



Annual Report and Financial Statements

Leeds North and West Foodbank

2020-2021

The Trustees at Leeds North and West Foodbank would like to extend their thanks to all those who have been involved in making the achievements summarised in this report possible.

This report covers the period 1st July 2020 to 30th June 2021

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Leeds North and West Foodbank
A Charitable Incorporated Organisation

FINANCIAL STATEMENTS

Year ended 30 June 2021

The Trustees present their report and the financial statements of the Charitable Incorporated Organisation for the year ended 30 June 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name Leeds North and West Foodbank

Charity registration number 1162983

Registered office and operational address Foodbank Warehouse
Unit 3.3
Flexspace
Burley Hill
Leeds LS4 2FU

The Trustees

The Trustees who served the Charitable Incorporated Organisation during the period were as follows:

Mrs Julie Brownrigg (Chair)
Mr Paul Maslin (Vice Chair)
Mr Peter Kelly (Treasurer resigned February 2021)
Mrs Brenda Leach
Mrs Emma Mullholland

Secretary Mrs J Brownrigg

Independent Examiner Bohoruns Chartered Certified Accountants
6 Howley Business Park Village
Pullan Way
Leeds
LS27 0BZ

Bankers Virgin Money
10 Austhorpe Road
Crossgates
LEEDS
LS15 8DL

Leeds North and West Foodbank

A Charitable Incorporated Organisation

FINANCIAL STATEMENTS

Year ended 30 June 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trustees present their report and the financial statements for the year ended 30 June 2021. The Trustees who served during the period and up to the date of this report are identified on page 1.

Governing Document

The organisation is a Charitable Incorporated Organisation (CIO), incorporated on 27th July 2015 and registered as a charity on 4th August 2015. The charity Leeds North & West Foodbank is governed by its constitution filed with the Charities Commission for England & Wales.

Recruitment and Appointment of Trustees

By constitution Leeds North & West foodbank must have a minimum of three Trustees and can have a maximum of twelve Trustees.

In selecting individuals for appointment as charity Trustees, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. Gaps in the skills of the existing Trustees are identified through a skills audit, role descriptions are advertised, and potential new Trustees invited to discuss their appointment with the charity Trustees. Following a check of their eligibility to serve as a Trustee, agreeing to the Charity Commission publication "Responsibilities of Charity Trustees" (CC3) and signing the disclosure forms suitable applicants will be appointed at the next Board meeting.

In an effort to maintain a broad skill mix, all Trustees are requested to provide a list of their skills (and update it each year) and in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Trustee

Trustee Induction and Training

Most Trustees are familiar with the practical work of the charity having been encouraged to take up opportunities to visit the Distribution Centres and Warehouse and to attend any relevant external training sessions such as those held by the Foundation for Social Improvement, Voluntary Action Leeds and Trust Advice

Additionally, new Trustees are provided with a set of training materials and encouraged to attend the regional meetings and the Annual Trussell Trust Rolling Roadshows to familiarise themselves with the charity and the context within which it operates. These are led by our Trussell Trust Area Manager, the Chief Executive and Senior Leadership team of the Trussell Trust charity and cover various topics as well as having external keynote speakers.

Materials provided for all Trustees include:

- Governing Document
- Resourcing and the current financial position as set out in the latest published Accounts.
- Future Plans and Objectives
- Minutes of Board Meetings
- Copies of policies
- Key Contacts
- Reading list to help keep Trustees abreast of the operating environment for the charity

Risk Management

The Trustees have conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Risk assessments are updated at least annually. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centres. These procedures are reviewed annually to ensure that they continue to meet the needs of the charity.

Organisational Structure

Leeds North & West Foodbank had five Trustees until February 2021, when the Treasurer resigned. Trustees meet six to eight times a year and are responsible for the governance, strategic direction, and policies of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Project Director along with the Senior Leadership Team. The team consists of the Distribution Centre Manager, Logistics Manager & a Volunteer Support Manager, who provide support for our team of volunteers. The Trustees are responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Project Director has responsibility for the day-to-day operational management of the organisation along with fundraising and ensuring that the team continue to develop their skills and working practices in line with good practice. Whilst our Distribution Centre Manager has oversight of the foodbank centres and individual supervision of the volunteer teams at the centres, the Logistics Manager has oversight and responsibility for our warehouse team and van drivers, and our Volunteer Support Manager is responsible for recruitment, training and development of volunteers.

