

Charity registration number: 1160705

Warwick District Foodbank

Annual Report and Financial Statements

for the Year Ended 31 December 2020

Michael Fairbotham-AIMS Accountant
Independent Examiner
11, Simpkins Close
Weston under Wetherley
Royal Leamington Spa,
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CV33 9GE

Warwick District Foodbank

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Warwick District Foodbank

Reference and Administrative Details

Chairman

David Witham

Other Trustees

Paul Clarke (retired 26 March 2020)

Jan Furlong (retired 20 August 2020)

Anthony Manning

John Skillicorn

Helen Toner (retired 7 June 2020)

Maxine Rai

Brian Cooper (appointed 27 March 2020)

Peter Davis (appointed 20 August 2020)

Mary Briggs (appointed 19 November 2020)

Other Officers

John Holmes - Treasurer

Principal Office

St Mary's Church

St Mary's road

Leamington Spa

Warwickshire

CV31 1JW

Charity Registration Number

1160705

Bankers

CAF Bank Limited

25, Kings Hill Avenue,

Kings Hill,

West Malling,

KENT

ME19 4JQ

Independent Examiner

Michael Fairbotham-AIMS Accountant

Independent Examiner

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Warwick District Foodbank

Trustees' Report for the year to 31 December 2020

1. Structure, Governance and Management

1.1. Governing Document

Warwick District Foodbank is a Charitable Incorporated Organisation (CIO). The trustees adopted a constitution on 1st March 2015 in accordance with the 'foundation model' published by the Charity Commission. The Warwick District Foodbank was established for charitable purposes for the public benefit and entered onto the Register of charities on 2nd March 2015 with the Registered charity Number 1160705.

1.2. Trustee Selection and Management

Warwick District Foodbank is managed by a Board of Trustees selected due to their broad range of relevant skills and strong endorsement of the organisation's objectives. The duty of members of the Board is as follows:

(a) to exercise his or her powers and to perform his or her functions as a trustee of the charity in the way he or she decides in good faith would be most likely to further the purposes of the charity; and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

(i) any special knowledge or experience that he or she has or holds himself or herself out as having; and

(ii) if he or she acts as a Trustee of the charity in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

At the Annual General Meeting (AGM) of the members of the charity, one-third of the trustees shall retire from office. The vacancies so arising may be filled by the decision of the members at the AGM.

The Trustees met on 9 occasions during the course of 2020 to review performance and monitor the organisation's progress in meeting objectives. At these meetings the Operations Manager presented a report detailing the food collected, food distributed, vouchers issued, signposting and other ad hoc issues for monitoring. The Treasurer also presented a set of financial statements for each relevant period to ensure budgets and forecasts were understood and adhered to.

1.3. Related Organisations

Warwick District Foodbank is affiliated to the Trussell Trust, a charity based in Salisbury. The Trussell Trust runs the only national network of foodbanks, giving emergency food and support to people in crisis across the UK. Warwick District Foodbank is proud to be part of Trussell Trust's network.

Warwick District Foodbank

Trustees' Report for the year to 31 December 2020

1.4. Management of Risk

The Trustees have adopted a broad range of policy documents that are intended to manage and minimise risk. The policies include Health & Safety, Safeguarding Trust, Lone Workers and Working with Vulnerable Persons and Data Protection amongst others. The policies are reviewed annually by the Board of Trustees and updated or amended where appropriate.

The Trustees, Operations Manager, Warehouse Coordinator, Session Leaders and Volunteers are all regularly offered training sessions covering differing aspects of running a foodbank. Recently training was provided relating to "signposting", the process by which we ensure that clients receive assistance in resolving their crisis.

As Warwick District Foodbank is affiliated to the Trussell Trust, part of the condition of affiliation is a regular quality assurance inspection to ensure that we comply with Trussell Trust policies, procedures and best practice. Quality assurance inspections are undertaken regularly to ensure compliance to both Trussell Trust parameters and all legislative frameworks applicable.

2. Objectives and Activities

2.1. Charitable objectives

To relieve persons in Warwick, Leamington Spa, Kenilworth 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:

- a) 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
- b) Such other means, including but not limited to the provision of support or signposting to relevant information and other advisory services and to provide such services with a Christian ethos, supported by churches in Warwick, Leamington Spa, Kenilworth and the surrounding area.

2.2. Activities

- Non-perishable in-date food is donated in supermarket collection boxes and through schools, churches, businesses and individuals
- Food is weighed, sorted, logged and stored in our warehousing facilities
- Frontline professionals (partner agencies) identify people in need (our clients) and issue a unique voucher. Anyone in need can be referred, regardless of race or creed
- Clients present their voucher at one of our distribution centres while meeting with a trained volunteer or session leader
- Clients receive a three-day emergency food parcel
- Normally clients can also be 'signposted' to care agencies, advice services and other support agencies in order to seek resolution to their immediate crisis. However, the covid crisis has restricted this.

