



AGM REPORTS - 2021

Chair's Report

2020/21 was a demanding time for everyone but it was one where we had to rise to the challenge and totally change our model, following the closure of our three distribution centres due to the pandemic. With the support of the trustees, the wonderful volunteers and our supporters we were able to maintain the lifeline that we offer to those in need as we moved to a delivery model. Over this period, we fed 13,041 people and distributed 190,851.4kg of food/toiletries away.

Our amazing team of volunteers took on new roles which meant the warehouse and delivery teams were able to keep up with demand for our service. Referral routes were changed to e-referrals which meant that people could be assessed over the phone rather than face to face. Some volunteers had to isolate and shield and we understand that this was a hard decision to take and we thank you for keeping safe.

Many of our referral agencies continued to operate and we were able to provide food to over 40 referral agencies on a regular basis. They assessed the needs of their client group and delivered the food themselves to those in need. We received funding and worked closely with Gateshead Council Emergency Hubs and provided food on a weekly basis to them which they delivered following an assessment.

The last year has given the steering group time to reflect on the demand for Foodbanks and the fact that we are often seen as part of the 'system' and are the first port of call. We have been developing a strategic plan during this time and plan to employ a Project Manager to help with the operational issues. We hope that this will give trustees and the steering group more time to explore the underlying issues of poverty and develop ideas of how we can address this. If this is something you are interested in, please get in touch.

We are very grateful for your support during this difficult period.

Jackie Beeley

(chair) on behalf of the Trustees and Steering Group.

Gateshead Distribution Centre Report 2020-2021

This has been a year like no other. We began the year in April 2020 with all our distribution centres closed and ended it in March 2021 still closed. However, thanks to our warehouse teams Gateshead Foodbank remained open every weekday morning and Tuesday evening, receiving food donations, referrals and delivering food every day to all areas of Gateshead.

Initially the fantastic warehouse volunteers delivered food parcels but as numbers increased many of our distribution centre volunteers changed roles and in June 2020 we set up a delivery rota with volunteers from all three distribution centres. Most referrals came in the form of E vouchers via the National Help through Hardship Adviceline set up by Trussell Trust and Citizens Advice. As we delivered food parcels the day after referral, the number of deliveries and teams needed was not known until after 5.30pm. So huge thanks to all the volunteers for their time and flexibility in coming in at short notice when extra teams were needed.



To keep everyone safe, contact at the doorstep was minimal, but there was usually time to ask if foodbank users were receiving / needed support. We also gave out leaflets encouraging users to work with Northumbrian Water to ensure they were on the correct tariffs for water.

During August 2020 we again referred people to The Salvation Army Gateshead “Every Child Warm” project. – providing school children with warm coats and shoes for the start of the school year in September.

Thanks to the generosity of people and businesses we were able to make up and deliver additional Christmas Hamper Bags during December.

Thanks also to all the Citizen Advice assessors on the Help through Hardship Adviceline and our other referrers for continuing to assess people for emergency food parcels.

We would like to thank all our volunteers for the great efforts they have made in adapting, so willingly, to the changing circumstances and taking on different tasks, as needed. We also wish to remember and thank our volunteers who had to follow government guidelines by staying home and helping everyone keeping safe.

The Distribution Team thank all those who have supported Gateshead Foodbank during the year.

Carol Thompson

Distribution Centres Co-ordinator

Warehouse Report 2020-2021

Throughout this extraordinary year, the Covid-19 pandemic has continued to impact all of our lives both in our homes and our Food Bank environment. The Trustees have continued to always prioritize the health and safety of our volunteers. Strict protocols including social distancing, the wearing of face coverings, the frequent washing of hands and the provision of hand sanitiser were introduced and adhered to in line with Government advice.

The fact that the warehouse has been able to remain open throughout the pandemic is a testament to our fantastic volunteers who have continued to give their time during these challenging circumstances.

As the Chair has already pointed out we had to completely change our operating model moving away from our distribution centres to a delivery model operated from the warehouse. This entailed preparing emergency food parcels which were either collected by our agency partners or delivered by our own fantastic distribution staff. Furthermore, we worked in close collaboration with Gateshead Council to supply their distribution centres (Hubs).

	Boxes	Kg
Agency Referrers	2,856.00	39,691.27
Council Hubs	5,788.00	88,471.11
Delivered to Client	2,435.00	52,763.82
	11,079.00	180,926.20

As you can see from the above table, we prepared over 11,000 emergency parcels (Boxes) at a weight of over 180.9 tonnes.

To service this demand the warehouse also remained open to receive donations, but lockdown hit us hard and only a handful of our normal donators were able to continue to supply food. So once again we had to adapt, and we switched to bulk buying from local supermarkets. This was made possible by an increase in cash donations from individuals, groups and businesses of Gateshead. The Trustees are and remain overwhelmed by the level of these donations and thank everyone who has given.