During the period this report covers we made some changes to our organisational structure to best manage the operational changes imposed by the Covid 19 pandemic. During the year this report covers Trustee meetings were held online rather than face to face due to the requirement to work from home where possible we also held regular online management meetings to ensure all parts of the organisation were clear on what was happening each week.

Our part time Logistics Manager was obliged to self isolate due to being in a shielding cohort however as the work challenges increased at the Warehouse, we took on a second

Report of the Trustees Year ended 30th June 2021

part time Logistics manager to job share this role.

Our Distribution Centre Manager left 6 months into the year due to ill health but as our distribution centres were not open at that point we made the decision to replace this post with a temporary full time, Client Deliveries Manager to oversee the distribution of emergency food parcels and the volunteer delivery drivers. We also employed a part time Administrator who oversaw the change from paper-based referrals to an online referral system, guiding our referral agency partners in how to access the new system and creating the most effective delivery routes for our volunteer delivery drivers each day.

OBJECTIVES AND ACTIVITIES

The charity's objectives and principal activities are the prevention or relief of poverty in northern & western districts of Leeds and its surrounding areas, in such ways as the Trustees from time-to-time think fit, in particular, but not exclusively by:

- 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, and
- such other means, including (but not limited) to the provision of support or signposting to relevant information or other advisory services.

Leeds North and West Foodbank is part of the Trussell Trust Foodbank network. Membership of this network provides key means of evaluating the extent to which the charity meets its charitable objectives.

Operating Review

Throughout 2020 to 2021 the challenges facing the communities of North & West Leeds remained significant. This was exacerbated by the economic climate, which was constraining solutions and altering public sector infrastructure delivering services to the area.

Like other food banks we have had what one can only describe as an exceptional year seeing the Foodbank Operation and Team put under tremendous pressure. As we faced lockdown in March 2020, we lost more than 90 % of our usual strong team of volunteers, many required to 'shield' and others isolating due to contacting COVID19. We needed to draft in new volunteers from our local communities and made the decision to close all our Distribution Centres and move to a delivery only model. Between Beginning of July 2020 and June 2021 we provided emergency food to 9512 people, 6012 adults were fed and 3500 children. On some days during lockdown volunteers were delivering 30 parcels a day.

The need across the area continued to rise but there were now many other organisations becoming involved in supporting their local communities with food and medicine deliveries and we are grateful to all those organisations and individuals who gave their time to ensure all who needed support at that time received appropriate and timely support. This was achieved through close working partnerships developed at speed led by the local authority who facilitated meetings between the many stakeholders.

Report of the Trustees Year ended 30th June 2021

We are very grateful to all who have donated to the Charity in the year and to those bodies mentioned in note 3 to the Accounts that have provided us with grants and donations to enable us to deliver this year's level of service.

The majority of food is from regular donors. These donors are from a variety of sources, but all have good relationships with the foodbank that have been built up over the six years we have been operating and we are grateful for their faithfulness - especially during this pandemic.

The total amount of food donated in 2020 to 2021 was 122,006.1kg. of which a total of 81,337.6 kg was given out in emergency food parcels to our service users, in addition to large quantities of food distributed to other Trussell Trust foodbanks in the area and other organisations operating during this period as we supported the pandemic response city wide. The total amount of food distributed during the period this report covers was 121,227.71 kg. The balance of stock in the warehouse at 30th June 2021 was 31330.97kg

We maintained our food parcel distribution support during the pandemic via a home delivery service and introduced a series of hygiene and social distancing measures to combat the coronavirus transmission. COVID-19 has resulted in fewer food donations from the public directly as our Leeds United match day food collections and Network Rail monetary collections have ceased. However, we were incredibly grateful that with the support of Leeds United Supporters Trust people who would normally donate food at matches were able to continue donating to us via a fundraiser set up by LUST which over the year saw us receive £31,437.44. We also saw increased support from the business community, increased online donations and amazing commitment of volunteers all of which helped to minimise disruption from COVID-19 and its impacts on the Charity and beneficiaries.

