RUNCORN AND DISTRICT FOODBANK

England & Wales · Charity number 1169600

Details

Status	Registered
Legal form	CIO
Registered	2016-10-11
Register	View on the Charity Commission register

Contact

Address	53a Russell Road Runcorn WA7 4BH
Phone	07922072906
Email	info@runcorndistrict.foodbank.org.uk
Website	www.runcorndistrict.foodbank.org.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE THE PREVENTION OR RELIEF OF POVERTY IN THAT PART OF THE BOROUGH OF HALTON IN THE COUNTY OF CHESHIRE, WHICH IS SOUTH OF THE RIVER MERSEY, AND THE SURROUNDING AREA OF NORTH CHESHIRE, IN PARTICULAR, BUT NOT EXCLUSIVELY, BY:(A) PROVIDING EMERGENCY FOOD BOXES CONTAINING A SUPPLY OF BALANCED AND NUTRITIONAL FOODSTUFFS TO INDIVIDUALS IN NEED AND/OR FOR DISTRIBUTION BY CHARITIES OR OTHER ORGANISATIONS WORKING TO PREVENT OR RELIEVE POVERTY;(B) THE PROVISION OF OR SIGNPOSTING TO RELEVANT INFORMATION AND OTHER ADVISORY SERVICES;(C) SUPPORTING PROJECTS AND INITIATIVES THAT PREVENT OR RELIEVE POVERTY.NOTHING IN THIS CONSTITUTION SHALL AUTHORISE AN APPLICATION OF THE PROPERTY OF THE CIO FOR THE PURPOSES WHICH ARE NOT CHARITABLE

Activities: Runcorn and District Foodbank activities are the prevention or relief of poverty - by providing emergency food boxes containing a supply of balanced and nutritional foodstuffs to individuals in need and provides signposting to relevant information and other advisory services. Non-perishable food is donated by the community and is distributed to individuals via seven distribution centres.

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Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Disability, The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

Geography

- Cheshire West & Chester
- Halton

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£98,860	£157,146	-	-
2024-03-31	£115,233	£66,647	-	-
2023-03-31	£117,328	£105,269	-	-
2022-03-31	£93,310	£92,147	-	-
2021-03-31	£110,420	£39,003	-	-

Trustees

Name	Role	Appointed
Anne McPoland	Chair	2020-01-14
CAROL VEREY		2017-09-12
Matthew Hancock		2020-01-14
Michael Hennessey		2023-04-18
Rev Gillian Younger		2017-11-07
Shelley Brown		2025-11-11

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RUNCORN AND DISTRICT FOODBANK

England & Wales - Charity number 1169600

Accounts

Runcorn & District Foodbank
Together with Trussell

2024/25 Trustees Annual Report
And Receipts and Payments Accounts
For
Runcorn and District Foodbank

Charity Number 1169600

For the period

1st April 2024 to 31st March 2025

Runcorn and District Foodbank

Charity Number: 1169600

Period: 1st April 2024 to 31st March 2025

Trustees Annual Report	Page 3
Independent Examiners Report	Page 15
Accounts	Page 16
Notes to the Accounts	Page 18

Trustees Annual Report

For the period 1st April 2024 to 31st March 2025

1. Reference and Administration

Charity Name: **Runcorn and District Foodbank**

Registered Charity No: **1169600**

Address: **53a Russell Road**
Runcorn
WA7 4BH

Trustees

Name	Position	Notes
Revd John Beaney		
Mr Matthew Hancock		
Mr Michael Hennessey		
Mrs Anne McPoland	Chair	
Mrs Carol Verey	Treasurer	
Revd Gill Younger		

2. Structure, Governance and Management

Governing Document

Runcorn and District Foodbank achieved registered charitable status in October 2016 and is registered as a Charitable Incorporated Organisation, (CIO), whose only voting members are its Trustees, with the Charity Commission. It is governed by a constitution dated 20th August 2016 in accordance with the 'foundation model' published by the Charity Commission.

Previously it was known as Runcorn Foodbank, which was founded in August 2013 and was included in the accounts for Hope Corner which is registered as a charity with the Charity Commission, charity number 1138720.

Appointment of trustees

The charity is managed by a board of Trustees selected because they strongly endorse the charitable objectives of the organisation and support its Christian ethos. There are three types of trustees: charity trustees, ex officio trustees and nominated trustees.

Charity Trustees

When selecting charity trustees, the charity aims to ensure there is a range of relevant skills, knowledge and experience. Every appointed trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Ex officio Trustees

The Foodbank Manager and the Treasurer will automatically be an ex-officio trustees for as long as he or she holds that office in a voluntary capacity. As the Foodbank Manager is a paid employee only the Treasurer is currently Ex officio.

Nominated Trustees

Love Runcorn, formerly Churches Together in Runcorn, Leader's Group may appoint up to 4 charity trustees; the appointments will be made at one of their ordinary meetings and will be for a term of three years.

Trustee induction and training

Trustees are appointed after meeting with existing trustees and if they are not already familiar with the workings of the Foodbank, formal visits to a distribution centre and the warehouse will be arranged to ensure they understand its vision and values.

New trustees undergo an orientation day to brief them on: their legal obligations under charity law, the Charity Commission guidance on public benefit, and inform them of the content of the Constitution, the committee and decision-making processes, and recent financial performance of the charity. They all have a copy of the constitution and latest trustees' report and accounts. During the induction day they meet key volunteers and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The board consists of not less than 3 nor more than 7 appointed charity trustees, not more than 2 ex officio trustees; and not more than 4 nominated trustees.

