



Charitable Incorporated Organisation

*Registered Charity in England & Wales (no. 1163160)*

# **ANNUAL REPORT**

**FOR THE YEAR**

**1<sup>ST</sup> MAY 2022**

**—**

**30<sup>TH</sup> APRIL 2023**

## **TRUSTEE REPORT 1 MAY 2022 – 30 APRIL 2023**

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## 1. INTRODUCTION

This Annual Report presents a review of year 1st May 2022 to 30th April 2023, reporting on achievements, performance and impact, including financial performance and financial position to demonstrate the trustees' stewardship and management of charitable funds.

The trustees and staff of Southend Foodbank wish to express their deep appreciation of the contribution made by volunteers, staff and donors, without which, no achievements would have been possible. The trustees are confident that, by their stewardship and management of charitable funds, Southend Foodbank continues to meet the requirements around public benefit as defined by the Charity Commission.

## 2. MESSAGE FROM THE CHAIR OF TRUSTEES

As a charity we continue to be rooted and established upon the teaching and life of Jesus. Our four values of Compassion, Justice, Community and Dignity are built upon Jesus' own way of life. For those who are part of the Foodbank and who are Christians, we see God's Kingdom at work in what we do. We seek to serve those who are hungry, and those who are in need to the best of our ability. We seek to love our neighbour as we love ourselves. We are so grateful for all our staff and volunteers, whether they have faith in Jesus or not. They make it possible to fulfil our goal, to Help Local People in Crisis.

In this past year we have been serving people who are struggling with the national cost of living crisis, and increased fuel bills. Because of the diligence of our staff and volunteers, and the generosity of our community, and the grants that we have been able to secure, we have just been able to keep up with the sharp increase in demand that we have seen. In one year, we have seen access to Southend Foodbank jump 64.6%. The previous year had seen a step of 43% - and that felt massive at the time.

We have continued to provide 3 days of emergency food across 8 locations, and have provided signposting to additional services, and enabled a member of the Citizens Advice team to be available at 4 of our busiest distribution centres. Our campaigns coordinator has been raising awareness of food poverty in the wider community through news reports, both printed and on radio, as well as through social media. We have successfully appointed new staff in key roles, to enable us to do our best for our local community in and around Southend. I am so grateful to all those who help, from volunteers, to employees, to trustees. There is so much faithful and passionate dedication to Southend Foodbank, and so much hunger to help within our team; it is a privilege to be part of it.

As we move into a new year, the financial indications show that this coming year may see even greater need and greater access to our services. Yet we trust that in all this, we would be a light that shines in our community, a light that brings hope to those who are in crisis.

Tom Vernon  
Chair of Trustees

### **3. MESSAGE FROM PROJECT MANAGER**

Meeting the sharp increase in the number of foodbank parcels requires Herculean efforts from the warehouse staff and volunteers, distribution centre volunteers and their co-ordinators, increased demand on drivers and staff. If we had to look at the increase at the beginning of the year and see how much we would have to do by the end of it, it would be daunting and feel impossible, but the team meets the demand. I'm so grateful for the group of people who make all this possible.

The increase in the number of parcels couldn't be realised without the support of the community, the tireless work of the volunteers and staff and the funding from grants and donors. Thank you for providing food for those who need it.

I also want to thank God for His provision and grace that He provides.

Natasha Copus,  
Project manager

### **4. OUR VISION AND MISSION**

Our vision is to reduce hunger and alleviate financial hardship among people living in Southend and Rochford.

We do this by providing emergency food, essential toiletries and household items to individuals and families in need. We will also provide signposting to relevant information and other advisory services. We will provide these services with a Christian ethos, supported by churches within Southend and Rochford.

The food that we distribute is collected from our community donations – people donate food at supermarkets, churches, schools and group collections. Increasingly, we are buying food to supplement what the community can give us. This is made possible due to monetary donations, fundraising and grants that we apply for.

We also want to reduce the need for foodbanks. We work with referral agencies who work directly with the community. As part of the work they do, they issue vouchers to help people in crisis. Our guests then bring the vouchers to one of our centres where we fulfil them. Our aim is for them to work with agencies such as Citizens Advice, Christians Against Poverty and other agencies that can help their circumstances.

As part of the Trussell Trust network of foodbanks, all this data is collated and goes to making real changes in policy that will help people.

The role of signposting co-ordinator was made possible through Trussell Trust funding and will spearhead the inclusion of signposting in our distribution centres.

## 5. OUR TRUSTEES

Our trustees have diverse skills and wisdom that they bring to leading the foodbank. As well as the skills they bring to our board, they also represent the churches we hold our centres at.