We have seen a decrease in the use of Leeds North & West Foodbank: the numbers of people fed fell by nearly 35% from the previous year.

In the 12-month period from 1st July 2020 to 30th June 2021 the foodbank fulfilled 4522 referrals - providing 9,512 people with food sufficient for 10 meals over 3 days. This number included 3500 children. As there were many other organisations across the city providing food parcels the numbers of people fed was less than the previous year. However we supplied many of these organisations with food.

The foodbank aims to come alongside those in need, by providing a safe non-judgmental place to be heard and to find out about other possible sources of advice and support. In addition to providing emergency food, we aim to connect people with a range of other services designed to support them as they seek to address the longer-term effects of food poverty and exclusion. As our Distribution Centres were closed much of this work ceased, we provided leaflets with sources of support and followed up some of the deliveries with a phone call to signpost to that support.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

ACHIEVEMENTS AND PERFORMANCE

Leeds North & West Foodbank worked towards the achievement of its charitable objectives by focusing on the following activities during the report period.

- Emergency food provision (relief) - Leeds North & West Foodbank has worked to provide relief to individuals or families in crisis through the provision of emergency food supplies. We also shared food with other Food Banks and similar charities so that we can balance stocks and make use of excess donated supplies.
- Signposting (relief and/or prevention) - the Foodbank has worked to provide practical, mental, and spiritual support either directly or through referral to approved partner agencies, to enable individuals and families to avoid future crises.
- Raising awareness (prevention) - we have worked to raise awareness of the causes of food poverty and to encourage both policy makers and local people to take action. Reports have also been supplied to Food Aid Network supplying facts and information on the level of need in the city and the impact of food poverty on individuals and families

FINANCIAL REVIEW

The food bank has continued to see its financial needs met this year and it is important to acknowledge our gratitude to all our donors, both individuals and corporate bodies. Funds have increased by £258,151 the majority of income has come from the generous donations of our supporters.

Principal Funding Sources

The principal funding sources for the charity are currently by way of donations from individuals and organisations such as churches and local businesses.

Investment Policy

Given the current level of reserves, the Trustees feel that it is not necessary to make long or short-term investments given the need to utilise the cash it currently holds. Should donations or other income sources such as legacies reach larger levels this will be further considered by the Trustees.

Reserves Policy

The Trustees have examined the charity's requirements for reserves considering the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be 6 months of the unrestricted expenditure not including food donations. This Contingency fund is needed to meet the working capital requirements of the charity and the Trustees are confident that at this level they would be able to continue the current activities of the charity over the next 12 months.

PLANS FOR FUTURE PERIODS

Plans are also being developed to increase the reach and accessibility of the Foodbank services across different user groups by building strong, mutually beneficial partnerships within a network of referring agencies that support our vision and values.

The charity will also continue to work with Food Aid Network (FAN) Leeds to seek opportunities for our clients, partners, and supporters to work collaboratively so we can tackle food poverty at the local level, and we will use our collective experiences to speak into the national debate supporting the aims of the Trussell Trust to work towards a UK without the need for food banks.

The Trustees understand the need to further develop and establish the structure of our organisation to ensure the quality, sustainability, or longevity of our foodbank project and to develop our services. Therefore, we will continue to seek a wide range of funding streams, supporting, and building the fundraising team as necessary to do this.

We are also in the process of recruiting new Trustees. We are looking to complement the skills of existing trustees by adding people with the following skill sets where possible, Health & Safety, financial and HR.

We will continue to support the research work which has been done in the past with Trussell Trust and which will be done in the future. Leeds North & West Foodbank do not believe that the role of foodbanks is to simply distribute food as short-term palliative measure, but that the causes of poverty must be eliminated to remove the need for food banks.