There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

The trustees meet once every 2 months to review performance and monitor the achievement of objectives. Trustees approve a budget for the current and next financial years and the Treasurer presents a financial monitoring statement to each meeting so that Trustees can review income and expenditure against forecasts.

A Foodbank Manager has been appointed by the Trustees to manage the day-to-day operations of the charity. The Foodbank Manager has delegated authority, within terms of delegation approved by the trustees for operational matters. In addition there is a Management Committee, comprising of the Foodbank Manager, a Trustee, Distribution Centre Representative, Volunteer Co-ordinator, Transport Co-ordinator and Warehouse Representative who meet monthly to discuss operational issues for the charity.

Related Organisations

Runcorn and District Foodbank is affiliated to Trussell, the operating name for the charity Trussell Trust (charity 1110522) which is based in Salisbury. Trussell helps churches and Christian based community groups to open new Foodbanks nationwide.

Management of risk

The Trustees have adopted a range of policy documents to manage and minimise risk. These include policies covering issues such as Health and Safety, Data Protection, Safeguarding and Lone Working.

3. Objectives and Activities

Objects of the charity

The objects of the CIO are the prevention or relief of poverty in that part of the Borough of Halton in the County of Cheshire, which is south of the River Mersey, and the surrounding area of North Cheshire, including Frodsham and Helsby, in particular, but not exclusively, by:

(a) providing emergency food boxes containing a supply of balanced and nutritional foodstuffs to individuals in need and/or for distribution by charities or other organisations working to prevent or relieve poverty;

(b) the provision of or signposting to relevant information and other advisory services;

(c) supporting projects and initiatives that prevent or relieve poverty.

The Runcorn & District foodbank was formed through Churches Together in Runcorn (now Love Runcorn). Its service is motivated and shaped by Christian values and principles and deeply rooted in the Christian faith. The aim is to serve the needs of all in poverty in the community, working with people of all faith groups and beliefs or none, who share our concern for the needs of the community.

Aims and Objectives

In Runcorn, Frodsham, Helsby and the surrounding area, there are families struggling to put food on the table. For people on low incomes a sudden crisis – redundancy, benefit delay or an unexpected bill - can mean going hungry.

In 2019 Halton, which covers Runcorn and Widnes is 13th on the most deprived local authority districts according to the IMD2019 - local authorities are ranked on the proportion of neighbourhoods in the most deprived 10 per cent nationally in the Government Indices of Multiple Deprivation.

Runcorn and District Foodbank aims to relieve the poverty, through the provision of food and toiletries to those in crisis, in partnership with local frontline care agencies who refer clients in crisis to us. By signposting people when they visit a distribution centre to care agencies, advice services and other support agencies, we aim to help seek resolutions to their immediate crisis which is causing their need to use the foodbank. Anyone in 'food crisis' can be referred to the foodbank, regardless of their race or beliefs.

How the Foodbank works

Non-perishable food is donated by the community and local supermarkets to the foodbank. It is collected by volunteers and taken to the warehouse. The food is checked to ensure that it is in date and not damaged. It is then weighed, sorted and stored by type and date.

People in food crisis are issued with a Runcorn and District Foodbank evoucher number or a physical voucher by one of our Voucher Referral Agencies after discussing their issues and what action can be taken to alleviate their situation.

The person then brings their evoucher code or voucher to the one of the seven distribution centres in Runcorn and Frodsham within 3 working days (approx.). In the case of Runcorn and District Foodbank the clients are allowed 6 vouchers in each rolling 6 months. This, however, can be extended with permission from the Foodbank Manager.

At the distribution centre volunteers discuss food allergies, food preferences, cooking facilities or lack of these with the person prior to packing up bags of food for them. The Foodbank uses set lists of suggested food and

appropriate quantities provided by Trussell who have use of nutritionists to advise on what would provide a nutritionally balanced diet of food for 3 days.

Volunteers have a sympathetic, non-judgemental, listening approach. They spend time with the person signposting to other appropriate agencies, pantries, community supermarkets, other charities and will offer prayer for people where appropriate.

Public Benefit

The Trustees confirm that they have referred to the Charities Commission's general guidance on public benefit when reviewing the charity's aims and objectives, and in planning future activities.

Contribution made by volunteers

The Charity has an excellent team of volunteers who contribute to the working pattern of the organisation. Volunteer roles vary from warehouse team leader, warehouse duties, collecting food from supermarkets and other stores, health and safety checks at distribution centres, safeguarding officers, meeting clients at the distribution centres and providing them with emergency food, signposting clients to other agencies who may be able to help with the crisis they are experiencing, administration, social media, newsletters, volunteer co-ordination and helping at supermarket collection days and other local events.

We are extremely fortunate to have these people supporting the work of the foodbank which is mainly volunteer led; without their dedication, support and help the charity would not be sustainable.

