

Clevedon and District Food Bank CIO

Annual accounts for the year ended
31 March 2023

A Charitable Incorporated Organisation

Registered charity no 1163153

Clevedon and District Food Bank CIO

Financial Statements for the year ended 31 March 2023

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Registered charity no 1163153

Report of the Trustees for the year ended 31 March 2023

The Trustees present their report and financial statements for the year ended 31 March 2023 covering the period April 2022 to March 2023.

Reference and Administrative Information

Charity name: Clevedon and District Food Bank CIO

Charity registration number: Registered charity no 1163153

Correspondence address Unit 3, Speedwell Industrial Estate,
Knowles Road
Clevedon
Bristol
BS21 7XS

Trustees

Alison Kember	Chair
Yvonne May	Treasurer (appointed 24 th May 23)
Martin Buckley	Trustee (appointed 1 st October 22)
Susan Burns	Trustee (appointed 23 rd February 23)
Pat Gordon	Trustee
Lucinda Holdsworth	Trustee (resigned 31 st August 22)
Gilyan Mears	Trustee
Susan Regan	Trustee
Julie Willey	

Independent Examiner Joanne Bellew ACA
One Point Accounting Limited
Kestrel Court
Harbour Road
Portishead
Bristol BS20 7AN

Bankers **HSBC**
62 George Street
Bristol
BS1 3BA

Kingdom Bank
Media House
Padge Road
Beeston
Nottingham NG9 2RS

Report of the Trustees for the year ended 31 March 2023

Our aims and objectives

The Foodbank operates as a Charitable Incorporated Organisation.

Our objectives are the "relief of those in need by virtue of age, financial hardship, disability or ill health by the provision of practical support, especially but not exclusively in the form of food, information and advice to meet charitable need, especially but not exclusively in the areas of North Somerset and the Bristol city region". We cover Clevedon, Nailsea, Portishead, Yatton and the surrounding towns and villages in North Somerset; but not Weston-Super-Mare which has its own Trussell Trust Foodbank.

Recruitment of Trustees: Trustees are in general recruited from amongst our team of volunteers for their commitment to the Foodbank and the particular skills and local knowledge they can contribute to the Trustees' deliberations.

Summary of our main activities and operations

We are part of a nationwide network of Foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK. It's our belief that "nobody should go hungry in our area". We are particularly grateful for ongoing support across the local community.

We continue to cover a wide area of North Somerset, operating from Clevedon with additional Foodbank distribution points in Nailsea, Portishead and Yatton. We work across the local community, in partnership with churches, businesses, schools and the voluntary sector agencies etc. We have the support of a network of 127 local referral agencies who issue vouchers to people in need that can be redeemed for food parcels. The 'Help through hardship' helpline developed jointly by the Trussell Trust and Citizens Advice during Lockdown continues to provide an effective way for people to receive help and advice on benefits, and a foodbank voucher if they need one.

In terms of public benefit, our main activities focus on the collection or purchase and storage of non-perishable food donations and their re-distribution in the form of food parcels to help local people in crisis; we also support low-income families with 'Lunchbags' outside term-time when their children miss free school meals; and we provide fresh and frozen foods when available.

We operate an emergency telephone helpline so we can respond at short notice when the need arises.

Report of the Trustees for the year ended 31 March 2023 (cont)

Our warehouse is in Clevedon. We have also rented additional space at Yeates Self Storage in Clevedon, to accommodate fluctuating levels of food donations. Portishead also has some storage space provided free by the Town Council.

We continued to operate opening hours in Clevedon on Monday and Friday mornings from our warehouse in Knowles Road, but we found the space increasingly confined and frustrating since we could not admit customers to the building and had to pursue conversations and signposting help in the open air, often with other customers within earshot. In February the unit two doors along from our existing warehouse unexpectedly became vacant. Since this unit is more than twice the size of the old one, we took the opportunity and were able to move in at the beginning of March.

The distribution points in Nailsea and Portishead continued to operate from their usual premises, opening on Fridays, with Nailsea able to run in parallel with a coffee morning in the church premises. The Yatton branch continued to be operated on Thursday mornings under the auspices of the Youth Club there. Our Eat Well Spend Less team ran a course for Andrew House, a final stage rehabilitation unit for recovering drink and drugs users, which was enthusiastically received by the residents and praised by the staff who were able to see the benefits showing in the residents. Discussions were held with staff from North Somerset Council's Family Support team with a view to a course to run in September 2023.

During the year, the trustees were in discussion with Citizens Advice North Somerset (CANS) to employ a CANS adviser to work for the Foodbank two days a week, providing debt, benefits and general financial advice. This service is planned to begin in September 2023, and we anticipate it will greatly help our customers, providing a quick and easy access to help without a separate trip having to be made.

Report of the Trustees for the year ended 31 March 2023 (cont)**Structure, Governance and Management.**

Structure: The Trustees meet regularly, mostly in person but occasionally by Zoom; the agenda is circulated to Trustees and agreed beforehand. The minutes include an action list which is circulated to all Trustees. Copies of the minutes of these meetings are available in our central information folder at the office in our warehouse.

