

Charity registration number: 1160705

Warwick District Foodbank

Annual Report and Financial Statements

for the Year Ended 31 December 2021

Michael Fairbotham
Independent Examiner
11, Simpkins Close
Weston under Wetherley
Royal Leamington Spa,
Warwickshire.
CV33 9GE

Warwick District Foodbank

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 6
Statement of Trustees' Responsibilities	7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11 to 17

Warwick District Foodbank

Reference and Administrative Details

Chairman

David Witham

Other Trustees

Anthony Manning

John Skillicorn

Maxine Rai

Brian Cooper

Peter Davis

Mary Briggs

Other Officers

John Holmes - Treasurer

Principal Office

Unit 8 Trident Business Centre
Trident Park
Poseidon Way
Warwick
Warwickshire
CV34 6SW

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
11, Simpkins Close
Weston under Wetherley
Royal Leamington Spa,
Warwickshire.
CV33 9GE

Warwick District Foodbank

Trustees' Report for the year to 31 December 2021

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 8 occasions during the course of 2021 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 2021

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 2021

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

2021 was dominated by two events: the continuation of the Covid 19 pandemic and our move to the new warehouse.

The Foodbank had received an unprecedented level of financial giving during 2020. Income continued at a healthy level into 2021. In addition, warehousing had long been an operational issue. We had been using space at All Saints Emscote as our principal warehouse and space at Baxi in Warwick as our backup warehouse with lots of movement between the two.

The trustees came to the view that in the light of the exceptional 2020 income the Foodbank could commit to leasing a commercial warehouse on a 5 year lease. We are extremely grateful to our staff and volunteers who assisted with the transition. It was a monumental task against a background of continued public health restrictions. We are also grateful to Wright Hassell, a local firm of solicitors, who donated their services in connection with the legal work. We continue to use All Saints Emscote as our back up warehouse.

The trustees resolved to set aside money in the Foodbank's financial statements as a designated fund sufficient to cover the anticipated cost of the warehouse over the period of the lease. This can be seen in note 9 to the financial statements. The anticipated full cost over the period of the lease is £147,083.

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.

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.

Warwick District Foodbank

Trustees' Report for the year to 31 December 2021

3.2. Performance

Statistics for 1st January 2021 to 31st December 2021 full year:

Year	2021	2020
Clients fed	6,743 in total	
	2,399 children	
	4,344 adults	
Total food distributed	66,067 Kg	
Total vouchers fulfilled	3056	

The four most common reasons for clients visiting Warwick District Foodbank in 2021:

Reason for visit	% of total share
Low income	55
Debt	10
Benefit changes	9
Benefit delays	8

The age profile of clients:

Age bracket	Number of clients	%
0-16 years old	2401	36
17-24 years old	530	8
25-64 years old	3659	54
65+ years old	134	2

Status of clients:

Status	% of total share
Single persons	50
Single parent	15
Couple	11
Family	19

Most frequent referring agencies:

Agency	Number of vouchers issued
Warwickshire Local Welfare	855
Helping Hands, (Leamington)	226
Warwick District Foodbank	174
P3	160
Brunswick Healthy Living	155
Warwick DC Housing Services	111
Salvation Army Way Ahead	101

Warwick District Foodbank

Trustees' Report for the year to 31 December 2021

3.3 Financial Performance

Last year we reported that, in the light of Covid, more people and organisations had wanted to support the work of the Foodbank than ever before which had resulted in a significant change in our financial health. In section 3.1 we have explained how we are applying those funds.

Even with the increased costs associated with having our own warehouse the Foodbank is still achieved a surplus in 2021.

4. Goals and Objectives for 2022

One area of our work that had to be suspended owing to Covid was signposting. This is where we speak to clients attending sessions to establish whether they are receiving assistance in resolving their crisis. If they need additional assistance, we refer them on to agencies who can help them.

Such conversations were suspended to minimise the risk of virus transmission and also because of reduced volunteer numbers as older people were not able to volunteer.

We recognise the importance of signposting and are investigating ways of engaging outside assistance to boost this activity.

Approved by the Trustees on 7 April 2022 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 2021 which are set out on pages 9 to 17.