Tom Vernon, Earls Hall Baptist, Chair of Trustees

Richard Sapsted, Hawkwell Baptist

Melanie Venables, Shoebury and Thorpe Bay Baptist Church

Kim Wright, Eastwood Baptist

Helen Wall, St Saviours, Westcliff

Matt Belcher, Belle Vue Baptist, Treasurer

## 6. OUR VOLUNTEERS

We have over 150 volunteers who give their time, energy and compassion. We have teams volunteering in our warehouse three times a week (four in peak times like Harvest and Christmas), teams run by our amazing co-ordinators in each of our eight distribution centres, a team of drivers for each of those centres that deliver the parcels from the warehouse to the centre, and drivers who pick up from churches, schools and supermarkets to bring to our warehouse. We also have ad hoc volunteers who volunteer at our supermarket collections. We also have a team behind the scenes who volunteer by staffing our info inbox, organise drivers, co-ordinate our referral agencies and vouchers, oversee recruitment, fundraising co-ordinator and supermarket co-ordinator. Without these volunteers, we would have to close. We are so grateful for everyone who gives their time.

## 7. HIGHLIGHTS

- BBC filming at our Earls Hall Distribution centre in May 2022
- Collections at Southend United Football club, multiple supermarket collection days at Waitrose, Asda and Tesco.
- A collection day for the Jubilee.
- A successful Big Give campaign raising just shy of £10000.
- Collection at the Cliff's pavilion at the Squeeze concert.
- St Pauli on sea charity match
- A coffee morning to speak to potential campaigners
- A move for Hawkwell Distribution centre to a more accessible location
- Countless cups of tea, conversations with our guests, tins of food marked, sorted and given, stories listened to, crates moved, boxes loaded and unloaded, shopping lists created and given out, smiles, tears and everything inbetween!

## 8. THE YEAR IN PICTURES





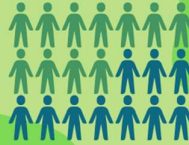


# Our year in numbers Southend Foodbank

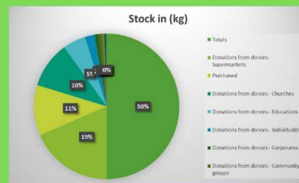
We look back at the stats that made up our year: 1 May 2022 - 30 April 2023

## Number of people fed

We fulfilled 5867 vouchers which fed 8983 adults and 6732 children in Southend and Rochford. A total of 15715 people were helped with a three day supply of food. This was 65% more than last year.



We supplied 131,126,73kg of food to our distribution centres to give to guests.



## Donations received

We give because we receive...



## Item 4 Numbers of vouchers fulfilled

The number of vouchers fulfilled has shown a sharp increase

## Referral agencies

Referral agencies are our partners in the community. They include GPs, schools, Citizens Advice, social workers and housing associations. When working with their clients, they identify their need for food and issue a voucher to help them in their crisis. We signpost guests to agencies for further help.



## Our volunteers...

kept the warehouse and our distribution centres open, giving over 8500 hours across the year.

## Matthew 25 v 35

**35** For I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me, **36** I was naked and you clothed me, I was sick and you visited me, I was in prison and you came to me.'





Charitable Incorporated Organisation  
*Registered Charity in England & Wales (no. 1163160)*

# **Financial accounts**

for the year

**1<sup>st</sup> May 2022**

—

**30<sup>th</sup> April 2023**



**SOUTHEND FOODBANK CIO**  
**FINANCIAL STATEMENT FOR THE YEAR ENDED 30 APRIL 2023**  
**£s**

**EXECUTIVE SUMMARY**

**Receipts**

Income increased significantly (by £142,102) on the previous year — at £245,800. General donations made up c.75% of total income, amounting to £192k. This represents an increase on last year; other income (mainly grants) was flat year-on-year. Within the general donations, the Foodbank received several large one-off gifts — including: £41k from Chubb, £15k from Southend Christian Fellowship and £5,300 from The Big Give. Additionally, several grant applications were made this year for designated funding — including: a financial inclusion grant (£12k) to continue funding Citizens' Advice support at the distribution centres; a bursary (£9.5k) for continued work in Organising and Local Mobilisation; and several grants to cover food costs.

**Payments**

Expenditure also increased significantly against the previous year — by £78,302 to £191,497. There were three principle areas of increase: salaries & wages as staff hours were increased to match the need for food parcels; fabric & equipment, for which a sizeable investment in new shelving and food crates was made; and food as the rise in need for parcels meant the Foodbank was unable to make enough from food donations (as had historically been the case) and instead increasingly needed to supplement these with cash purchases of groceries.

Salaries and Wages accounted for 30% of overall expenditure; Rent and Utility payments for 12%; Food purchases for 32%.

