

Charity registration number: 1160455

# Littlehampton Foodbank

Annual Report and Financial Statements

for the Year Ended 31 December 2022

## **Littlehampton Foodbank**

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## **Littlehampton Foodbank**

### **Reference and Administrative Details**

#### **Trustees**

Mr Roy William Wood

Ms Teresa Jane Cash

Mr Malcolm James Alexander Farquharson

Mrs Linda Elizabeth Mott

Mrs Judith Ann Parton

Mrs Helen Margaret Pilling

#### **Charity Registration Number**

1160455

#### **Principal Office**

Rear hall

Littlehampton United Church

1 High Street

Littlehampton

West Sussex

BN17 5EG

#### **Independent Examiner**

Matthews Hanton Limited

93 Aldwick Road

Bognor Regis

West Sussex

PO21 2NW

# Littlehampton Foodbank

## Trustees' Report

### Objectives and activities

People in our area go hungry for reasons ranging from an increase in living costs to benefit delays or 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 2022 we provided food for 2,632 people; 1,624 of these were adults and 1,008 were 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 many of our clients do come from Littlehampton with 962 living in River Ward and 735 living in the Courtwick with Toddington ward last year. We are very aware that collection may not be possible for some clients for many reasons including disability, ill health or other reasons, and in these instances we are able to offer a delivery service with our van.

People are referred to Littlehampton & District Foodbank by a number of organisations such as Help Through Hardship, Family Hubs and homeless projects. In 2022 Littlehampton & District Foodbank had 61 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 2022 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.

In 2022, 33,328.46 kg of food was donated and 31,365.96 kg was given away to foodbank clients or to local schools and other local organisations who help distribute food to those in need. We also purchased and gave away 47 slow cookers, 65 fleece blankets and 80 hot water bottles to help clients in the colder winter months.

We were fortunate enough to be supported by Waitrose, Asda, Morrisons, Lidl, Cooper Adams Estate Agents, Finisterre Way Tesco Express 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 from which to run the foodbank sessions. We are also very thankful to Titan Storage Solutions for their continued support at Riverside Industrial Estate during 2022, to Cooper Adams who host donation points in each of their three offices, and to the Littlehampton Rotary Club and Littlehampton District Lions Club for all their support. In addition we're grateful to have had continued support from our local churches, schools, community groups and all the people who support us individually. We could not do what we do without this help and support.

We are also thankful to have very been awarded grants by The Big Lottery Fund, WSSC LAN, Littlehampton Town Council, the Trussell Trust and Charitable Giving. 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 2022.

*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

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2022.

#### Objectives and activities

##### *Public benefit*

##### Activities undertaken to further public benefit

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### Structure, governance and management

##### *Nature of governing document*

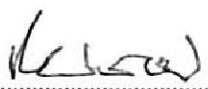
The trustees who served during the year were:

L E Mott  
T Cash  
Roy Wood  
H Pilling  
F Sellwood (Stepped down prior to date of signature)

New trustess who did not serve during the year but were present before the date of signature:

M J A Farquharson  
J Parton

The annual report was approved by the trustees of the charity on 13<sup>10</sup>/23 and signed on its behalf by:

  
.....  
Mr Roy William Wood  
Trustee

## Littlehampton Foodbank

### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

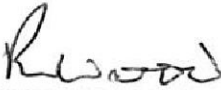
The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 13<sup>th</sup> / 23 and signed on its behalf by:

  
.....  
Mr Roy William Wood  
Trustee

## Littlehampton Foodbank

### Independent Examiner's Report to the trustees of Littlehampton Foodbank

I report to the trustees on my examination of the accounts of Littlehampton Foodbank for the year ended 31 December 2022.

