

Charity registration number: 1160455

Littlehampton Foodbank

Annual Report and Financial Statements

for the Year Ended 31 December 2023

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

Guy Witcher MAAT
Matthews Hanton Limited
93 Aldwick Road
Bognor Regis
West Sussex
PO21 2NW

Littlehampton Foodbank

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2023.

Objectives and activities

People in our area go hungry for reasons ranging from an increase in living costs to benefit delays, illness, debt 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 the Littlehampton United Church.

During 2023 we provided food for 3,109 people; 1,979 of these were adults and 1,130 were children. Our office and foodbank centre are both located in Littlehampton, but we cover a much wider area including East Preston, Rustington, Angmering, Arundel and Yapton. However it is fair to say that many of our clients do come from Littlehampton itself, with 36% coming from the town's River ward (which is in the top 20% most deprived wards in the country), 28% coming from the Courtwick With Toddington ward (which is in the top 10% most deprived wards), and 7% coming from the Beach ward.

People are referred to Littlehampton & District Foodbank by a number of organisations such as Help Through Hardship, Citizens Advice, local family hubs, homelessness projects and other groups. In 2023 Littlehampton & District Foodbank had more than 60 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've expanded our relationships with many of the schools in our area and most of them are now also able to refer people to the foodbank.

We are very aware that collection may not be possible for some clients for a number of reasons including disability, ill health or particular circumstances, and in these instances we are able to offer a delivery service with our van.

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 with their financial crisis. We have a large variety of signposting leaflets for such organisations in foodbank sessions and have also signed up to use the Trussell Trust's Step computer system for signposting.

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 2023 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 2023, 30,589.84 kg of food was donated and 37,008.94 kg was given away to foodbank clients or to local schools and other local organisations who help distribute food to those in need. Thanks to grants from Certas Energy, Southern Co-Operative and West Sussex County Council we were able to purchase 131 slow cookers to help clients who were struggling to pay their utility bills; slow cookers are significantly cheaper to run than stoves, cookers or microwaves. Thanks to a further donation from West Sussex County Council we were also able to purchase 3,890.02 kg of stock to bolster our stores when donations weren't enough to meet the amount of need we saw.

Littlehampton Foodbank

Trustees' Report

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 2023, 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, WSCC LAN, Southern Co-operative, Certas Energy, The Sussex Community Foundation, WSCC, and the Co-op Community Fund. 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 2023.

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.

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.

The annual report was approved by the trustees of the charity on Oct 31, 2024 and signed on its behalf by:

Roy Wood
Roy Wood (Oct 31, 2024 11:39 GMT)

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 Oct 31, 2024 and signed on its behalf by:

Roy Wood

[Roy.Wood \(Oct 31, 2024 11:39 GMT\)](#)..

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 2023.

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

Guy Witcher (Oct 31, 2024 11:40 GMT)

.....
Guy Witcher MAAT
Matthews Hanton Limited

93 Aldwick Road
Bognor Regis
West Sussex
PO21 2NW

Oct 31, 2024

Date:.....

Littlehampton Foodbank

Statement of Financial Activities for the Year Ended 31 December 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Charitable activities		69,075	49,198	118,273
Total income		69,075	49,198	118,273
Expenditure on:				
Charitable activities		(91,068)	(9,611)	(100,679)
Total expenditure		(91,068)	(9,611)	(100,679)
Net (expenditure)/income		(21,993)	39,587	17,594
Net movement in funds		(21,993)	39,587	17,594
Reconciliation of funds				
Total funds brought forward		53,092	-	53,092
Total funds carried forward	12	31,099	39,587	70,686
		Note	Unrestricted funds £	Total 2022 £
Income and Endowments from:				
Charitable activities			61,325	61,325
Total income			61,325	61,325
Expenditure on:				
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)
Reconciliation of funds				
Total funds brought forward			76,629	76,629
Total funds carried forward	12		53,092	53,092

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

The funds breakdown for 2022 is shown in note 12.

The notes on pages 7 to 12 form an integral part of these financial statements.

Littlehampton Foodbank
(Registration number: 1160455)
Balance Sheet as at 31 December 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	7	1,620	1,630
Current assets			
Stocks	8	6,782	6,782
Debtors	9	4,969	3,084
Cash at bank and in hand	10	60,091	41,970
		71,842	51,836
Creditors: Amounts falling due within one year	11	(2,776)	(374)
Net current assets		69,066	51,463
Net assets		70,686	53,092
Funds of the charity:			
Restricted income funds			
Restricted funds		39,587	-
Unrestricted income funds			
Unrestricted funds		31,099	53,092
Total funds	12	70,686	53,092

The financial statements on pages 5 to 12 were approved by the trustees, and authorised for issue on
Oct 31, 2024 and signed on their behalf by:

Roy Wood
Roy Wood (Oct 31, 2024 11:39 GMT)
 Mr Roy William Wood
 Trustee

Littlehampton Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2023

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.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Littlehampton Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

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.

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

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.

