim of the charity is issuing food parcels to those in need

Allocation and appointment of costs

Support costs have been differentiated between governance costs and other support costs.

Tangible fixed assets

Tangible fixed assets, other than freehold land, are stated at cost or valuation less depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Fixtures and fittings	25% Reducing balance
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Stocks and work in progress

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving items. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

Littlehampton Foodbank
Notes to the Financial Statements Continued
For the year ended 31 December 2020

2. Income from donations and legacies

	Unrestricted funds	Restricted funds	2020	2019
	£	£	£	£
Donations received	65,982	-	65,982	25,893
Grants received	10,000	10,893	20,893	20,543
Gifts in kind	73,668	-	73,668	45,017
	<u>149,650</u>	<u>10,893</u>	<u>160,543</u>	<u>91,453</u>

3. Costs of charitable activities by fund type

	Unrestricted funds	Restricted funds	2020	2019
	£	£	£	£
Direct cost	67,778	6,481	74,259	43,705
Sundry Expense	4,826	-	4,826	1,064
Franchise Fee	360	-	360	360
Van Hire for distribution	10,080	-	10,080	-
	<u>83,044</u>	<u>6,481</u>	<u>89,525</u>	<u>45,129</u>

Support costs

Food Distribution

Operational	-	7,099	7,099	10,000
Staff costs - wages & salaries	17,479	-	17,479	9,851
Depreciation - owned assets	865	-	865	324
Rents	11,734	-	11,734	7,554
Stationery, Print & Postage	897	-	897	370
Telephone & Fax	545	-	545	445
Travel Expenses	385	-	385	247
Insurance	300	-	300	374
Staff Training & Welfare	558	-	558	38
Bank Charges	60	-	60	60
Repairs & Maintenance	145	-	145	207
Governance costs	1,020	-	1,020	1,520
	<u>33,988</u>	<u>7,099</u>	<u>41,087</u>	<u>30,990</u>
	<u>117,032</u>	<u>13,580</u>	<u>130,612</u>	<u>76,119</u>

Littlehampton Foodbank
Notes to the Financial Statements Continued
For the year ended 31 December 2020

4. Costs of charitable activities by activity type

	Activities undertaken directly £	Support costs £	2020 £	2019 £
Support costs				
Food Distribution				
Food Distribution	74,259	8,119	82,378	55,225
Staff costs - wages & salaries	-	17,479	17,479	9,851
Depreciation - owned assets	-	865	865	324
Rents	-	11,734	11,734	7,554
Stationery, Print & Postage	-	897	897	370
Telephone & Fax	-	545	545	445
Travel Expenses	-	385	385	247
Insurance	-	300	300	374
Sundry Expense	4,826	-	4,826	1,064
Staff Training & Welfare	-	558	558	38
Bank Charges	-	60	60	60
Repairs & Maintenance	360	145	505	567
Van Hire for distribution	10,080	-	10,080	-
	<u>89,525</u>	<u>41,087</u>	<u>130,612</u>	<u>76,119</u>
	<u>89,525</u>	<u>41,087</u>	<u>130,612</u>	<u>76,119</u>

6. Analysis of support costs

	2020 £	2019 £
Food Distribution		
Operational	40,067	29,470
Governance costs	1,020	1,520
	<u>41,087</u>	<u>30,990</u>

7. Net income/(expenditure) for the year

This is stated after charging/(crediting):

	2020 £	2019 £
Depreciation of owned fixed assets	865	324

Littlehampton Foodbank
Notes to the Financial Statements Continued
For the year ended 31 December 2020

8. Staff costs

Total staff costs for the year ended 31 December 2020 were:

	2020	2019
	£	£
Salaries and wages	17,479	9,851
	<u>17,479</u>	<u>9,851</u>

	2020	2019
	£	£
Admin	4	2
	<u>4</u>	<u>2</u>

9. Comparative for the Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	2019 £
Income and endowments from:			
Donations and legacies	74,938	16,515	91,453
Total	<u>74,938</u>	<u>16,515</u>	<u>91,453</u>
Expenditure on:			
Charitable activities	(61,096)	(15,023)	(76,119)
Total	<u>(61,096)</u>	<u>(15,023)</u>	<u>(76,119)</u>
Net income	13,842	1,492	15,334
Reconciliation of funds			
Total funds brought forward	32,111	5,477	37,588
Total funds carried forward	<u>45,953</u>	<u>6,969</u>	<u>52,922</u>