Objectives for 2025/26

CHANGING COMMUNITIES	
Voucher holders/ agencies	Continue to manage agencies: • review the demographics covered, expand if necessary. • purge and retrain agencies when needed. • Maintain relationship with CAB.
Signposting	• Support DCs to develop signposting capability. • Review use of external signposting site. • Continue to disseminate local initiatives/support agencies to clients.
Volunteers	Continue to strengthen teams and identify potential leaders. • Develop understanding of skill set of volunteer group. • Identify/develop potential team leader and deputies. • Two volunteer sessions: Wellbeing, social.
CHANGING MINDS	
Communications – agencies, volunteers, users, partners	• Build on existing relationships to deliver food support for our community: ➢ Agencies: referral and signposting ➢ Halton Borough council ➢ Churches ➢ Other local Foodbanks • Continue to use social media to inform the community of R&DF presence. • Complete Trussell rebrand.
CHANGING POLICY	
Governance/Structure	• Monitor trend of donations: food v. money (and sources). • Review DC geography to identify gaps. • Review warehouse/extra stock/purchasing options. • Develop and implement improvement plan if required.

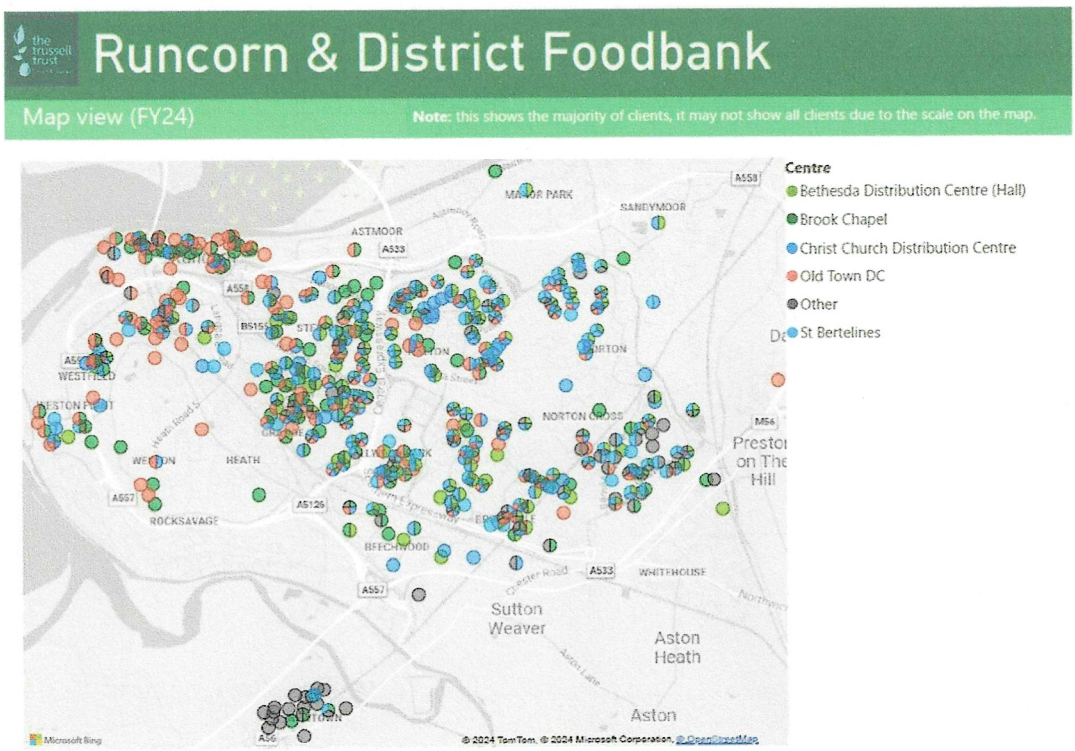
4. Achievements and Performance in 2024/25

a. Voucher Referral Agencies/Distribution Centres

- A review of all demographics proved that we are situated in the correct places for ease of access including disabled access. The one place in Runcorn that would be ideal for an additional Distribution Centre is Weston Point / Weston Village as this is a poor area with lack of support for the community.

  The review process took in the following key areas.
  - ➢ Footfall / Clients location
  - ➢ Disability access
  - ➢ Bus routes
  - ➢ Facilities
  - ➢ Location

  All DC demographics were plotted on a map for ease of review.



- Inactive agencies removed and new agencies established plus all agencies offered retraining.

  We contacted all agencies that had not issued vouchers in the last 12 months. Those agencies that hadn't issued a voucher but wished to remain as agents were retrained and refreshed on the system. Those that didn't or we had no reply from were removed from the system.

  The foodbank has increased the referral agencies from 76 to 82.

b. Signposting:

- Referral Agencies – We encouraged them all to become signposting agents and utilise their network to encourage others to become signposting agents.
- A new source for signposting has been developed / utilised from other agencies to produce a more informative and private link for our clients. This is being used but review and development will continue in the 2025/2026 objectives.