Public Benefit

The Trustees have considered the guidance given by the Charities Commission on furthering public benefit, when discussing foodbank objectives and policies. We consider that our current aims are clear and appropriate, and that foodbank has been successful throughout the year in relieving immediate food crisis - as well as helping clients to access support of which they were previously unaware.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales 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 the income and expenditure 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 accounting estimates that are reasonable and prudent;
- State whether applicable Accounting Standards and Statements of Recommended Practice 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 operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 Charity (Accounts and Reports) Regulations and the provisions of the trust deed. 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.


J Brownrigg (Jan 29, 2023 15:22 GMT)

J Brownrigg
Chair

Charity Number: 1162983

Date: Jan 29, 2023

INDEPENDENT EXAMINER

Each of the persons who are a trustee at the date of approval of this report confirms that:

- So far as each Trustee is aware, there is no relevant audit information of which the charity's independent examiner is unaware; and
- Each Trustee has taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's Independent Examiner is aware of that information.

I report on the financial statements of the Leeds North & West Foodbank for the period ended 30 June 2021 as set out on pages 11 to 20.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective Responsibilities 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(2) of the Charities Act 2011 ('the 2011 Act') and that an independent examination is needed. It is my responsibility to:

- examine the financial statements 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 Commission. 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 you as 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 financial statements 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:

- a) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.


Prakash Bohorun (Jan 29, 2023 15:47 GMT)

Prakash Bohorun FCCA, FCMI (Independent Examiner)
Bohorun & Co. Ltd.
6 Howley Park Business Village,
Pullan Way,
Leeds,
LS27 0BZ

Date: Jan 29, 2023

Statement of Financial Activities (incorporating the income and expenditure account) Year ended 30 June 2021

		Unrestricted Funds	Restricted Funds	Total Funds for y/e 30 June 2021	Total Funds for the y/e 30 June 2020
	Note	£	£	£	£
Income and Endowments from:					
Donations and legacies	2	345,601	1,936	347,537	180,426
Incoming resources from charitable activities	3	-	37,029	37,029	32,100
Food donations	3	218,391	-	218,391	202,556
Other trading activities - fundraising		-	-	-	206
Other	4	-	-	-	-
Total Incoming Resources		<u>563,992</u>	<u>38,965</u>	<u>602,957</u>	<u>415,288</u>
Expenditure on:					
Raising funds		-	-	-	-
Charitable activities	5	(96,484)	(29,631)	(126,115)	(98,150)
Food distributed	5	(218,391)	-	(218,391)	(202,556)
Other		-	-	-	-
Total Resources Expended		<u>(314,875)</u>	<u>(29,931)</u>	<u>(344,806)</u>	<u>(300,706)</u>
Net Incoming Resources Before Transfers		249,117	9,034	258,151	114,582
Transfer between funds		(2,793)	2,793	-	-
Net Surplus for the Year		<u>246,324</u>	<u>11,827</u>	<u>258,151</u>	<u>114,582</u>
Net Movement in Funds		246,324	11,827	258,151	114,582
Reconciliation of Funds					
Total funds brought forward (Restated)		165,740	6,314	172,054	57,472
Total Funds Carried Forward		<u>412,064</u>	<u>18,141</u>	<u>430,205</u>	<u>172,054</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

Statement of Financial Position 30th June 2021

	Note	2021 £	(Restated) 2020 £
Fixed Assets			
Tangible assets	9	26,748	6,963
		<u>26,748</u>	<u>6,963</u>
Current Assets			
Debtors	10	4,838	9,641
Cash at bank and in hand		401,019	161,950
		<u>405,857</u>	<u>171,591</u>
Creditors: Amounts falling due within one year	11	(2,400)	(6,500)
		<u></u>	<u></u>
Net Current Assets		403,457	165,091
		<u></u>	<u></u>
Total Assets Less Current Liabilities		<u>430,205</u>	<u>172,054</u>
		<u></u>	<u></u>
Funds			
Restricted income funds	12	18,141	6,314
		<u></u>	<u></u>
Unrestricted income funds	13	412,064	165,740
		<u></u>	<u></u>
Total Funds		<u>430,205</u>	<u>172,054</u>

These financial statements were approved by the members of the committee and authorised for issue on the Jan 29, 2023 and are signed on their behalf by:

Drew Dodds
Drew Dodds (Jan 29, 2023 14:17 GMT)

W D Dodds
Treasurer
Charity Number: 1162983

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets, and in accordance with applicable United Kingdom accounting standards (FRS 102 – effective 1 January 2015) and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' effective 1 January 2015 (SORP 2015).