Trade creditors 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.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Littlehampton Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

2	Income from charitable activities	Unrestricted funds General £	Restricted funds £	Total funds £
		69,075	49,198	118,273
	Total for 2023	69,075	49,198	118,273
	Total for 2022	61,325	-	61,325

3 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
Governance costs		90,529	9,611	100,140
		539	-	539
	Total for 2023	91,068	9,611	100,679
	Total for 2022	84,862	-	84,862

Total expenditure £

4 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total funds £
Other governance costs	539	539
Total for 2023	539	539
Total for 2022	543	543

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 2023 (continued)

6 Taxation

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

7 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 January 2023	7,404	7,404
Additions	529	529
At 31 December 2023	7,933	7,933
Depreciation		
At 1 January 2023	5,774	5,774
Charge for the year	539	539
At 31 December 2023	6,313	6,313
Net book value		
At 31 December 2023	1,620	1,620
At 31 December 2022	1,630	1,630

8 Stock

	2023 £	2022 £
Stocks	6,782	6,782

9 Debtors

	2023 £	2022 £
Trade debtors	2,489	1,764
Other debtors	2,480	1,320
	4,969	3,084

10 Cash and cash equivalents

	2023 £	2022 £
Cash on hand	49	3
Cash at bank	60,042	41,967
	60,091	41,970

Littlehampton Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

11 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	2,280	300
Other creditors	76	74
Accruals	420	-
	2,776	374

12 Funds

	Balance at 1 January 2023 £	Incoming resources £	Resources expended £	Balance at 31 December 2023 £
Unrestricted funds				
<i>General</i>				
General Funds	53,092	69,075	(91,068)	31,099
Restricted funds				
Certas	-	700	(700)	-
Neighbourly (Co-Op)	-	700	(700)	-
Robert Slaymaker	-	2,000	-	2,000
The Sussex Community Foundation	-	10,600	(203)	10,397
Turning Tides	-	14,198	-	14,198
West Sussex County Council	-	20,000	(8,008)	11,992
Littlehampton Rotary Club	-	1,000	-	1,000
	-	49,198	(9,611)	39,587

Total funds

	Balance at 1 January 2022 £	Incoming resources £	Resources expended £	Balance at 31 December 2022 £
	53,092	118,273	(100,679)	70,686

Unrestricted funds

<i>General</i>				
General Funds	76,629	61,325	(84,862)	53,092

Littlehampton Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

13 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 December 2023 £
Tangible fixed assets	1,620	-	1,620
Current assets	32,255	39,587	71,842
Current liabilities	(2,776)	-	(2,776)
Total net assets	31,099	39,587	70,686
	Unrestricted funds General £	Total funds at 31 December 2022 £	
Tangible fixed assets	1,630	1,630	
Current assets	51,836	51,836	
Current liabilities	(374)	(374)	
Total net assets	53,092	53,092	

Littlehampton Foodbank

Statement of Financial Activities by fund for the Year Ended 31 December 2023

	Total Unrestricted Funds 2023 £	Total Unrestricted Funds 2022 £
Income and Endowments from:		
Charitable activities	69,075	61,325
Total income	69,075	61,325
Expenditure on:		
Charitable activities	(91,068)	(84,862)
Total expenditure	(91,068)	(84,862)
Net expenditure	(21,993)	(23,537)
Net movement in funds	(21,993)	(23,537)
Reconciliation of funds		
Total funds brought forward	53,092	76,629
Total funds carried forward	31,099	53,092

Littlehampton Foodbank

Statement of Financial Activities by fund for the Year Ended 31 December 2023 (continued)

	Total Restricted Funds 2023 £	Total Restricted Funds 2022 £
Income and Endowments from:		
Charitable activities	49,198	-
Total income	49,198	-
Expenditure on:		
Charitable activities	(9,611)	-
Total expenditure	(9,611)	-
Net income	39,587	-
Reconciliation of funds		
Total funds carried forward	39,587	-

Littlehampton Foodbank

Detailed Statement of Financial Activities for the Year Ended 31 December 2023

	Total 2023 £	Total 2022 £
Income and Endowments from:		
Charitable activities (analysed below)	118,273	61,325
Total income	118,273	61,325
Expenditure on:		
Charitable activities (analysed below)	(100,679)	(84,862)
Total expenditure	(100,679)	(84,862)
Net income/(expenditure)	17,594	(23,537)
Net movement in funds	17,594	(23,537)
Reconciliation of funds		
Total funds brought forward	53,092	76,629
Total funds carried forward	70,686	53,092

Littlehampton Foodbank

Detailed Statement of Financial Activities for the Year Ended 31 December 2023 (continued)

	Total 2023 £	Total 2022 £
<i>Charitable activities</i>		
Appeals and donations	46,079	29,606
Gift Aid tax reclaimed	12,196	10,940
Grants - other agencies	700	-
Grants - other agencies	700	-
Grants - other agencies	2,000	-
Grants - other agencies	10,600	-
Grants - other agencies	14,198	-
Grants - other agencies	20,000	-
Grants - other agencies	1,000	-
Grants - other agencies	10,685	20,732
Interest on cash deposits	115	47
	<u>118,273</u>	<u>61,325</u>
<i>Charitable activities</i>		
Direct costs	(700)	-
Direct costs	(700)	-
Direct costs	(203)	-
Direct costs	(8,008)	-
Direct costs	(2,563)	(1,460)
Wages and salaries	(52,374)	(47,753)
Staff training	(1,733)	(1,272)
Rent	(16,073)	(11,762)
Insurance	(1,553)	(1,489)
Repairs and renewals	(232)	(9,546)
Telephone and fax	(720)	(683)
Office expenses	-	(257)
Computer software and maintenance costs	(290)	-
Printing, postage and stationery	(1,159)	(364)
Trade subscriptions	(360)	-
Sundry expenses	(1,739)	(2,043)
Motor expenses	(8,934)	(5,723)
Travel and subsistence	(536)	(454)
Advertising	(223)	(4)
Accountancy fees	(1,968)	(1,428)
Bank charges	(72)	(81)
Depreciation of fixtures and fittings	(407)	(543)
Depreciation of office equipment	(132)	-
	<u>(100,679)</u>	<u>(84,862)</u>

This page does not form part of the statutory financial statements.