Our Treasurer circulates a financial statement on a monthly basis and provides quarterly accounts at the Trustees' meetings. The Project Manager provides quarterly reports on Health and Safety and Safeguarding. Each outlet (Clevedon, Nailsea, Portishead and Yatton) is represented by a Trustee at Trustee meetings.

Reserves Policy: The Charity's newly-created reserves policy is intended to ensure the continuity of ongoing operations of the charity across multiple sites, to provide a source of funds to cover a temporary fall in income or increase in expenditure, and to allow the charity time to respond to a permanent fall in income or increase in expenditure.

The trustees have agreed to set a reserve of £190,000 for the coming year, based on a risk-based approach, maintaining a reserve based on:

- I. All outstanding contractual obligations (= £75,000), plus
- II. one year's budgeted expenditure for other purposes (running costs for 2022/23 plus 10% increase for inflation = £115,000).

The reserves at 31st March 2023 were as follows:

Policy Reserves Level: £190,000

Actual balance held: £224,893.

Investment policy: the CIO is a small charity with limited funds, and while funds can be held for several years, we are unwilling to accept the risk of loss of funds that investment in stock markets would involve. Cash reserves are therefore held in current and deposit accounts. The trustees intend to open a CAF Bank account in the forthcoming year.

During the year, following Trussell Trust advice to all its Foodbanks, the trustees undertook the revision of all our policies and procedures to ensure effective working and compliance with all legal requirements and the Charity Commission's public benefit guidance.

Employee: Kelly Croxton continues as the Foodbank's Administrator. She is the Trust's only salaried employee. Her hours have been extended to 33 per week to allow her to take on more of the financial inputting. The Trustees and Volunteers receive no financial remuneration.

Report of the Trustees for the year ended 31 March 2023 (cont)

Volunteers: The number of volunteers across the four centres is now 100, including 15 Duke of Edinburgh Award students in Clevedon who undertook warehouse duties, lunch bag and recipe bag packing and Christmas hamper preparations. A total of 9 students completed their award during the year and we have a further 6 students who are part way through; due to increased need for lunch bags, the team undertook extra sessions at each holiday break.

Volunteers are interviewed prior to being appointed and must provide references. All volunteers undertake training and induction when they start and sign up to the Foodbank's policies. This includes the Volunteers Handbook, the policy on Vulnerable Adults, Children, Risk Assessments and Confidentiality. These policy documents are reviewed on an annual basis. Volunteers receive ongoing training on warehouse procedures, stock control and safety, on listening, signposting skills, and safeguarding.

All Trustees, those who supervise children working for their Duke of Edinburgh Awards plus a number of other Volunteers have DBS certificates, currently 23 in total. Certificates are updated every 4 years.

Property: Under the terms of occupation our landlord is responsible for all repairs to Knowles Road warehouse, including mains services and central heating plus the building insurance.

The Foodbank has separate insurance covering its operations including employers' and public liability cover.

Report of the Trustees for the year ended 31 March 2023 (cont)

Trussell Trust: The Trust has established a network of over 400 Foodbanks across the country providing support and emergency food to people in crisis. We work closely with the Trust. We also liaise with adjoining local Foodbanks in Weston and North West Bristol.

The Trust provides advice on all operational matters and undertakes an annual Quality Assurance audit of the Foodbank's activities, covering finance, governance, stock taking, day to day operations and management.

Finance

The Foodbank has seen financial donations (mainly from regular giving by individuals, but also from commercial firms' donations and other grants) continue at a good level. The introduction of a new accounting software package has enabled the Finance Team to cope with a continued increase in both administrative and financial work and to provide improved information and reports to the Trustees.

Total income for the period (April 22/Mar 23) was £162,433 compared with £110,506 in the previous period (April 21/Mar 22).

Expenditure was £118,423, compared to £62,306 in the previous period.

Our Account balances at the end of March 2023 comprised £224,893 of which £84,770 was on deposit in a savings account, compared with £182,474, including £84,213 in a savings account, at the end of March 2022.

The Financial Statement is attached at the end of the report along with the report from the Independent Examiner.

Report of the Trustees for the year ended 31 March 2023 (cont)**Activities related to our objectives**

61,117kg of food was donated to the Foodbank during the year; a further 16,019kg was purchased. 73,483 kg was given out. 2752 food and lunch bag vouchers were redeemed at the Foodbank's distribution centres over the year, equating to 4449 adults and 3254 children, in total 7703 people fed. We also provided 590 hampers to people in need at Christmas.

Local supermarket partners: We are particularly grateful for the continued weekly support we receive from customers in Tesco in Clevedon, Sainsbury's in Portishead, Waitrose in Nailsea, and the Coop in Yatton. Asda and Sainsbury's have also allowed us to make purchases of food as necessary to keep up with outgoings.

Publicity: We successfully operate a website and Facebook page to reach the wider community; we also circulated newsletters during the year promoting and reporting on our activities.