**Funds**

Many of the grants received in the previous financial year (and in earlier periods) were restricted to a specific purpose; below is a summary of how these funds have been used over the past year:


<u>Restricted / designated funds</u>	<u>2023</u>	<u>2022</u>
Building fund	34,751	35,411
Kitchenette fund	610	610
Clothing fund	0	57
Financial Inclusion-2021	112	1,440
Financial Inclusion-2023 (£12,084 rec. 18/01)	0	0
OLM-2022	2,649	10,697
OLM-2023 (£11,210 rec. 13/04)	10,280	0
SEF 1	1,000	1,000
SEF 2	1,000	1,000
Signposting co-ordinator (£9,360 rec. 22/05/23*)	(780)	0
Westcliff Baptist Church Fuel Bank (£200 rec. 03/02)	200	0
Southend Association food grant (£8,000 rec. 14/07)	0	0
JJH Rausing food/energy grant (£6,880 rec. 06/02)	0	0
Simon Harris McDonald's grant (£420 rec. 28/03)	0	0
<u>Unrestricted funds</u>	<u>2023</u>	<u>2022</u>
General fund	109,986	55,291
Reserves	25,000	25,000

Within the unrestricted fund, an amount of £25,000 is held in reserve, in accordance with the Reserve Policy. These reserves ensure that the Foodbank can continue operating (purchasing food, paying staff etc.) for a period in the event income falls sharply. In total £134,986 was held in unrestricted funds at the close of the financial year; £49,822 was held in restricted funds.

\*Note that the Signposting co-ordinator fund is negative as at the end of the financial year; this relates to a grant received just after the end of the financial period (22<sup>nd</sup> May 2023) to pay for a FTC role which started before the end of the financial year. The fund was therefore set up in this financial period in anticipation of the forthcoming grant.

*Matthew Belcher, FIA*  
*Treasurer*



CC16a	 CHARITY COMMISSION FOR ENGLAND AND WALES	
	Southend Foodbank Charity number 1163160	
Receipts and payments accounts		
For the period from 01/05/2022 To 30/04/2023	Period start date 30/04/2023	Period end date

## Section A Receipts and payments

A1 Receipts	Unrestricted funds	Restricted funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
Grants	11,752	38,594	50,346	54,088
Donations	191,840	200	192,040	49,028
Supermarket top-up	3,414	-	3,414	583
Gift Aid	-	-	-	-
Other income	-	-	-	-
<b>Sub total (Gross income for A1)</b>	<b>207,006</b>	<b>38,794</b>	<b>245,800</b>	<b>103,698</b>
<b>Total receipts</b>	<b>207,006</b>	<b>38,794</b>	<b>245,800</b>	<b>103,698</b>

A3 Payments	Unrestricted funds	Restricted funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
Salaries & Wages	49,541	8,637	58,179	42,854
Fabric & Equipment	17,584	1,317	18,901	12,934
Food	45,732	15,300	61,032	14,136
Mobile Phones	290	452	742	433
Stationery	561	-	561	108
Administration & Fees	1,759	12,084	13,843	13,404
Insurance	1,579	-	1,579	-
Rent & Utility Payments	22,616	343	22,959	22,853
Training	1,179	-	1,179	1,283
Publicity & Fundraising	1,700	-	1,700	1,207
Misc Other	9,770	1,053	10,823	3,983
<b>Sub total</b>	<b>152,311</b>	<b>39,186</b>	<b>191,497</b>	<b>113,195</b>
<b>Total payments</b>	<b>152,311</b>	<b>39,186</b>	<b>191,497</b>	<b>113,195</b>
<b>Net of receipts/(payments)</b>	<b>54,695</b>	<b>392</b>	<b>54,303</b>	<b>9,497</b>
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>80,291</b>	<b>50,215</b>	<b>130,505</b>	<b>140,002</b>
<b>Cash funds this year end</b>	<b>134,986</b>	<b>49,822</b>	<b>184,808</b>	<b>130,505</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Total funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Lloyds Treasurer's Account	116,196	50,479	166,675
	Paypal	18,530	657	17,873
	Cash in hand	260	-	260
	<b>Total cash funds</b>	<b>134,986</b>	<b>49,822</b>	<b>184,808</b>
B5 Liabilities	(agrees balances with receipts and payments account(s))	OK	OK	
	Fund to which liability relates	134,986	49,822	184,808
	Amount due (optional)	-	-	-
	Long-term loans	-	-	-



