

Charity registration number 1168522

Company registration number CE007184 (England and Wales)

THE WOKINGHAM FOODBANK CIO
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

THE WOKINGHAM FOODBANK CIO

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr S J Sudlow
J B Lonnon
Ms S L Hobbs
D Ismail
A Reaney

Charity number

1168522

Company number

CE007184

Registered office

Unit 2 Frederick House
498 Reading Road
Winnersh
Wokingham
Berkshire
RG41 5EX

Independent examiner

Rachel Burgess BMus FCA
Flat7
44 Finchampstead Road
Wokingham
Berkshire
RG40 2NN

THE WOKINGHAM FOODBANK CIO

CONTENTS

	Page
Trustees' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 13

THE WOKINGHAM FOODBANK CIO

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 AUGUST 2023

The trustees present their annual report and financial statements for the year ended 31 August 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 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 2019).

Objectives and activities

Public Benefit

The object of Wokingham Foodbank is the relief of financial hardship amongst people in Wokingham and the surrounding area, in particular, but not exclusively, by:

1. Providing emergency food, essential toiletries and household items to households in need, and/or for distribution by other charities or organisations working to prevent or relieve poverty.
2. The provision of support or signposting to relevant information and other advisory services.

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

THE WOKINGHAM FOODBANK CIO

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Achievements and performance

Significant activities and achievements against objectives

As we moved away from the challenges presented by the Covid-19 pandemic many in our community found themselves experiencing a new wave of financial difficulties as we entered the cost-of-living crisis. This continued to put pressure on our foodbank as we experienced our busiest year in our record.

Our volunteer team remained at just over 100 and our retention levels continued to be very good. We recognise that their ability to help those in need with kindness and compassion remains the beating heart of our foodbank. In addition, we maintained a healthy waiting list of volunteers offering to help with roles including collecting donations, sorting stock and making up food parcels.

The foodbank continued to supply food parcels and emergency energy vouchers to those in financial hardship. During the reporting period the foodbank received referrals from 62 organisations. This included schools, charities, health partners and the local authority. We received 2401 referrals, this constituted 6528 food parcels of which 3831 were distributed to adults and 2697 children. The number of people we supported was an increase of 15%, when compared to the previous year. This resulted in an incredibly high volume of stock needed to fulfil the elevated level of need. We saw a 17 % increase on donations and we continue to be incredibly grateful for 75 metric tonnes of stock that was donated by our community across the year.

As footfall to the foodbank increased, we recognised that more work needed to be done towards reducing the need for foodbanks. The recruitment of a volunteer to assist the board with strategic planning helped us define new workstreams including how we engage and communicate with the wider community, and how we advocate for change.

During autumn 2022 the foodbank manager joined a borough wide Hardship Alliance. Working strategically, alongside charity partners and the local authority, we had an opportunity to be a voice for those experiencing financial hardship in Wokingham Borough. This led to funding from the household support fund to assist our fuelbank scheme where we received 1466 referrals to provide emergency energy support vouchers for households with prepayment meters.

In the run up to Christmas we once again participated in a local project called Christmas Presence. This is a community wide collaboration that is led by First Days, Share and our Foodbank. The project works towards alleviating the impact of poverty for local families through the provision of Christmas gifts and treat food hampers. Making up Christmas food hampers remains a very popular activity for our volunteers and we were blessed to receive very generous financial donations from the public to help with this project.

Throughout the year we ran a series of engagement sessions where churches and organisations such as scouts and guides attended the foodbank to hear about our work and get involved with some basic volunteering activities. These sessions were incredibly well received and led to lots of meaningful conversations about why so many people in our area receive emergency food support.

Forward Look

Footfall remains high at Wokingham Foodbank. However, the foodbank has managed to cope with this demand very well. We have worked hard at streamlining our operations to help make us efficient with the resources we have available to us. As a result we feel that we are in a strong position to deal with the ongoing challenges from the cost of living crisis.