Overall, the warehouse has handled 368.9 tonnes of food during the year which is more than double that of the previous year. As I said at the beginning, an extraordinary year, only made possible by the hard work and diligence of our volunteers. I salute each and everyone of them and on behalf of my fellow trustees I extend our grateful thanks.

Rob Brotherston
Warehouse Manager

**GATESHEAD FOODBANK CIO
REPORT AND FINANCIAL STATEMENTS
YEAR ENDING 31 MARCH 2021**

Charity number 1161395

GATESHEAD FOODBANK CIO

STATEMENT OF FINANCIAL ACTIVITIES YEAR

ENDING 31 MARCH 2021

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TRUSTEES REPORT

YEAR ENDING 31 MARCH 2021

The trustees are pleased to present their report with the financial statements for the year ended 31 March 2021.

The financial statements comply with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Our purposes and aims

The purpose of the charity is

to prevent or relieve poverty in Gateshead by providing food and support to individuals in need and or charities or other organisations working to prevent or relieve poverty.

The strategies employed to achieve the charity's aims and objective is to operate weekly food banks for people in need. Donations of food are collected and distributed to people referred into Gateshead Foodbank by professional and voluntary organisations working in Gateshead.

The charity was established as a Charitable Incorporated Organisation on 23 April 2015.

Volunteers

The charity is run by volunteers with no paid staff. The total number of regular volunteers is 100. They gave 16,840 hours (2020 -19,600 hours) of their time during the year. The volunteers work in the following areas

- | | |
|---------------------------|----------------------|
| • Warehouse | Distribution centres |
| • Supermarket collections | Trustees meetings |
| • Administration | Events |

The volunteers' contribution in financial terms if each hour was paid in accordance with the new National Living wage is £146,845 (2020 - £180,320).

Achievements and performance

In shaping the objectives for the period and planning activities, the trustees have considered the Charity Commission's guidance on public benefit. The trustees are confident the activities meet the guidance.

TRUSTEES REPORT**YEAR ENDING 31 MARCH 2021****Achievements and performance - continued**

During the year 13,041 people (2020 - 7,948 people) were provided with food parcels. Within those figures 4,286 (2020 - 2,702) were children. The weight of food taken in was 174,864 kilograms. Over 187,000 kilograms was distributed.

The pandemic created a new situation. Food donations were the prominent source of support from the community. With lockdown and less family members shopping the food was replaced by cash donations. More individuals, groups and businesses have supported the organisation financially during the twelve months under review. The money donated has been used to purchase food in larger quantities than in previous years. The support from the community has been beyond expectations and is greatly appreciated.

Without this help and generosity from individuals as well the number of food parcels would not have achieved the numbers to meet the needs of people in crisis within the community. If five kilograms of food equals £8.75 the monetary value of donated food is over £306,012.

The logistics of dealing with the quantity with collection storage and distribution have to be planned carefully to avoid spoilage through damage or out of date products. The Foodbank has to ensure the range of food at the distribution centres is such that users with special dietary requirements are not turned away or leave with less food than they need.

Gateshead Council has utilised our help in providing food parcels for distribution. This alongside the Community Foundation grants for purchasing foodstuffs during Covid-19 has created further cash inflows which are welcome.

Financial review

Monetary donations amounted to £214,640 (2020 - £35,336) from regular gifts to one-off donations. Income of £8,552 was received via The Trussell Trust which administers the Tesco Top Up scheme. Covid related funding was £56,629. The costs of operating were £93,720 (2020 - £43,693). The bank balance at the yearend was £279,435 (2020 - £87,161).

Reserves policy and going concern

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency repairs and other expenditure. The charity is building reserves with the aim to hold up to twelve months normal expenditure in the bank. The trustees are also wary about food donations dropping so plan to have a fighting fund to be able to finance six months food purchases.

TRUSTEES REPORT**YEAR ENDING 31 MARCH 2021****Reserves policy and going concern - continued**

The trustees consider the charity is currently in a stable financial position. They do not believe there is any problem on the Charity's existence in twelve months' time. This review of going concern has been carried out in accordance with the Charity Commission guidelines.

Plans for the future

The trustees are planning to employ two members of staff within the next twelve months. A new vehicle will be purchased. One of the distribution centres will be redesigned with internal walls being built. This will improve the efficiency of the operation.

Reference and administrative details

Charity number 1161395

Trustees

I Britton	J Beeley
D Sinclair	R Winward
J Conlon	J Smith
C Thompson	R Brotherston
S Caithness	

Structure, Governance and Management

The charity is a registered CIO. The CIO was registered on 23 April 2015 with the Charity Commission. The trustees meet on a regular basis to review finances how the charity is performing and to strategise for the future. New trustees are recruited by way of recommendation and are provided with training in the charity's operations when joining the board of trustees. Trustees are not remunerated for the work they carry out for the charity.