We maintain links with the local crisis centre that supports people in recovery from alcohol and substance abuse, Citizens Advice, Christians Against Poverty and local child centres.

Rotarians and Lions: We are very grateful for the continued financial and practical support from the Rotarians in Nailsea, Clevedon and Portishead. Yeo Valley Lions have given invaluable support in transport and to the Yatton branch. Portishead Lions have also faithfully supported Portishead branch every month for many years by supplying supermarket vouchers to give out to those in need.

Statement of Trustees' Responsibilities

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

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to:

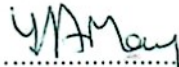
- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and accounting estimates that are reasonable and prudent;
- d) state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the CIO's transactions and disclose with reasonable accuracy at any time the financial position of the CIO and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of trustees on 8th December 2023 and is signed on behalf of all trustees by:



Alison Kember
Chair



Yvonne May
Treasurer

Independent examiner's report to the trustees of Clevedon & District Foodbank C

I report on the financial statements of the charity for the year ended 31 March 2023, which are set out on pages 13 to 16.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

The trustees consider that an audit is not required for this year under s. 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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.

Basis of independent examiner's report

My examination was carried out in accordance with the Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and explanations sought 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 that the report is limited to those matters set out in the statement below.

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 the charity 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 applicable 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.
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

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.

Signed 

Joanne Bellew ACA

Date 4 December 2023.

Clevedon and District Food Bank CIO

Statement of Financial Activities

For the year ended 31 March 2023


	Note	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
Income					
Donations and legacies		146,166	-	146,166	110,292
Interest on bank deposits		556	-	556	214
Grant funding		-	15,711	15,711	-
Total income		146,722	15,711	162,433	110,506
Expenditure					
<i>Direct costs</i>					
Food and vouchers		48,260	15,711	63,971	19,682
Wages and salaries		11,331	-	11,331	8,892
Foodbank equipment		3,010	-	3,010	2,581
Van hire		1,705	-	1,705	-
<i>Support costs</i>					
Rent, rates and storage		28,808	-	28,808	24,485
Insurance		335	-	335	350
Telephone		1,912	-	1,912	1,661
Light and heat		1,533	-	1,533	1,202
Office and other costs		5,568	-	5,568	3,454
Bank charges		160	-	160	-
Professional fees		91	-	91	-
Total expenditure		102,712	15,711	118,423	62,307
Surplus for the year		44,010	-	44,010	48,199
Total funds brought forward		182,474	-	182,474	134,275
Total funds carried forward		226,484	-	226,484	182,474

Clevedon and District Food Bank CIO

Balance Sheet as at 31 March 2023

	2023 Unrestricted £	2023 Total £	2022 Total £
Cash funds			
Kingdom Bank Reserve Account	84,770	84,770	84,214
HSBC Current account	137,610	137,610	98,260
Cash floats and vouchers	2,513	2,513	-
Total cash funds	<u>224,893</u>	<u>224,893</u>	<u>182,474</u>
 Debtors	 1,800	 1,800	 -
Liabilities			
Creditors: amounts falling due within one year	- 209	- 209	-
Net assets	<u>226,484</u>	<u>226,484</u>	<u>182,474</u>
 Funds			
Unrestricted funds			
Opening balance	182,474	182,474	134,275
Surplus for year	<u>44,010</u>	<u>44,010</u>	<u>48,199</u>
Closing balance	<u>226,484</u>	<u>226,484</u>	<u>182,474</u>

The accounts were approved by trustees on 8/12/2023. Signed on behalf of all trustees.


 Alison Kember
 Chair


 Yvonne May
 Treasurer

Clevedon and District Food Bank CIO

Notes to the accounts

For the year ended 31 March 2023

1 Accounting Policies

The principal accounting policies adopted, judgements and keys sources of estimation or uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011

The charity constitutes a public benefit entity as defined by FRS 102.*

1.2 Going concern

The financial statements have been prepared on a going concern basis. The Trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment and have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

1.3 Income

Recognition of income

These are included in the Statement of Financial Activities

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

Legacies

Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Government grants

The charity has received government grants in the reporting period.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated goods

The value of any donated goods is not included in the accounts but is described in the trustees' annual report.

Clevedon and District Food Bank CIO

Notes to the accounts

For the year ended 31 March 2023

1 Accounting Policies (continued)

1.4 EXPENDITURE AND LIABILITIES

Support costs	The charity has incurred expenditure on support costs.
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
Income from interest, royalties and dividends	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.
Liability recognition	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
Deferred income	No material item of deferred income has been included in the accounts.
Creditors	The charity has creditors which are measured at settlement amounts less any trade discounts.
Provisions for liabilities	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

2. Transactions with Trustees

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity or any related entity.

The following payments were made to Trustees in office during the year, being reimbursement for purchases of food and equipment for the foodbank

	2023
	£
Alison Kember	71
Julie Willey	325
Lucinda Holdsworth	1,800
Martin Buckley	755
Pat Gordon	512
Sue Regan	417
	3,880