Warwick District Foodbank

Trustees' Report for the year to 31 December 2020

2.3. Public Benefit Statement

The Trustees confirm that we have complied with our duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising our powers and duties.

3. Achievements and Performance

3.1. Summary and Achievements

Unfortunately, the need for Foodbank in our operating region continued to be strong over the past year. We service this need by operating seven distribution centres around Warwick, Leamington Spa, Kenilworth and the surrounding areas. These are underpinned by two small warehousing facilities. The total number of clients served in 2020 was 6,932. In common with other foodbanks we experienced a significant demand increase as a result of the Covid 19 crisis.

The alleviation of suffering provided by Foodbank and the compassionate way it is delivered is in the main thanks to the many willing and capable volunteers who give so selflessly of their own time. We thank them all for their incredible work. We also again pay credit to the operations team led by our Operations Manager for their enthusiasm, energy and the gracious way in which they deal with clients and volunteers.

We are extremely grateful to all the local people organisations and businesses who continue to be generous in the donation of food and money. They have responded wonderfully to the current pandemic. Donations of food have grown to keep pace with the higher level of demand. In addition, financial giving has been very strong. This has allowed the foodbank to afford the increase in hours of our paid staff that has arisen as a result of our revised operating methods and higher demand during the pandemic. Many of our volunteers had to temporarily withdraw as they were in vulnerable age or health groups. As a result of that and the suspension of signposting, smaller teams have been on site for longer periods to run foodbank sessions of the same length.

Against this background we have had a number of storage problems. The increased financial giving has enabled us think beyond the constraints of free storage and consider centralising our storage in a suitable modern warehouse. At the time of writing this report we are concluding the legal processes involved in leasing such a warehouse.

Warwick District Foodbank

Trustees' Report for the year to 31 December 2020

3.2. Performance

Statistics for 1st January 2020 to 31st December 2020 full year:

Clients fed in 2020	6,932 in total
	2,352 children
	4,580 adults
Total food distributed	66,067 Kg
Total vouchers fulfilled	3,227

The four most common reasons for clients visiting Warwick District Foodbank in 2020:

Reason for visit	% of total share
Low income	56
Benefit delays	10
Benefit changes	8
Debt	8

The age profile of clients:

Age bracket	Number of clients	%
0-16 years old	2,352	34.3
17-24 years old	526	7.7
25-64 years old	3,847	56.2
65+ years old	126	1.8

Status of clients:

Status	% of total share
Single persons	53
Single parent	18
Couple	12
Family	17

Most frequent referring agencies:

Agency	Number of vouchers issued
Warwick District Foodbank	321
P3	240
Salvation Army (W.A.P.)	165
Helping Hands, (Leamington)	151
Change Grow Live Ltd.	146
Warwickshire Local Welfare	143
Citizens Advice	134

Warwick District Foodbank

Trustees' Report for the year to 31 December 2020

3.3 Financial Performance

The efforts of our operations manager followed by the covid pandemic have transformed the charity's finances. In past years we have had to use this report to draw your attention to how tight the foodbank's finances have been. 2020 totally changed that. Many more people and organisations have wanted to support those who are helping people in need.

As stated earlier the improved finances have enabled us to take on the financial commitment of a leased warehouse.

4. Goals and Objectives for 2021

At the time of writing this report we are still in the Coronavirus crisis that has engulfed our country and much of the world. Consequently, the objectives we set previously have had to be diverted from.

The main objective for 2021 is the centralisation of food storage at a new warehouse site.

In addition, we aim to reintroduce sign posting once conditions allow.

Approved by the Trustees on 15 April 2021 and signed on their behalf by:

David Witham

Chair of the Board of Trustees

Warwick District Foodbank

Statement of Trustees' Responsibilities

The trustees are responsible for preparing 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 applicable Charities (Accounts and Reports) Regulations, 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.

Warwick District Foodbank

Independent Examiner's Report to the trustees of Warwick District Foodbank

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 5 to 15.

Respective responsibilities of trustees and examiner

As the charity's trustees of Warwick District 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 Warwick District 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 Warwick District 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.

Michael Fairbotham
Independent Examiner

11, Simpkins Close
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15 April 2021

Warwick District Foodbank

Statement of Financial Activities for the Year Ended 31 December 2020

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income and Endowments from:				
Donations and legacies		343,132	5,902	349,034
Expenditure on:				
Charitable activities		(169,582)	(3,259)	(172,841)
Total expenditure		(169,582)	(3,259)	(172,841)
Net movement in funds		173,550	2,643	176,193
Reconciliation of funds				
Total funds brought forward		16,753	6,492	23,245
Total funds carried forward	8	190,303	9,135	199,438
	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and Endowments from:				
Donations and legacies		136,480	2,364	138,844
Expenditure on:				
Charitable activities		(135,578)	(3,916)	(139,494)
Total expenditure		(135,578)	(3,916)	(139,494)
Net movement in funds		902	(1,552)	(650)
Reconciliation of funds				
Total funds brought forward		15,851	8,044	23,895
Total funds carried forward	8	16,753	6,492	23,245

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2020 is shown in note 8.