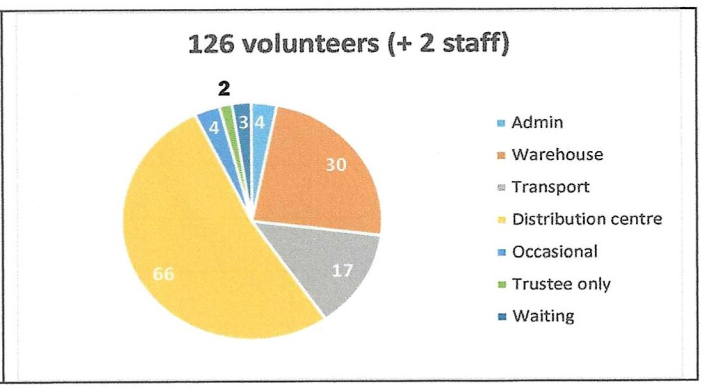
- Support to the Distribution Centres has been a continuation of the hard copy of our signposting booklet with the use of QR codes for privacy with the client.
- Signposting leaflet for clients' food parcels (under review).

c. ***Volunteers:***

- The foodbank continues to have a focussed approach to recruiting rather than the generic approach for key roles. This means focussing on specific roles and where and when volunteers are required.
  - For example: A team leaders' role would require experience in that sector therefore we would focus on internal recruiting from our existing workforce.
  - A driver would not need prior foodbank knowledge so we would recruit both internally and externally but also with specifics ie: driver required for 2 hours every Tuesday rather than just looking for a driver, many of which may only be available on a weekend etc. If we are recruiting generally then we would advertise as above but without specifics.
  - This allowed us to fill any gaps and also allowed us to have volunteers in depth so that we always have a reserve that can step into a specific role. This has proven very positive. We now have an assistant manager, a warehouse manager (update: now vacant due to family reasons) and strength in depth at DCs
- The DCs are very proactive and have also developed their specific area of operations by getting more volunteers trained and registered on the DCS.
- We have had a Mental Health Awareness Day, 2 social evenings and a Christmas Dinner for all volunteers during the last 12 months that proved very successful.
  - The social evenings are very popular and will continue in the following year.
  - Awareness days are carried out in the day time during winter months.
- As an added Trustee/Management practice; we have concentrated in 2025 to really focus on volunteers with the foodbank manager sending birthday cards to every volunteer on their birthdays as well as continuing the practice of sending thank you cards on a bi-annual basis to show our appreciation to them all.
- We have a magnificent volunteer group which currently numbers 126

Staff and Volunteers (May 2025)

- **2 staff** (May24:1)
- **126 volunteers** (May24: 126)
- 16 new volunteers, 15 retired in year
- 6 Trustees (4 have operational roles)



d. ***Communications:***

- We have a superb network and relationship with many industrial partners within the community. This year has seen an increase in industry partners, many of which have sponsored events, collection points and are cash donors to the foodbank. We use all means of communication to recruit and inform.
- We also use a set communication network as follows:
  - Industry – Visits, face to face, Email, word of mouth
  - Referral agencies – Email, Telephone, web
  - Volunteers – Email, newsletter, Chain of command, web

- Users – Social Media, newsletter, web
- Partners – Email, Telephone, web
- Social Media, in particular Facebook, is particularly effective for all general points and especially recruiting and focussing on donation needs. Linkedin is not as successful but does touch industry better than Facebook.

- This year we have been successful in partnering with an extremely successful local firm, KDE, that have agreed to support us in all facility management repairs at nil cost. This came from an invite to visit the foodbank via email and word of mouth.

KDE MD, Keith Darlington, and visiting team



e. **Governance**:

- Trends in donations and money and the fluctuating difference in both disciplines are captured on a monthly basis by Carol Verey – money (Trustee) and Elizabeth Stokes – data and food.
  - Carol produces a monthly finance report that is scrutinised and set as an agenda point at both Trustee and Management meetings. It is an excellent tool to inform the foodbank trustees and management on current trends. This allows the management to focus on any areas that have a shortfall.
  - Elizabeth produces a monthly data report that reports on how much produce has been donated during that specific period. It highlights trends including differences in donations compared to the previous months in the financial year. It also summarises the months activities including total weights of stock donated, purchased and issued. This is also scrutinised and set as an agenda point at both Trustee meetings. It is also available for Management meetings.
- The Management Committee and Trustees discussed alternative methods of operation as part of the foodbanks contingency planning for lower donations; some of which we have already implemented. We have a new approach to purchasing food and we have a nominated volunteer who is in charge of purchasing stock. The transportation of stock still remains an internal solution but there is provision and funding to use third party transport if required.
- The storage of food is now solved but we look at this as a temporary solution with more planning to be done and looking at sourcing alternative venues. At the moment we have our Warehouse in Russell Road and a storage facility at Millbanks (a local business), gratis as the Managing Director is a foodbank volunteer.
- In the event of a crisis we are confident that the foodbank could remain operational.

f. ***Churches involved***

Runcorn, Frodsham and the surrounding area churches continue to support the foodbank with donations of food. Many of our volunteers are recruited via these churches and form an important part of our volunteer base.

Four of our seven distribution centres are currently based in church premises and the churches concerned do not charge rent for these rooms.

g. ***To ensure enough food to fulfil vouchers and during the year.***

Electronic vouchers now 100% of referrals

The total number of food packs issued via our Centres and Christmas hampers has decreased by 18% this year. During the financial year 2023/2024 we witnessed a 4% increase.

Strict enforcement of the 6 voucher limit has been imposed primarily to ensure that the client has all round support and can be signposted to the correct support services that they require. Authorisation of more than 6 can be given by the Foodbank Trustees and Foodbank Manager following advice from support workers / services of the client in question.

This year the DCs have continued to issue supermarket vouchers to families who attend their premises both in Runcorn and Frodsham.