The date of transition to FRS 102 was the incorporation date of 27 July 2015.

Going Concern

The Trustees have made reasonable enquiries, including reviewing existing levels of donations to enable to form a reasonable expectation that the charity has adequate reserves to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

Cash flow statement

The Trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Fund accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. All income is derived from donations, fundraising or grants. The charity does not have any trading activities. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Notes to the Financial Statements Year ended 30 June 2021

1. ACCOUNTING POLICIES *(continued)*

- Food and other items donated for distribution are included as incoming resources within charitable activities when they are distributed.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Raising funds comprise the costs associated with attracting voluntary income.
- Charitable activities 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 include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions are not capitalised.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Vehicles	-	Straight line over 10 years
Computer Equipment	-	Straight line over 3 years
Fixtures and Fittings	-	Straight line over 5 years

Holiday Pay

The holiday year runs from 1 January to 31 December, outstanding holiday is accrued or prepaid as appropriate at year end. A reasonable amount of holiday can be carried over into the following year.

Governance and support costs

Support costs have been allocated between governance and other support costs. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost activities on a basis consistent with the use of resources.

Notes to the Financial Statements

Year ended 30 June 2021

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Donations				
Individuals including gift aid	16,258	-	16,258	32,914
Organisations or groups	331,279	-	331,279	147,512
	<u>347,537</u>	<u>-</u>	<u>347,537</u>	<u>180,426</u>

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Leeds City Council refurbish Cranmer Bank	-	-	-	5,000
Donations for food purchases	-	-	-	1,770
Fundraising	-	-	-	206
ONE HAPS	-	-	-	-
Food donations	218,391	-	218,391	202,556
Trussell Trust for salaries	-	37,029	37,029	22,362
DIAL training	-	-	-	2,968
	<u>218,391</u>	<u>37,029</u>	<u>255,420</u>	<u>234,862</u>

Grant from Leeds City Council to refurbish Cranmer Bank.

The expenditure on refurbishment was incurred in the year ended 30 June 2019. Accordingly a transfer has been made in the current year from restricted funds to unrestricted funds to account for the use of these restricted funds.

Food donations have been included as income and expenditure at an average monetary value of £1.79 per kilogram when they have been distributed.

4. OTHER INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Bank refund	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Notes to the Financial Statements
Year ended 30 June 2021

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Trussell Trust Fees	360	-	360	360
Repairs & Maintenance	1,096	2,990	4,086	3,117
Rent	17,921	-	17,921	14,359
Insurance	2,748	-	2,748	525
Heat, Light, Stationery and Other	11,194	-	11,194	11,866
Phone	1,921	-	1,921	2,196
Travel and Vehicle Costs	2,445	-	2,445	3,233
Salary and expenses	55,182	23,685	78,867	55,596
Food	210	1,583	1,793	276
Miscellaneous	342	-	342	-
Independent Examination	1,800	-	1,800	600
Client Services	-	-	-	2,968
Bank charges	139	-	139	196
Depreciation	1,126	1,673	2,799	2,858
Food Distributed	218,391	-	218,391	202,556
	<u>314,875</u>	<u>29,931</u>	<u>344,806</u>	<u>300,706</u>

6. STAFF COSTS

	2021 £	2020 £
Salaries and Wages	74,948	54,252
Social Security Costs	-	-
Pension Costs (defined contribution plan)	4,959	1,344
Volunteer Expenses	1,103	-
Holiday Pay	(2,143)	-
Total	<u>78,867</u>	<u>55,596</u>
Average staff numbers per year	<u>4</u>	<u>4</u>

7. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	2021 £	2020 £
Depreciation	2,799	2,858
Independent Examiner's fees	1,800	600

Notes to the Financial Statements

Year ended 30 June 2021

8. RELATED PARTY DISCLOSURE

No members of the Trustees received any remuneration during the year. Travel costs and expenses amounting to £nil (2020: £nil) was reimbursed to Trustees.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered by the charity during the year therefore there were no related party transactions to disclose.