## NOTES TO THE ACCOUNTS

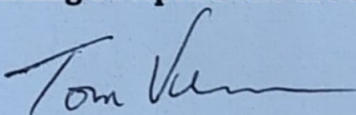
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**Basis of accounts:** these accounts have been prepared on a 'receipts and payments' basis and accord with Sections 132-166, Charities Act (CA 2011) for an E&W CIO

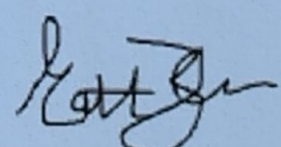
1. **Approval of accounts:** these accounts meet the threshold at which an independent examination is required in addition to approval by the Trustees.
2. **Guarantees and disclosures:** the trustees confirm, in accordance with Charitable Incorporated Organisation (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

The financial statement relating to the year ending 30 April 2023 are as approved by the Trustees.

Date: 28/02/24

Signed:  (Chair)

Date: 17/02/2024

Signed:  (Treasurer)



## **SOUTHEND FOODBANK CIO – Independent Examination – 2022/23**

### **FILE NOTE**

I have completed my independent examination of the Southend Foodbank CIO accounts for the year ended 30<sup>th</sup> April 2023.

No material matters have come to my attention and I am satisfied that they represent a 'true and fair' view of the accounting period under examination.

### **Inspection of Accounting Records and Analytical Review**

I conducted a visual inspection of the accounting records held on the Xero Accounting Software to ensure that the values shown on the financial statement of the accounts matched the electronic register.

I performed trend analysis which highlighted some major variable movements in Donations, both month-on-month and compared to prior year. There were also significant movements, compared to prior year, for Food and Salaries. Following a more detailed review of the underlying transactions, I am comfortable that they have been recorded accurately and categorised appropriately.

### **Sample Testing of Transactions**

I sample tested a selection of transactions detailed below and was satisfied that the entries matched back to the source documentation.

#### *Treasurer's Account*

24/05/2022	£2450.27	Morrisons
13/06/2022	£117.80	Amazon
24/06/2022	£59.99	Amazon
24/08/2022	£4230.79	Stewardship
07/09/2022	£38.60	Peter Gladstone
07/09/2022	£40.84	Peter Gladstone
12/10/2022	£1460.88	Mol*Topregal UK Ltd
13/10/2022	£210.00	Myles Hire
20/10/2022	£210.00	Myles Hire
27/10/2022	£210.00	Myles Hire
08/11/2022	£61.92	N Copus
15/11/2022	£40.35	Cassandra Camp
17/11/2022	£41064.14	Chubb USA
05/12/2022	£35.47	Amazon
05/12/2022	£35.47	Amazon
05/12/2022	£35.47	Amazon
05/12/2022	£35.47	Amazon

11/01/2023	£1063.95	HMRC Charities
18/01/2023	£14500.80	Trussell Trust
06/02/2023	£881.25	HMRC Charities
28/02/2023	£755.15	ASDA
20/03/2023	£12084.00	Southend On Sea GU
13/04/2023	£13095.00	Trussell Trust
13/04/2023	£870.40	Baptist Insurance
19/04/2023	£15000.00	SCF
25/04/2023	£9048.07	Morrisons

#### *PayPal*

20/09/2022	£1108.80	Bigdug Ltd
20/10/2022	£997.92	Bigdug Ltd
03/02/2023	£847.00	Currys Group Ltd
20/04/2023	£11860.26	ToteBox

### **Observations and Recommendations**

**Bank Account** - The balance on the Treasurer's Account is consistently over £100k each month. It is worth considering transferring some funds into a deposit account, such as a 7-day notice account, which can pay c.2.5% interest per annum.

**HMRC** - There were two receipts from HMRC Charities in Jan/Feb 2023. I have never come across HMRC 'donating' money before, so suggest contacting them to ascertain if the receipts were for Gift Aid or something else.

**Mileage Claims** - There is inconsistency with the rates paid for mileage claims which I believe should be addressed. P Gladstone is being paid 40p per mile whereas N Copus is being paid 45p per mile. There may be others but these are the sample transactions that I tested. The CIO can agree whatever rate it sees fit but the maximum is 45p per mile to avoid a taxable benefit arising on the claimant. Furthermore, I notice that whilst the claim form used by P Gladstone is in Excel, all the inputs are in text format so the calculations are done manually which could lead to errors when calculating the total to claim. I recommend updating the Excel to a standard format with automatic calculations which all volunteers/workers can use.

**Salaries & Wages** – I am aware that Stewardship run your payroll and was able to match up their confirmation letters to amounts posted in the ledger. However, it is common to have records somewhere, albeit not necessarily directly recorded in the main ledger, of the individual salary payments so they can be inspected as part of the independent examination. I would recommend that this is put in place for future accounting periods.