The following statistics show the number of vouchers fulfilled and the number of adults and children fed by the foodbank. It also includes the type of crisis for which vouchers were issued, the spread of the clients around the area who are using foodbank, the numbers of clients using each distribution centre and the voucher referral agencies being used.

h. Annual Data – 2024-2025

People fed *(3day packs)*

Year	24-25	23-24	22-23	21-22	20-21
3d pack	**4514**	**5513**	**5294**	**5881**	**5232**
adults	*2883*	*3461*	*3092*	*1984*	*1514*
children	*1631*	*2052*	*2042*	*1253*	*967*
Xmas	*0*	*80*	*160*	*606*	*534*
7d pack	*0*	*0*	*0*	*+2038*	*+2217*

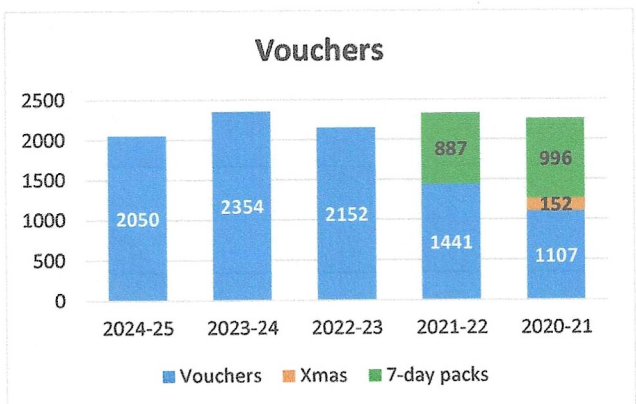
- 3-day packs issued (incl. Xmas) down 18%
- Children 12-16 yrs up to 13% (23-24:11%)
- 64% adults in total people fed (23-24:63%)
  [Trussell England average: 64% adults, 36% children]

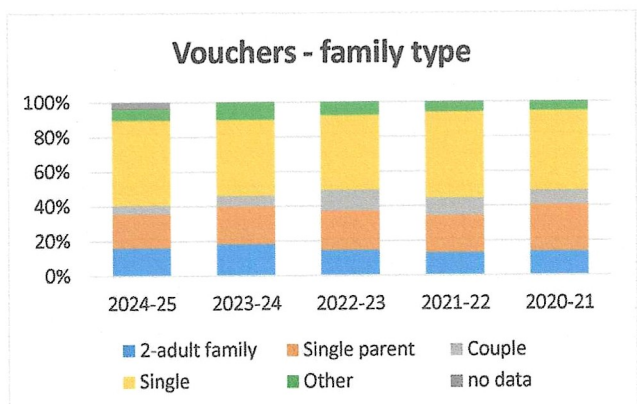
Vouchers/Food distributed *(3day packs)*

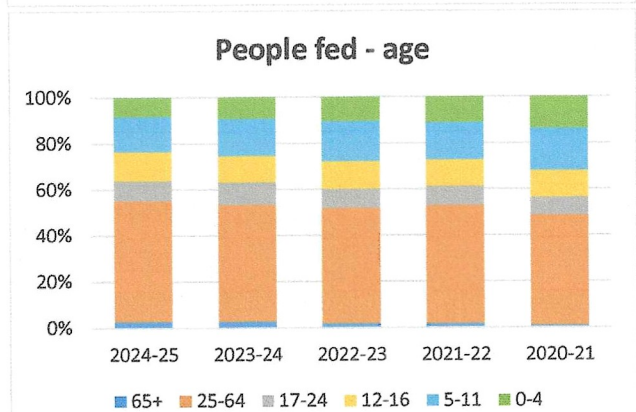
Year	24-25	23-24	22-23	21-22	20-21
Vouchers	**2050**	**2354**	**2152**	**2328**	**2255**
voucher	*2050*	*2354*	*2152*	*1441*	*1107*
Xmas	*0*	*0*	*0*	*0*	*152*
7d pack	*0*	*0*	*0*	*887*	*996*
Food (te)	**35.74**	**39.82**	**39.67**	**36.24**	**34.06**

- Vouchers issued down 13%
- Total food distributed (incl. Xmas) down 10%
- Families w. children down to 36% (22-23: 40%)
  [Trussell England average 37%]









Households

Year	24-25	23-24	22-23	21-22	20-21
Households	**996**	**1197**	**1126**	**797**	**1261**
New households	**543**	**706**	**721**	**518**	**510**
% new	**55%**	**59%**	**64%**	**65%**	**40%**
Av visit freq.	**2.06**	**1.97**	**1.91**	**1.81**	**1.71**
Max no. visits	**12**	**11**	**12**	**15**	**12**

- Households down 17%
- Average visit frequency 2.07

Stock information (tonne)

Year	24-25	23-24	22-23	21-22	20-21
Stock in	**39.87**	**45.29**	**39.26**	**38.72**	**39.59**
Donations	*34.60*	*35.10*	*37.17*	*34.38*	*38.67*
Purchases	*5.25*	*10.19*	*2.00*	*4.35*	*0.92*
Stock out	**35.74**	**39.82**	**39.67**	**36.24**	**34.06**
YE Stock	**16.14**	**13.90**	**9.93**	**13.06**	**12.16**

- Donations (down 1%)
- Purchases 13% of stock received

[Trussell England average 26%]

Top 10 R&DF agencies 2024-25 (69% of fulfilled vouchers). 48% vouchers issued by partner agencies

