

LITTLEHAMPTON FOODBANK
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

LITTLEHAMPTON FOODBANK

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	F Sellwood
	L E Mott
	T Cash
	Roy Wood
	H Pilling
Charity number	1160455
Independent examiner	Oliver Read
	1 & 2 The Barn Oldwick
	West Stoke Road
	Lavant
	Chichester
	West Sussex
	England
	PO18 9AA

LITTLEHAMPTON FOODBANK

CONTENTS

	Page
Trustees Report report	1 - 2
Independent examiner's report	3
Statement of financial activities	4 - 5
Balance sheet	6
Notes to the financial statements	7 - 14

LITTLEHAMPTON FOODBANK

TRUSTEES REPORT REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

The Trustees present their annual report and financial statements for the year ended 31 December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the the foodbank's [governing document], the Charities Act 2011 and "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).

Objectives and activities

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the the foodbank should undertake and with regard to public benefit, including the guidance 'public benefit: running a charity (PB2).

Every day people in our area go hungry for reasons ranging from benefit delays to redundancy. Littlehampton & District Foodbank aims to stop that from happening by restoring dignity and reviving hope. Foodbank sessions are 1pm - 3pm every Tuesday & Friday, and are held in the rear hall of Littlehampton United Church.

During 2021 we provided food for 1,895 people: 1,189 adults and 706 children. Our office and foodbank centre are both located in Littlehampton, but we cover a much wider area including East Preston, Rustington, Angmering and Arundel. However it is fair to say that a large number of our clients do come from Littlehampton, with 655 living in River Ward and 525 living in the Courtwick With Toddington ward last year. We are very aware that collection may not be a possibility for some, for many reasons including, disability, ill health or other reasons, and in these instances we are able to offer a delivery service with our new van, due in no small part to a very generous donation from Store Property Investments.

People are referred to Littlehampton Foodbank by a number of local organisations, such as Children and Family Centres and homeless projects. In 2021 Littlehampton & District Foodbank had 68 agencies directly signed up to them, but due to changes made to the Trussell Trust systems during the pandemic any referral agency that is signed up to a Trussell Trust foodbank (and can issue e-vouchers) can now allocate the foodbank voucher to whichever Trussell Trust foodbank is most convenient to the client. We have also increased our ability to connect clients with a wide range of local groups that offer different kinds of assistance, as part of helping them out of their crisis.

We are only able to do all that we do through the efforts of our committed team of volunteers who work alongside our staff. During 2021 they donated more than 4,500 hours of their time to help us run foodbank sessions, manage our stock, and represent the foodbank at community events, all while showing love and compassion to those they meet.

29,769 kg of food was donated to us in 2021, and 34,182 kg was given away to foodbank clients or to local schools to help supplement the food vouchers provided over the school holiday periods and in COVID lockdowns. We were fortunate enough to be supported by Waitrose, Asda, Morrisons and Titan Storage, who have continued to host permanent collection points for us throughout the year.

We would like to say a huge thank you to Littlehampton Baptist Church for accommodating our office, and to Turning Tides for their partnership which has given us a home to run the foodbank sessions from. We are also very thankful to Titan Storage Solutions for their continued support at Riverside Industrial Estate during 2021, to Cooper Adams who regularly collect food on our behalf, and to the Littlehampton Rotary Club & Littlehampton District Lions Club for all their support.

We are also thankful to have very been awarded grants by The Big Lottery Fund, WSSC LAN, WSSC, Waitrose and ASDA. We have also seen an increase in monthly giving to the foodbank and at present the monthly amount in standing orders coming in covers the costs we pay monthly for food storage.

We are thankful to God for all that He has done in and through us in the year 2021.

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.

LITTLEHAMPTON FOODBANK

TRUSTEES REPORT REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

Structure, governance and management

The Trustees who served during the year and up to the date of signature of the financial statements were:

F Sellwood

L E Mott

T Cash

Roy Wood

H Pilling

The Trustees report report was approved by the Board of Trustees.

Roy Wood

Trustee

31 October 2022

LITTLEHAMPTON FOODBANK

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LITTLEHAMPTON FOODBANK

I report to the Trustees on my examination of the financial statements of Littlehampton Foodbank (the the foodbank) for the year ended 31 December 2021.

Responsibilities and basis of report

As the Trustees of the the foodbank you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 the foodbank as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

Oliver Read FCCA ACA

James Todd & Co Limited
1 & 2 The Barn Oldwick
West Stoke Road
Lavant
Chichester
West Sussex
PO18 9AA
England

Dated: 31 October 2022

LITTLEHAMPTON FOODBANK

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2021

Current financial year

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
	Notes				
Income from:					
Donations and legacies	3	111,836	-	111,836	160,543
Charitable activities	4	2,214	-	2,214	-
Investments	5	7	-	7	-
Total income		114,057	-	114,057	160,543
Expenditure on:					
<u>Charitable activities</u>					
Food distribution	6	115,998	4,282	120,280	130,612
Total charitable expenditure		115,998	4,282	120,280	130,612
Net (expenditure)/income for the year/ Net movement in funds		(1,941)	(4,282)	(6,223)	29,931
Fund balances at 1 January 2021		78,571	4,282	82,853	52,922
Fund balances at 31 December 2021		76,630	-	76,630	82,853