The trustees have a risk management strategy which comprises

- Understanding religious restrictions when preparing food parcels for people with different faiths
- Being aware of food allergies when issuing food stuffs

Ensuring the safety of trustees and volunteers when carrying tasks for the charity

By order of the board of trustees

J Smith

13 October 2021

Report of the Independent Examiner to the trustees of Gateshead Foodbank CIO

I report on the financial statements of Gateshead Foodbank CIO for the period ended 31 March 2021 which are set out on pages 6 to 10.

Respective responsibility of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the general Directions given by the Charity
- Commission (under section 145(5)(b) of the 2011 Act) and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention :

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities, have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

R A Page FCCA

511 Durham Road, Low Fell, Gateshead, Tyne & Wear, NE9 5EY

13 October 2021

GATESHEAD FOODBANK CIO
STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDING 31 MARCH 2021

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	2021	2020
	£	£
CHARITABLE INCOME		
Gifts in kind	306,012	346,567
Public and corporate donations	210,489	35,336
Gift aid	4,151	276
Gateshead MBC	38,729	-
Other donations	-	10,685
Big Lottery	7,469	7,469
Community Foundation	16,500	-
Making A Difference Locally	1,400	-
Trussell Trust	8,552	6,455
Intu	-	2,826
TOTAL INCOME	593,302	409,614
CHARITABLE ACTIVITIES		
Value of food donated and distributed	328,286	319,206
Top up food purchases	60,979	9,694
Christmas food hampers	-	2,255
Holiday hunger	-	706
Transport costs	2,008	2,629
Warehousing	5,968	4,041
Venue hire	10,785	8,895
Insurance	1,887	1,249
Equipment	7,349	3,689
Training	-	404
Office costs	542	2,999
Subscriptions	43	43
Telephones	558	682
Accountancy	432	432
Sundry costs	668	238
Events	-	1,585
Maintenance and repairs	745	-
Bus tickets	-	1,800
Hire purchase interest	181	252
Depreciation	1,575	2,100
TOTAL EXPENDITURE	422,006	362,899
NET INCOME	171,296	46,715
Reconciliation of funds		
Funds at 1 April 2020	199,598	152,883
Funds at 31 March 2021	370,897	199,598

GATESHEAD FOODBANK CIO**6****BALANCE SHEET AS AT 31 MARCH 2021**

	Note	2021 £	£	£	2020 £
Fixed assets					
Tangible fixed assets	2		4,723		6,298
Current assets					
Stock at valuation		85,047		107,321	
Prepaid expenses		1,919		1,204	
Cash at bank		279,637		87,161	
		366,603		195,686	
Liabilities					
Creditors – amounts falling due in one year	3	432		2,386	
					193,300
Net current assets			366,171		199,598
Total assets less current liabilities			370,894		
Unrestricted income funds			370,894		199,598

Approved by the Board of Trustees on 13 October 2021 and signed in their behalf by

J Smith

STATEMENT OF CASH FLOWS

YEAR ENDING 31 MARCH 2021

	2021 £	2020 £
Cash used in operations		
Net movement in funds	171,296	46,715
Depreciation	1,575	2,100
Decrease in stock	22,274	(27,361)
Increase in prepayments	(715)	315
Decrease in accruals	(360)	432
Net cash generated from operations	194,070	22,201
Cash flows from investing activities		
Hire purchase repaid	(1,594)	(2,409)
	192,476	19,792
Change in cash in year	192,476	19,792
Cash brought forward	87,161	67,369
Cash carried forward	279,637	87,161

NOTES TO THE ACCOUNTS**YEAR ENDING 31 MARCH 2021****1 Accounting Policies****Basis of preparation**

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) and the Financial Reporting Standard applicable in the UK and Republic of Ireland.

Grants

Grants for immediate expenditure are accounted on a receivable basis. Grants where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Gifts in kind

Gifts in kind received for distribution are included in the Statement of Financial Activities as gifts and costs when distributed by the Charity. The value has been estimated on an average donation of 5kg equalling £8.75.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Costs

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. All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly and other are apportioned on an appropriate basis such as staff time.

Depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

- Motor vehicles 25% Reducing balance

NOTES TO THE ACCOUNTS

YEAR ENDING 31 MARCH 2021

2 Fixed assets

	Motor Vehicles £
Cost	
As at 1 April 2020 and 31 March 2021	<u>12,216</u>
Depreciation	
As at 1 April 2020	5,918
Charge for year	<u>1,575</u>
As at 31 March 2021	<u>7,493</u>
Net Book Value	
As at 31 March 2021	<u>4,723</u>
<i>As at 31 December 2020</i>	<u>6,298</u>

3 Creditors – amounts falling due in one year

	2021 £	2020 £
Hire purchase	-	1,594
Accruals	<u>432</u>	<u>792</u>
	<u>432</u>	<u>2,386</u>

**Gateshead Foodbank
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NE9 6XS**

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Gateshead Foodbank

Emergency food for Gateshead people in crisis