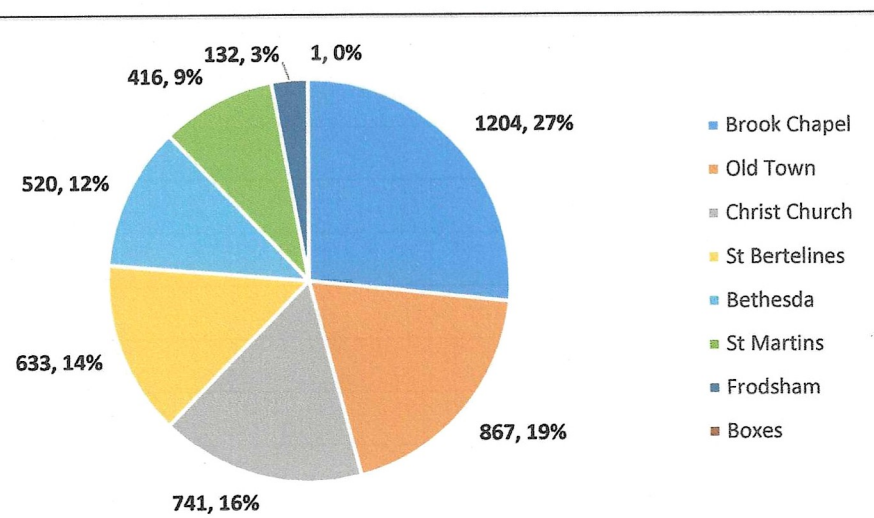
Job Centre Plus withdrew as an agency. CAB(Halton) issued 39% of vouchers (23-24: 34%)

Rating	Agency	%	vouchers			Summary referral type	
(23-24)	**Total**	**100%**	**2050**			(23-24)	
1 (1)	*Citizens Advice Halton	39%	798			39% (35%)	Advice, eg CAB
2 (6)	Wellbeing Enterprises CIC	5%	102			27% (25%)	Medical/social
3 (4)	Halton People into Jobs	5%	97			6% (18%)	Employment
4 (3)	Castlefields Health Centre	4%	89			11% (7%)	Housing
5 (7)	Changing Lives (YMCA Halton)	3%	70			6% (6%)	Child/youth
6 (5)	CGL (Change, Grow, Live)	3%	67			7% (6%)	Others
7 (16)	Child in Need	3%	53			4% (3%)	Emergency
8 (17)	*Trinity Safe Space	2%	48				
9 (26)	*Foundry Community Church	2%	48				
10 (14)	Housing First	2%	46				
	(not R&DF partner agencies)*						

Distribution Centres + Xmas hampers 2024-25

4514 people total fed with 4514 3-day packs
(2023-24: 5513 people total)

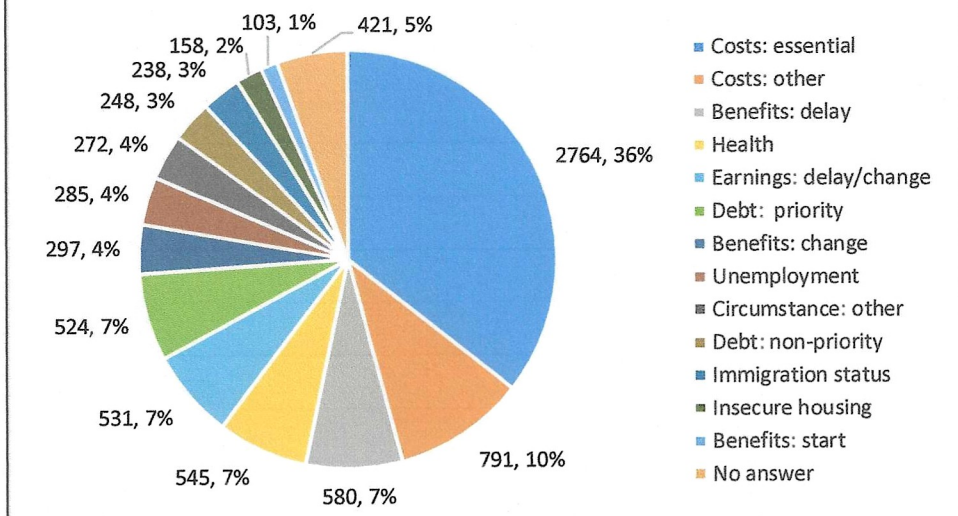
18% down on 2023-24
Old Town moved ahead of Christ Church, St Berteline's now ahead of Bethesda.



Main crisis type 2024-25

Vouchers redeemed at distribution centres
2050 vouchers
4514 people
4514 3-day packs
(2023-24:
2354 vouchers
5433 people)

