



Trustees' Annual Report for the period

Period start date		Period end date		
From	1 Jan 2020	To	31 Dec 2020	

Section A Reference and administration details

Charity name **Food Parcels**

Other names charity is known by

Registered charity number (if any) **1166371**

Charity's principal address **65 Chazey Road**

Reading

Postcode

RG4 7DU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dr Muhammad Abid	Chairman		
2	Shah Nasar Alam	Secretary		
3	Khalid Khan	Treasurer		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Trust

Trustee selection methods
(eg. appointed by, elected by)

Elected by members at AGM.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Charity structure:

Thee structure consists of trustees which also acts as an operational committee.

- Trustees - responsible for the overall running of the charity and - for the day to day running of the charity.

Policies:

The charity takes its responsibility towards helping provide a hot meal to anyone who unable to have access or afford a hot meal. To this regards it has adopted policies and procedures for the induction and training of trustees and,volunteers. The following policies and procedures are reviewed annually:

- Data protection policy
- Health and safety policy
- Equal opportunity policy
- Complaints procedure

Risks/Mitigation:

The charity takes its responsibility seriously, particularly safeguarding and health and safety. To this regard, all policies are reviewed annually and an officer is responsible for each of the above policies.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The prevention or relief of poverty or financial hardship in the United Kingdom by providing people with food which they could not otherwise afford through lack of means.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The charity gives regard to the guidance issued by the Charity Commission on public benefits and these are socialised with all management committee of the charity.

The main **activities** of the charity are:

- 1 Food Parcels runs a weekly food distribution in Central Reading where hot meals are handed to a wide variety of people who are unable to afford a hot meal.
- 2 During Ramadan, the Islamic month where Muslims worldwide fast from dawn to dusk, meals are distributed for 30 consecutive days.
- 3 Raising awareness and funds for the charity
- 4 Engaging with the homeless and seeking to advise and comfort

Additional details of objectives and activities (Optional information)

Contribution made by volunteers

Food Parcels invites member of the community to volunteer their time, networks and finances contribution to help people receive a basic human right.:

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The charity is centred around providing a reliable and sustainable supply of food to those in need.

Over 1500 meals have been provided this year as well as weekly groceries to over 150 families.

No week was missed.

We have a pool of 30 volunteers so that no weeks are missed.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity does not have a reserves policy.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Funds are provided by donors from the local Reading community.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Mr Khalid Khan

Position (eg Secretary, Chair, etc)

Treasurer

Date

30/10/21



CHARITY COMMISSION
FOR ENGLAND AND WALES

Food Parcels

1166371

Receipts and payments accounts

CC16a

For the period
from

01/01/2020


To

31/12/2020

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	12,204	-	-	12,204	9,701
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	12,204	-	-	12,204	9,701
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	12,204	-	-	12,204	9,701
A3 Payments					
Purchase of cooked meals	10,031	-	-	10,031	10,304
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	10,031	-	-	10,031	10,304
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	10,031	-	-	10,031	10,304
Net of receipts/(payments)	2,173	-	-	2,173	603
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	2,173	-	-	2,173	603

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	1,820	-	-
		-	-	-
		-	-	-
	Total cash funds	2,173	-	1,820
	(agree balances with receipts and payments account(s))	OK	OK	Agreement Error
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Food Supplier - Restaurant	2100	-	
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Khalid Khan	30/10/21	