Financial review

Reserves policy

In the Trustees' view, the reserves should provide Wokingham Foodbank with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future. It is our policy to hold cash reserves equivalent to at least 18 months operational costs, to ensure we are able to meet our financial obligations despite the irregularity of our income. This level of reserves will also provide a degree of protection for any unexpected falls in donations received. For these reasons it is unlikely that the reserves would be spent, unless in exceptional circumstances and by the approval of the trustees. Our reserves policy is reviewed annually and the level of actual reserves is reviewed during the financial review at Trustee's meetings

THE WOKINGHAM FOODBANK CIO

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Structure, governance and management

The charity is a company limited by guarantee. The charity is controlled by its governing document and constitutes a CIO-Foundation, registered 01 August 2016. Wokingham Foodbank is part of the foodbank network of the Trussell Trust. A formal review of the charity's processes is undertaken annually by representatives of the Trussell Trust. The Trussell Trust provides software systems for stock management, and client referral.

Wokingham Foodbank policies exist for Safeguarding, Data Protection, Health and Safety based on Trussell Trust models. Other policies at Wokingham Foodbank include Personal Safety, Equality and Diversity, Complaints and Finance.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr S J Sudlow

J B Lonnon

Ms S L Hobbs

D Ismail

A Reaney

Recruitment and appointment of trustees

Trustees are appointed by the board of trustees at a full board meeting. They are chosen with regard to the skills, knowledge and experience needed for the effective administration of the charity and their having personal values which accord with but not necessarily subscribe to those of the charity's founders and of the Trussell Trust.

Organisational structure

The trustees set the strategic direction of the organisation. The trustees delegate the day to day running of the charity to the Foodbank manager.

The trustees' report was approved by the Board of Trustees.



Mr S J Sudlow

Trustee

Date: 24/6/24

THE WOKINGHAM FOODBANK CIO

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE WOKINGHAM FOODBANK CIO

I report to the trustees on my examination of the financial statements of The Wokingham Foodbank CIO (the charity) for the year ended 31 August 2023.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements 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 (FRS 102).

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 financial statements to be reached.

Rachel Burgess BMus FCA



BMus FCA

Flat7

44 Finchampstead Road

Wokingham

Berkshire

RG40 2NN

Dated: ..25 June 2024.....

THE WOKINGHAM FOODBANK CIO

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £
	Notes				
Income from:					
Donations and legacies	3	195,881	35,842	231,723	-
Charitable activities	4	219,062	-	219,062	182,296
Investments	5	1,649	-	1,649	-
Total income		416,592	35,842	452,434	182,296
Expenditure on:					
Charitable activities	6	341,194	35,842	377,036	168,174
Total expenditure		341,194	35,842	377,036	168,174
Net income and movement in funds		75,398	-	75,398	14,122
Reconciliation of funds:					
Fund balances at 1 September 2022		252,331	-	252,331	238,209
Fund balances at 31 August 2023		327,729	-	327,729	252,331

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

THE WOKINGHAM FOODBANK CIO

BALANCE SHEET

AS AT 31 AUGUST 2023

		2023		2022	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	11		563		-
Current assets					
Debtors	12	5,826		-	
Cash at bank and in hand		322,561		252,331	
		328,387		252,331	
Creditors: amounts falling due within one year	13	(1,221)		-	
Net current assets			327,166		252,331
Total assets less current liabilities			327,729		252,331
Net assets excluding pension liability			327,729		252,331
The funds of the charity					
Unrestricted funds			327,729		252,331
			327,729		252,331

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 24/6/24



Mr S J Sudlow
Trustee

Company registration number CT007184 (England and Wales)

THE WOKINGHAM FOODBANK CIO

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

Charity information

The Wokingham Foodbank CIO is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 2 Frederick House, 498 Reading Road, Winnersh, Wokingham, Berkshire, RG41 5EX.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