#### Responsibilities and basis of report

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

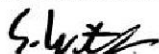
I report in respect of my examination of the Littlehampton Foodbank's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

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

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



GUY WITCHER, MAAT

Matthews Hanton Limited

93 Aldwick Road  
Bognor Regis  
West Sussex  
PO21 2NW

Date: 16/10/2023

# Littlehampton Foodbank

## Statement of Financial Activities for the Year Ended 31 December 2022

	Note	Unrestricted funds £	Total 2022 £	
<b>Income and Endowments from:</b>				
Charitable activities		61,325	61,325	
Total income		61,325	61,325	
<b>Expenditure on:</b>				
Charitable activities		(84,862)	(84,862)	
Total expenditure		(84,862)	(84,862)	
Net expenditure		(23,537)	(23,537)	
Net movement in funds		(23,537)	(23,537)	
<b>Reconciliation of funds</b>				
Total funds brought forward		76,630	76,630	
Total funds carried forward	12	53,093	53,093	
	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
<b>Income and Endowments from:</b>				
Charitable activities		114,057	-	114,057
Total income		114,057	-	114,057
<b>Expenditure on:</b>				
Charitable activities		(115,998)	(4,282)	(120,280)
Total expenditure		(115,998)	(4,282)	(120,280)
Net expenditure		(1,941)	(4,282)	(6,223)
Net movement in funds		(1,941)	(4,282)	(6,223)
<b>Reconciliation of funds</b>				
Total funds brought forward		78,571	4,282	82,853
Total funds carried forward	12	76,630	-	76,630

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 12.




# Littlehampton Foodbank

(Registration number: 1160455)  
Balance Sheet as at 31 December 2022

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	7	1,630	1,946
<b>Current assets</b>			
Stocks	8	6,782	6,269
Debtors	9	3,085	1,321
Cash at bank and in hand	10	41,970	67,469
		<u>51,837</u>	<u>75,059</u>
<b>Creditors: Amounts falling due within one year</b>	11	<u>(374)</u>	<u>(375)</u>
<b>Net current assets</b>		<u>51,463</u>	<u>74,684</u>
<b>Net assets</b>		<u>53,093</u>	<u>76,630</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>53,093</u>	<u>76,630</u>
<b>Total funds</b>	12	<u>53,093</u>	<u>76,630</u>

The financial statements on pages 5 to 12 were approved by the trustees, and authorised for issue on 17/10/22 and signed on their behalf by:

  
.....  
Mr Roy William Wood  
Trustee

## **Littlehampton Foodbank**

### **Notes to the Financial Statements for the Year Ended 31 December 2022**

#### **1 Accounting policies**

##### **Statement of compliance**

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### **Basis of preparation**

Littlehampton Foodbank meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

##### **Income and endowments**

Income is recognised when 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 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 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.

##### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

##### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

## Littlehampton Foodbank

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures & fittings	25% RB

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Trade creditors

are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

## 2 Income from charitable activities

	Unrestricted funds General £	Total funds £
	61,325	61,325
Total for 2022	61,325	61,325
Total for 2021	114,057	114,057

## Littlehampton Foodbank

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### 3 Expenditure on charitable activities

Note	Unrestricted funds General £	Restricted funds £	Total funds £
Depreciation, amortisation and other similar costs	84,319	-	84,319
	543	-	543
<b>Total for 2022</b>	<b>84,862</b>	<b>-</b>	<b>84,862</b>
<b>Total for 2021</b>	<b>115,998</b>	<b>4,282</b>	<b>120,280</b>

	Total expenditure £
<b>4 Net incoming/outgoing resources</b>	
Net outgoing resources for the year include:	
	<b>2022</b>
	<b>£</b>
Depreciation of fixed assets	<u>543</u>

#### 5 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

## Littlehampton Foodbank

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### 6 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 7 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
At 1 January 2022	7,177	7,177
Additions	227	227
At 31 December 2022	7,404	7,404
<b>Depreciation</b>		
At 1 January 2022	5,231	5,231
Charge for the year	543	543
At 31 December 2022	5,774	5,774
<b>Net book value</b>		
At 31 December 2022	1,630	1,630
At 31 December 2021	1,946	1,946

#### 8 Stock

	2022 £	2021 £
Stocks	6,782	6,269

#### 9 Debtors

	2022 £	2021 £
Trade debtors	1,764	-
Other debtors	1,321	1,321
	3,085	1,321

#### 10 Cash and cash equivalents

	2022 £	2021 £
Cash on hand	3	-
Cash at bank	41,967	67,469
	41,970	67,469

## Littlehampton Foodbank

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### 11 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	300	300
Other creditors	74	75
	<u>374</u>	<u>375</u>