Littlehampton Foodbank
Notes to the Financial Statements Continued
For the year ended 31 December 2020

10. Tangible fixed assets

Cost or valuation	Fixtures and fittings £
At 01 January 2020	4,689
Additions	2,488
At 31 December 2020	<u>7,177</u>
Depreciation	
At 01 January 2020	3,717
Charge for year	865
At 31 December 2020	<u>4,582</u>
Net book values	
At 31 December 2020	<u>2,595</u>
At 31 December 2019	<u>972</u>

11. Stocks and work in progress

	2020 £	2019 £
Stocks of raw materials	12,947	10,694
	<u>12,947</u>	<u>10,694</u>

12. Debtors

	2020 £	2019 £
Amounts due within one year:		
Trade debtors	-	855
Prepayments and accrued income	(75)	(75)
	<u>(75)</u>	<u>780</u>

13. Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	300	-
Accruals and deferred income	-	300
	<u>300</u>	<u>300</u>

Littlehampton Foodbank
Notes to the Financial Statements Continued
For the year ended 31 December 2020

14. Movement in funds

Unrestricted Funds

	Balance at 01/01/2020 £	Incoming resources £	Outgoing resources £	Balance at 31/12/2020 £
<i>General</i>				
General	45,953	149,650	(117,032)	78,571
	<u>45,953</u>	<u>149,650</u>	<u>(117,032)</u>	<u>78,571</u>

Unrestricted Funds - Previous year

	Balance at 01/01/2019 £	Incoming resources £	Outgoing resources £	Balance at 31/12/2019 £
<i>General</i>				
General	32,111	74,938	(61,096)	45,953
	<u>32,111</u>	<u>74,938</u>	<u>(61,096)</u>	<u>45,953</u>

Purpose of unrestricted Funds

General

Alleviation of poverty in Littlehampton 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 the relief of poverty as a christian ministry

Restricted Funds

	Balance at 01/01/2020 £	Incoming resources £	Outgoing resources £	Balance at 31/12/2020 £
Designated Fund	6,969	10,893	(13,580)	4,282
	<u>6,969</u>	<u>10,893</u>	<u>(13,580)</u>	<u>4,282</u>

Restricted Funds - Previous year

	Balance at 01/01/2019 £	Incoming resources £	Outgoing resources £	Balance at 31/12/2019 £
Designated Fund	5,477	16,515	(15,023)	6,969
	<u>5,477</u>	<u>16,515</u>	<u>(15,023)</u>	<u>6,969</u>

Littlehampton Foodbank
Notes to the Financial Statements Continued
For the year ended 31 December 2020

Purpose of restricted funds

Designated Fund

Alleviation of poverty in Littlehampton 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 the relief of poverty as a christian ministry

15. Analysis of net assets between funds

	Tangible fixed assets	Net current assets / (liabilities)	Net Assets
	£	£	£
Unrestricted funds			
<i>General</i>			
General	2,595	80,258	82,853
	<u>2,595</u>	<u>80,258</u>	<u>82,853</u>
Previous year			
	Tangible fixed assets	Net current assets / (liabilities)	Net Assets
	£	£	£
Unrestricted funds			
<i>General</i>			
General	972	51,950	52,922
	<u>972</u>	<u>51,950</u>	<u>52,922</u>

Littlehampton Foodbank
Detailed Statement of Financial Activities
For the year ended 31 December 2020

	2020 £	2019 £
INCOME AND ENDOWMENT		
Donations and legacies		
Donations	65,982	25,893
Grants receivable	20,893	20,543
Gifts in kind	73,668	45,017
	<u>160,543</u>	<u>91,453</u>
Total incoming resources	<u>160,543</u>	<u>91,453</u>
EXPENDITURE		
Charitable activities		
Food distributed	(89,525)	(45,129)
	<u>(89,525)</u>	<u>(45,129)</u>
SUPPORT COSTS		
Operational		
Operational	(40,067)	(29,470)
	<u>(40,067)</u>	<u>(29,470)</u>
Governance costs		
Governance costs	(1,020)	(1,520)
	<u>(1,020)</u>	<u>(1,520)</u>
Total resources expended	<u>(130,612)</u>	<u>(76,119)</u>
Net Income	<u><u>29,931</u></u>	<u><u>15,334</u></u>