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
Weston under Wetherley
Royal Leamington Spa,
Warwickshire.
CV33 9GE

7 April 2022

Warwick District Foodbank

Statement of Financial Activities for the Year Ended 31 December 2021

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Donations and legacies		242,591	2,399	244,990
Expenditure on:				
Charitable activities		(193,252)	(5,346)	(198,598)
Total expenditure		(193,252)	(5,346)	(198,598)
Net movement in funds		49,339	(2,947)	46,392
Reconciliation of funds				
Total funds brought forward		190,303	9,135	199,438
Total funds carried forward	8	239,642	6,188	245,830

	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	9	190,303	9,135	199,438

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2021 is shown in note 9.

Warwick District Foodbank
(Registration number: 1160705)
Balance Sheet as at 31 December 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	6	663	2,643
Current assets			
Debtors	7	5,981	294
Cash at bank and in hand		240,874	204,456
		246,855	204,750
Creditors: Amounts falling due within one year	8	(1,688)	(7,955)
Net current assets		245,167	196,795
Net assets		245,830	199,438
Funds of the charity:			
Restricted funds		6,188	9,135
Unrestricted income funds			
Unrestricted funds		239,642	190,303
Total funds	9	245,830	199,438

The financial statements on pages 5 to 15 were approved by the trustees, and authorised for issue on 7 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 2021

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 2021

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 2021

Trade creditors

These 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 charity 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.

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 Designated – Warehouse 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 2021

2 Income from donations and legacies

	Unrestricted funds			
	General	Restricted	Total	Total
	£	funds	2021	2020
		£	£	£
Donations, Gifts and Grants	123,758	2,399	126,157	234,233
Gifts in kind - services	1,872	-	1,872	1,872
Gifts in kind – food etc.	116,961	-	116,961	112,929
	<u>242,591</u>	<u>2,399</u>	<u>244,990</u>	<u>349,034</u>

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 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
Staff costs during the year were:		
Wages and salaries	<u>42,013</u>	<u>41,039</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2021 No	2020 No
Employees	<u>2</u>	<u>2</u>

No employee received emoluments of more than £60,000 during the year

Warwick District Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2021

6 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Total £
Cost			
At 1 January 2021	1,822	8,148	9,970
Additions	230	-	230
At 31 December 2021	2,052	8,148	10,200
Depreciation			
At 1 January 2021	1,725	5,602	7,327
Charge for the year	173	2,037	2,210
At 31 December 2021	1,898	7,639	9,537
Net book value			
At 31 December 2021	154	509	663
At 31 December 2020			
	97	2,546	2,643

7 Debtors

	2021 £	2020 £
Prepayments	2,561	294
Other debtors	3,420	-
	5,981	294

8 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	59	70
Other taxation and social security	1515	1,126
Other creditors	114	123
Deferred grants	-	6,636
	1,688	7,955

Warwick District Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2021

9 Funds

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Transfer between funds £	Balance at 31 December 2021 £
Unrestricted funds					
General	190,303	242,591	176,576	(147,083)	109,235
Designated - Warehouse	-		16,676	147,083	130,407
Total Unrestricted	190,303	242,591	193,252	-	239,642
Restricted funds	9,135	2,399	5,346	-	6,188
Total funds	199,438	244,990	198,598		245,830
	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Transfer between funds £	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

10 Analysis of net assets between funds

Unrestricted funds					Total funds 2021 £
	General £	Designated £	Total £	Restricted funds £	
Tangible fixed assets	154	-	154	509	663
Current assets	110,769	130,407	241,176	5,679	246,855
Current liabilities	(1,688)	-	(1,688)		(1,688)
Total net assets	109,235	130,407	239,642	6,188	245,830
Unrestricted funds					Total funds 2020 £
	General £			Restricted funds £	
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

Warwick District Foodbank

Notes to the Financial Statements for the Year Ended 31 December 2021

11 Analysis of net liquid funds

	At 1 January 2021 £	Cash flow £	At 31 December 2021 £
Cash at bank and in hand	204,456	36,418	240,874
Net liquid funds	204,456	36,418	240,874

	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