#### 12 Funds

	Balance at 1 January 2022 £	Incoming resources £	Resources expended £	Balance at 31 December 2022 £
Unrestricted funds				
General	76,630	61,325	(84,862)	53,093
	Balance at 1 January 2021 £	Incoming resources £	Resources expended £	Balance at 31 December 2021 £
Unrestricted funds				
General	78,571	114,057	(115,998)	76,630
Restricted funds	4,282	-	(4,282)	-
<b>Total funds</b>	<u>82,853</u>	<u>114,057</u>	<u>(120,280)</u>	<u>76,630</u>

#### 13 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 December 2022 £
Tangible fixed assets	1,630	1,630
Current assets	51,837	51,837
Current liabilities	(374)	(374)
<b>Total net assets</b>	<u>53,093</u>	<u>53,093</u>

## Littlehampton Foodbank

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

	Unrestricted funds General £	Total funds at 31 December 2021 £
Tangible fixed assets	1,946	1,946
Current assets	75,059	75,059
Current liabilities	(375)	(375)
Total net assets	<u>76,630</u>	<u>76,630</u>

## Littlehampton Foodbank

### Statement of Financial Activities by fund for the Year Ended 31 December 2022

	Total Unrestricted Funds 2022 £	Total Unrestricted Funds 2021 £
<b>Income and Endowments from:</b>		
Charitable activities	61,325	114,057
Total income	61,325	114,057
<b>Expenditure on:</b>		
Charitable activities	(84,862)	(115,998)
Total expenditure	(84,862)	(115,998)
Net expenditure	(23,537)	(1,941)
Net movement in funds	(23,537)	(1,941)
<b>Reconciliation of funds</b>		
Total funds brought forward	76,630	78,571
Total funds carried forward	53,093	76,630



## Littlehampton Foodbank

### Statement of Financial Activities by fund for the Year Ended 31 December 2022 (continued)

	Total Restricted Funds 2022 £	Total Restricted Funds 2021 £
<b>Income and Endowments from:</b>		
<b>Expenditure on:</b>		
Charitable activities	-	(4,282)
Total expenditure	-	(4,282)
Net expenditure	-	(4,282)
<b>Reconciliation of funds</b>		
Total funds brought forward	-	4,282
Total funds carried forward	-	-

## Littlehampton Foodbank

### Detailed Statement of Financial Activities for the Year Ended 31 December 2022

	Total 2022 £	Total 2021 £
<b>Income and Endowments from:</b>		
Charitable activities (analysed below)	61,325	114,057
Total income	61,325	114,057
<b>Expenditure on:</b>		
Charitable activities (analysed below)	(84,862)	(120,280)
Total expenditure	(84,862)	(120,280)
Net expenditure	(23,537)	(6,223)
Net movement in funds	(23,537)	(6,223)
<b>Reconciliation of funds</b>		
Total funds brought forward	76,630	82,853
Total funds carried forward	53,093	76,630

# Littlehampton Foodbank

## Detailed Statement of Financial Activities for the Year Ended 31 December 2022 (continued)

	Total 2022 £	Total 2021 £
<i>Charitable activities</i>		
Appeals and donations	29,606	40,041
Gift Aid tax reclaimed	10,940	-
Grants - other agencies	20,732	19,700
Donated goods	-	52,095
Interest on cash deposits	47	7
Other	-	2,214
	<u>61,325</u>	<u>114,057</u>
<i>Charitable activities</i>		
Direct costs	-	(4,282)
Direct costs	(1,460)	(56,198)
Wages and salaries	(47,753)	(23,481)
Staff training	(1,272)	(1,077)
Rent	(11,762)	(11,227)
Insurance	(1,489)	(1,340)
Repairs and renewals	(9,546)	(604)
Telephone and fax	(683)	(821)
Office expenses	(257)	(1,388)
Printing, postage and stationery	(364)	-
Sundry expenses	(2,043)	(3,863)
Motor expenses	(5,723)	(13,751)
Travel and subsistence	(454)	(332)
Advertising	(4)	-
Accountancy fees	(1,428)	(1,153)
Bank charges	(81)	(114)
Depreciation of plant and machinery	-	(649)
Depreciation of motor vehicles	(543)	-
	<u>(84,862)</u>	<u>(120,280)</u>