Warwick District Foodbank
(Registration number: 1160705)
Balance Sheet as at 31 December 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	5	2,643	4,847
Current assets			
Debtors	6	294	-
Cash at bank and in hand		204,456	19,439
		<u>204,750</u>	<u>19,439</u>
Creditors: Amounts falling due within one year	7	<u>(7,955)</u>	<u>(1,041)</u>
Net current assets		<u>196,795</u>	<u>18,398</u>
Net assets		<u>199,438</u>	<u>23,245</u>
Funds of the charity:			
Restricted funds		9,135	6,492
Unrestricted income funds			
Unrestricted funds		<u>190,303</u>	<u>16,753</u>
Total funds	8	<u>199,438</u>	<u>23,245</u>

The financial statements on pages 5 to 15 were approved by the trustees, and authorised for issue on 15 April 2021 and signed on their behalf by:

Mr David Witham
Chairman

Warwick District Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2020

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Warwick District 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 notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

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

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Gifts in kind

Gifts in kind are recognised in different ways dependent on how they are used by the charity:

(i) Those donated for onward transmission to beneficiaries, such as food and similar items, are included in the Statement of Financial Activities as incoming resources and resources expended when they are distributed. They are valued at the amount the charity would have had to pay to acquire them.

(ii) Those donated for use by the charity itself, such as when a church donates the time of an employed lay worker to act as a session leader, are included when receivable. They are valued at the amount the charity would have had to pay to acquire them. Where a donor provides otherwise redundant storage space it is no value is attributed as there is effectively no cost to the donor.

Warwick District Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2020

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.

Tangible fixed assets

Individual fixed assets costing £100.00 or more 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
Computer Equipment	33.33% straight line
Office Equipment	20.00% straight line
Motor Vehicles	25.00% straight line

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.

Warwick District Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2020

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 Funds	General Fund
Restricted Funds	Vehicle Running Costs
	Vehicle Capital
	Food Fund
	Asda Fund

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Warwick District Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2020

2 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	General £	£	£	£
Donations and gifts	172,068	2,874	174,942	47,037
Grants	56,263	3,028	59,291	-
Gifts in kind - services	1,872	-	1,872	1,872
Gifts in kind – food etc.	112,929	-	112,929	89,935
	343,132	5,902	349,034	138,844

3 Trustees remuneration and expenses

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

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

4 Taxation

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

5 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Total £
Cost			
At 1 January 2020	1,822	8,148	9,970
At 31 December 2020	1,822	8,148	9,970
Depreciation			
At 1 January 2020	1,558	3,565	5,123
Charge for the year	167	2,037	2,204
At 31 December 2020	1,725	5,602	7,327
Net book value			
At 31 December 2020	97	2,546	2,643
At 31 December 2019			
	264	6,620	6,884

Warwick District Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2020

6 Debtors

	2020 £	2019 £
Prepayments	294	-

7 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	70	323
Other taxation and social security	1,126	610
Other creditors	123	108
Deferred grants	6,636	-
	7,955	1,041

8 Funds

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Balance at 31 December 2020 £
Unrestricted funds				
General	16,753	343,132	169,582	190,303
Restricted funds	6,492	5,902	3,259	9,135
Total funds	23,245	349,034	172,841	199,438
	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Balance at 31 December 2019 £
Unrestricted funds				
General	15,851	136,480	135,578	16,753
Restricted funds	8,044	2,364	3,916	6,492
Total funds	23,895	138,844	139,494	23,245

Warwick District Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2020

9 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Tangible fixed assets	97	2,546	2,643
Current assets	198,161	6,589	204,750
Current liabilities	(7,955)	-	(7,955)
Total net assets	190,303	9,135	199,438

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Tangible fixed assets	264	4,583	4,847
Current assets	17,530	1,909	19,439
Current liabilities	(1,041)	-	(1,041)
Total net assets	16,753	6,492	23,245

10 Analysis of net liquid funds

	At 1 January 2020	Cash flow	At 31 December 2020
	£	£	£
Cash at bank and in hand	19,439	185,017	204,456
Net liquid funds	19,439	185,017	204,456

	At 1 January 2019	Cash flow	At 31 December 2019
	£	£	£
Cash at bank and in hand	18,525	914	19,439
Net liquid funds	18,525	914	19,439