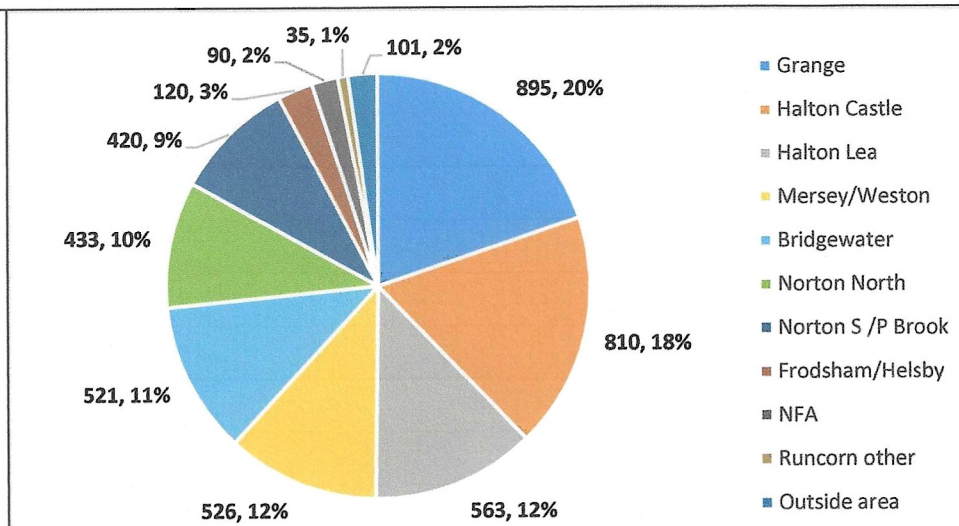
Cost of living remains main crisis type



Home location 2024-25

Vouchers redeemed at distribution centres
2050 vouchers
4514 people
4514 3-day packs
(2023-24:
2354 vouchers
5433 people)

Significant reductions of people from Halton Castle, Norton North and Bridgewater



5. Financial Review

Effect on finances, fundraising and reserves

The foodbank can use the reserves and the current year donations to keep the warehouse stocked for the foreseeable future and therefore, the charity remains a going concern and is financially robust.

Main Funding sources

- Donations are down by nearly £4,000 this financial year but this is still very encouraging in the light of the current financial situation. The link via the website to CAF Donate continues to be used significantly and most of the donors also gift aided their monies.
- Most of our donations are received from individuals ranging from less than £1 to £500 and thank you letters are sent to everyone who provides and email or postal address either at the time of the donation or at the end of the financial year, if they donate on a monthly basis.

- Churches in our area have donated over £3.5k in this financial year, Halton Housing £2,150, Mason Bibby Trust £2,500 and other institutions and organisations have donated £250 to £500. Plus Bell, Lamb and Joynson and Electrical Trading who donate every month.
- During this financial year INEOS has hosted a Christmas Dinner for the foodbank volunteers at their site in Runcorn and have provided food donations.
- Trussell have given our foodbank £3,466 in Asda and Tesco's top up donations.
- Our claim for gift aid is higher this year at £8,500, this will be shown in next year's accounts.
- Our fundraising activities and collections amount to £431 but this has been collected at events and presentations rather than using a full fundraising campaign due to our high reserves.
- The Foodbank received a grant of £20,000 from Halton Borough Council to provide support via the Household Support Scheme to children and households who are experiencing, or at risk of experiencing, poverty, where they are impacted by the ongoing public health emergency and where alternative sources of assistance may be unavailable. The trustees used part of the monies to buy food to fill shortages at the warehouse and provide supermarket vouchers for families from the distribution centres.

How expenditure has supported the key objectives of the charity

The IT network has been particularly important now that Voucher Referral Agencies are issuing 100% of referrals as evouchers and the distribution centres need Wifi access to enable them to check and register the food against the vouchers.

Our basic food stocks during the year have not always been sufficient to cover the incoming vouchers and this year the foodbank has had to obtain more items that were low in stock. The problem with this is logistical but our volunteers have been really helpful. One of our volunteers travels to the local wholesalers and collects bulk items of food and toiletries. This seems to be a continuing trend whereby we are receiving increasing financial support and reduced food item support. However, as our reserves are healthy this will not pose a problem for the foreseeable future.

During the year we have purchased quite a number of crates for the warehouse to help with storage and to ensure compliance with Health and Safety measures.

The trustees took a decision to employ an Assistant Foodbank Manager to help with the day to day running of the Foodbank and support our current Foodbank Manager. This has proved to be very helpful whilst the Foodbank Manager has been unavailable and has provided continuity for the volunteers and clients.

The trustees agreed that the local church distribution centre owners, who provide the premises rent free, should be given £500 each to help with their increased energy costs.

During the year we have started to change the branding for the Foodbank to the new logos used by Trussell and this has been an added expense for us.

Reserves Policy

Reserves are maintained for a variety of reasons as identified below:

a. Uncertainty over future income

As most of our income is reliant on donations from individual people, churches and businesses. The trustees consider that holding reserves equivalent to six months of the usual unrestricted income of the charity to cover the risk of not receiving sufficient funds. This would equate to £20,000.

b. Contingency Fund for food

During the last few years it has been evident that the amount of food donations has reduced and the amount of financial donations has increased. This has meant a shortfall in the amount of stock being held in the warehouse on a monthly basis. To help cover the shortfall, food has been purchased from the local supermarkets or wholesalers using grants we have received. During the next financial year these grants will stop altogether so that funds from the unrestricted reserves will need to be spent to plug the gap.

The trustees feel that they should hold a contingency fund to cover this potential expenditure from the unrestricted reserves. This would equate to £20,000.

c. Contingency Fund for unplanned expenditure

The Foodbank Manager is suffering from health issues and monies will need to be set aside to be held for contingency if the Foodbank Manager is not available for a period of time. This could equate to £20,000.

The trustees feel that they should hold a contingency fund to cover any unplanned expenditure. This would equate to £15,000.