9. TANGIBLE FIXED ASSETS

	Vehicles £	Computer Equipment £	Fixtures/ Fittings £	Total £
Cost				
At 30 June 2020	10,415	1,780	4,831	17,026
Additions	20,648	1,936	-	22,584
At 30 June 2021	31,063	3,716	4,831	39,610
Depreciation				
At 30 June 2020	8,536	825	702	10,063
Charge for the year	(222)	1,258	1,763	2,799
At 30 June 2021	8,314	2,083	2,465	12,862
Net Book Value				
At 30 June 2021	22,749	1,633	2,366	26,748
At 30 June 2020	1,879	955	4,129	6,963

Notes to the Financial Statements
Year ended 30 June 2021

10. DEBTORS

	2021 £	2020 £
Prepayments and accrued income		
Rent deposit debtor	3,375	-
Gift aid unclaimed	-	8,102
Insurance prepayment	1,463	492
Recharge Trussell Trust for staff seconded	-	-
	<u>4,838</u>	<u>8,594</u>
Other debtors	-	-
Cash held by bookkeeper	-	1,047
Unbanked Income		
	<u>4,838</u>	<u>9,641</u>

11. CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Lister Hill Baptists Church - rent	-	150
Gas and electricity	-	12
Bohorun & Co Ltd	2,400	600
Holiday pay	-	2,143
DIAL for assistance with disabled working	-	1,875
Motor and travel	-	144
Repairs and maintenance	-	1,475
Insurance	-	34
Water rates	-	67
	<u>2,400</u>	<u>6,500</u>

12. RESTRICTED INCOME FUNDS

	(Restated) Balance at 1 Jul 2020 £	Incoming resources £	Outgoing resources £	Transfer	Balance at 30 June 2021 £
Trussel Trust grant	-	37,029	(23,685)	-	13,344
Donations for food	1,583	-	(1,583)	-	-
Martin Lewis Digital	47	-	(2,840)	2,793	-
ONE HAPS	2,455	-	(150)	-	2,305
Fixed Assets	2,229	1,936	(1,673)	-	2,492
	6,314	38,965	(29,931)	2,793	18,141

Purposes of Restricted Income Funds

Donations for Food: Food purchases for Foodbank service users

Martin Lewis Digital: Computer purchases

Outer North East Haps: Kitchen Appliances, Crockery Cutlery, tables and Chairs for Cranmer Bank Community Centre

Trussell Trust for salaries: Asda grant to meet part of salary costs for specific employees of the charity

13. UNRESTRICTED INCOME FUNDS

	(Restated) Balance at 1 Jul 2020 £	Incoming resources £	Outgoing resources £	Transfer £	Gains & losses £	Balance at 30 Jun 2021 £
General Funds	165,740	563,992	(314,875)	(51,035)	-	363,822
Contingency Fund	-	-	-	48,242	-	48,242
	165,740	563,992	(314,875)	(2,793)	-	412,064

Contingency fund relates to the Reserves Policy on Page 6.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Investments £	Net Current Assets £	Total £
Restricted Income Funds:	2,492	-	15,649	18,141
Unrestricted Income Funds:				
General Funds	24,256	-	339,566	363,822
Contingency Fund	-		48,242	48,242
	<u>26,748</u>	<u>-</u>	<u>403,457</u>	<u>430,205</u>

15. CHARITABLE INCORPORATED ORGANISATION

Leeds North and West Foodbank is a Charitable Incorporated Organisation and accordingly does not have share capital.