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

LITTLEHAMPTON FOODBANK

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2021

Prior financial year

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes			
Income from:				
Donations and legacies	3	149,650	10,893	160,543
Total income		149,650	10,893	160,543
Expenditure on:				
<u>Charitable activities</u>				
Food distribution	6	124,131	6,481	130,612
Total charitable expenditure		124,131	6,481	130,612
Net (expenditure)/income for the year/ Net movement in funds		25,519	4,412	29,931
Fund balances at 1 January 2020		45,953	6,969	52,922
Fund balances at 31 December 2020		71,472	11,381	82,853

LITTLEHAMPTON FOODBANK

BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	10		1,946		2,595
Current assets					
Stocks	11	6,269		12,947	
Debtors	12	1,321		(75)	
Cash at bank and in hand		67,469		67,686	
		<u>75,059</u>		<u>80,558</u>	
Creditors: amounts falling due within one year	13	<u>(375)</u>		<u>(300)</u>	
Net current assets			74,684		80,258
Total assets less current liabilities			<u>76,630</u>		<u>82,853</u>
Income funds					
Restricted funds			-		11,381
Unrestricted funds			76,630		71,472
			<u>76,630</u>		<u>82,853</u>

The financial statements were approved by the Trustees on 31 October 2022

Roy Wood
Trustee

LITTLEHAMPTON FOODBANK

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

1.1 Accounting convention

The financial statements have been prepared in accordance with the the foodbank's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The the foodbank is a Public Benefit Entity as defined by FRS 102.

The the foodbank has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the the foodbank. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the the foodbank has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the the foodbank.

1.4 Income

Income is recognised when the the foodbank is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the the foodbank has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the the foodbank has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

LITTLEHAMPTON FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% reducing balance
-----------------------	----------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the foodbank reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

LITTLEHAMPTON FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

(Continued)

1.10 Financial instruments

The foodbank has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the foodbank's balance sheet when the foodbank becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the foodbank's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the foodbank is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the foodbank's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

LITTLEHAMPTON FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

3 Donations and legacies

	Unrestricted funds	Unrestricted funds	Restricted funds	Total
	2021	2020	2020	2020
	£	£	£	£
Donations and gifts	40,041	65,982	-	65,982
Grants received	19,700	10,000	10,893	20,893
Gifts in kind	52,095	73,668	-	73,668
	<u>111,836</u>	<u>149,650</u>	<u>10,893</u>	<u>160,543</u>

4 Charitable activities

	Charitable Income Heading 1 2021 £	2020 £
Sales within charitable activities	<u>2,214</u>	<u>-</u>

5 Investments

	Unrestricted funds	Total
	2021 £	2020 £
Interest receivable	<u>7</u>	<u>-</u>

LITTLEHAMPTON FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

6 Charitable activities

	Food distribution 2021 £	Food distribution 2020 £
Food distribution	60,480	74,259
Sundry expense	3,863	4,826
Repairs and maintenance	360	360
Van hire for distribution	13,751	10,080
	<u>78,454</u>	<u>89,525</u>
Share of support costs (see note 7)	40,673	40,067
Share of governance costs (see note 7)	1,153	1,020
	<u>120,280</u>	<u>130,612</u>
Analysis by fund		
Unrestricted funds	115,998	124,131
Restricted funds	4,282	6,481
	<u>120,280</u>	<u>130,612</u>

LITTLEHAMPTON FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

7 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Operational	-	-	-	7,099	-	7,099
Staff costs	23,481	-	23,481	17,479	-	17,479
Depreciation	649	-	649	865	-	865
Rents	11,227	-	11,227	11,734	-	11,734
Office costs	1,388	-	1,388	897	-	897
Telephone	821	-	821	545	-	545
Travel expenses	332	-	332	385	-	385
Insurance	1,340	-	1,340	300	-	300
Training and welfare	1,077	-	1,077	558	-	558
Bank charges	114	-	114	60	-	60
Repairs and maintenance	244	-	244	145	-	145
Accountancy	-	1,153	1,153	-	1,020	1,020
	<u>40,673</u>	<u>1,153</u>	<u>41,826</u>	<u>40,067</u>	<u>1,020</u>	<u>41,087</u>
Analysed between						
Charitable activities	<u>40,673</u>	<u>1,153</u>	<u>41,826</u>	<u>40,067</u>	<u>1,020</u>	<u>41,087</u>

8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the the foodbank during the year.

9 Employees

The average monthly number of employees during the year was:

2021	2020
Number	Number
<u>4</u>	<u>4</u>

There were no employees whose annual remuneration was more than £60,000.

LITTLEHAMPTON FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

10 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 January 2021	7,177
At 31 December 2021	7,177
Depreciation and impairment	
At 1 January 2021	4,582
Depreciation charged in the year	649
At 31 December 2021	5,231
Carrying amount	
At 31 December 2021	1,946
At 31 December 2020	2,595

11 Stocks

	2021 £	2020 £
Raw materials and consumables	6,269	12,947

12 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Other debtors	1,321	-
Prepayments and accrued income	-	(75)
	1,321	(75)

13 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	300	300
Other creditors	75	-
	375	300

LITTLEHAMPTON FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

14 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 December 2021 are represented by:						
Tangible assets	1,946	-	1,946	2,595	-	2,595
Current assets/(liabilities)	74,684	-	74,684	80,258	-	80,258
	<u>76,630</u>	<u>-</u>	<u>76,630</u>	<u>82,853</u>	<u>-</u>	<u>82,853</u>

15 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).