THE WOKINGHAM FOODBANK CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	33% Straight line
-----------	-------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

THE WOKINGHAM FOODBANK CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Trussell Trust Grants	-	35,842	35,842	-	-	-
Food donations fair value	195,881	-	195,881	-	-	-
	<u>195,881</u>	<u>35,842</u>	<u>231,723</u>	<u>-</u>	<u>-</u>	<u>-</u>

THE WOKINGHAM FOODBANK CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

4 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Donations		
Local Giving	96,708	68,878
Regular donations	12,455	9,680
Trussell Trust Strategic Grants	5,282	30,869
Gift Aid	2,123	1,720
Cotswold Fayre	3,346	14,126
One-off donations	98,051	56,049
Collections	1,097	974
	<u>219,062</u>	<u>182,296</u>

5 Income from investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	<u>1,649</u>	<u>-</u>

THE WOKINGHAM FOODBANK CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

6 Expenditure on charitable activities

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Unrestricted 2022 £
Direct costs				
Staff costs	-	16,499	16,499	13,986
Depreciation and impairment	16	-	16	-
Rent	25,415	19,343	44,758	59,916
Utilities	1,966	-	1,966	2,518
Charis vouchers	93,171	-	93,171	52,977
Petty cash	-	-	-	172
Insurance	1,630	-	1,630	2,311
Rates	3,226	-	3,226	4,150
Refurbishment & maintenance	3,070	-	3,070	6,608
Legal fees	215	-	215	2,150
Other operating expenses	12,132	-	12,132	23,386
Fuel & mileage costs	1,294	-	1,294	-
Telephone	775	-	775	-
Training	220	-	220	-
Post & stationery	1,283	-	1,283	-
Other charitable expenditure	196,781	-	196,781	-
	<u>341,194</u>	<u>35,842</u>	<u>377,036</u>	<u>168,174</u>
Analysis by fund				
Unrestricted funds	341,194	-	341,194	168,174
Restricted funds	-	35,842	35,842	-
	<u>341,194</u>	<u>35,842</u>	<u>377,036</u>	<u>168,174</u>

7 Net movement in funds

	2023 £	2022 £
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	<u>16</u>	<u>-</u>

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

9 Employees

The average monthly number of employees during the year was:

2023 Number	2022 Number
<u>1</u>	<u>1</u>

THE WOKINGHAM FOODBANK CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

9	Employees	(Continued)	
	Employment costs	2023	2022
		£	£
	Wages and salaries	-	13,986
	Wages and pension costs	16,499	-
		<u>16,499</u>	<u>13,986</u>
		<u>16,499</u>	<u>13,986</u>

There were no employees whose annual remuneration was more than £60,000.

10 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

11 Tangible fixed assets

	Computers
	£
Cost	
Additions	579
	<u>579</u>
At 31 August 2023	579
	<u>579</u>
Depreciation and impairment	
Depreciation charged in the year	16
	<u>16</u>
At 31 August 2023	16
	<u>16</u>
Carrying amount	
At 31 August 2023	563
	<u>563</u>

12 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Trade debtors	642	-
Prepayments and accrued income	5,184	-
	<u>5,826</u>	<u>-</u>
	<u>5,826</u>	<u>-</u>

THE WOKINGHAM FOODBANK CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

13 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	263	-
Accruals and deferred income	958	-
	<u>1,221</u>	<u>-</u>

14 Retirement benefit schemes

	2023 £	2022 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>16,499</u>	<u>-</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2022 £	Incoming resources £	Resources expended £	At 31 August 2023 £
General funds	<u>252,331</u>	<u>416,592</u>	<u>(341,194)</u>	<u>327,729</u>
Previous year:	At 1 September 2021 £	Incoming resources £	Resources expended £	At 31 August 2022 £
General funds	<u>238,209</u>	<u>182,296</u>	<u>(168,174)</u>	<u>252,331</u>

16 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).