6. Declaration

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

Signed on behalf of the charity's trustees

Signed: A McPoland

Name: Mrs Anne McPoland

Position: Trustee

Date: 11th November 2025

Independent Examiner's Report

To the members/trustees of Runcorn and District Foodbank

Charity Number: 1169600

I report on the accounts for the period 1st April 2024 to 31st March 2025, which is set out on pages 16 to 19.

Respective responsibilities of the Trustees and Independent Examiner

The trustees of the charity are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) (b) of the Charities Act); and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee 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 accounts 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 matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   - To keep accounting records in accordance with section 130 of the Charities Act; or
   - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Alyson Jablonski

Address: Neville Road, Wallasey, Merseyside, CH44 2AR

Date: 6/11/2025 Alyson Jablonski

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2024 to 31st March 2025

Receipts and Payments

a) Receipts

	Note	Unrestricted funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Donations & Legacies	3a	73,869	-	73,869	77,662
Income from charitable activities	3b	-	20,000	20,000	35,000
Fundraising		431	-	431	528
Interest on bank account		4,560	-	4,560	2,043
Sub Total		78,860	20,000	98,860	115,233
Asset and Investment Sales		-	-	-	-
Total Receipts		**78,860**	**20,000**	**98,860**	**115,233**

b) Payments

	Note	Unrestricted funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Expenditure on raising funds	3c	-	-	-	-
Expenditure on charitable activities	3d	34,033	23,113	57,146	66,647
Sub Total		34,033	23,113	57,146	66,647
Asset and Investment Purchases		100,000	-	100,000	-
Total Payments		**134,033**	**23,113**	**157,146**	**66,647**
Excess Receipts over payments		(55,173)	(3,113)	(58,286)	48,586
Cash at bank 1st April		157,719	3,235	160,954	112,368
Cash at bank 31st March		102,546	122	102,668	160,954

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2024 to 31st March 2025 (cont)

Statement of Assets and Liabilities

c) Cash Funds

	Unrestricted £	Restricted £
CAF Current Account	29,933	122
CAF Gold Account	72,519	-
Petty Cash	94	-
Total Cash Funds	**102,546**	**122**

d) Other Monetary Assets due

	Unrestricted £	Restricted £
Gift Aid Recoverable	8,500	-
Total Monetary Assets	**8,500**	**-**

Assets & Liabilities

Assets

	Fund	Value £
IT Equipment	Unrestricted	274
Furniture and Fixtures	Unrestricted	7,713
Stock of Food	Unrestricted	38,262
COIF Charities Ethical Investment Fund	Unrestricted	207,103
Total Assets		**253,352**

Liabilities

	Fund	Value £
March Tax to be paid to HMRC	Unrestricted	348
Total Liabilities		**-**

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2024 to 31st March 2025 (cont)

Notes to the accounts

1. **Accounting Policies**
The trustees have agreed that as the charity is not a company, and has an annual gross income of less than £250,000 then it can prepare Receipts and Payments accounts.

2. **Restricted Funds**

Fund	B/Fwd £	Receipts £	Payments £	C/Fwd £
Household Support Fund	-	20,000	20,000	-
Food/Vouchers	3,235	-	3,113	122
Total Funds	**3,235**	**20,000**	**23,113**	**122**

Household Support Fund is a grant for £20,000 given by Halton Borough Council to provide support to children and households who are experiencing, or at risk of experiencing, poverty, where they are impacted by the ongoing public health emergency and where alternative sources of assistance may be unavailable.

Food/Vouchers is made up of donations given solely for the purchase of food items and supermarket vouchers which maybe in short supply in the warehouse and Frodsham Distribution Centre at a particular point in time.

3. Notes to the accounts

3a) Donations & Legacies

	Unrestricted funds £	Restricted Funds £	Total Funds £
General Donations	65,596	-	65,596
Gift Aid	8,273	-	8,273
Total	**73,869**	**-**	**73,869**

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2024 to 31st March 2025 (cont)

Notes to the accounts (cont)

3b) Income from charitable activities

	Unrestricted funds £	Restricted Funds £	Total Funds £
Grants	-	20,000	20,000
Total	**-**	**20,000**	**20,000**

3c) Expenditure on raising funds

	Unrestricted funds £	Restricted Funds £	Total Funds £
Fundraising costs	-	-	-
Total	**-**	**-**	**-**

3d) Expenditure on charitable activities

	Unrestricted funds £	Restricted Funds £	Total Funds £
Salary, pension costs	16,592	-	16,592
Rent & Rates	2,650	-	2,650
Utilities	3,100	-	3,100
Insurance, Alarms & Risk Assessment	872	-	872
Cleaning & Cleaning Products	761	-	761
Telephone and broadband	1,156	-	1,156
Stationery, postage and office costs	683	-	683
Uniforms	635	-	635
IT Equipment & Software	864	-	864
Bank Charges & Annual Fees	121	-	121
Volunteer expenses & Taxis	2,088	-	2,088
Repairs, Furniture & Fittings	4,511	-	4,511
Food and vouchers	-	23,113	23,113
Total	**34,033**	**23,113**	**57,146**

Signed on behalf of the charity's trustees

Signed: A McPoland

Name: Mrs Anne McPoland

Position: Trustee

Date: 11th November 2025

RUNCORN AND DISTRICT FOODBANK

England & Wales - Charity number 1169600

Accounts

2023/24 Trustees Annual Report

And Receipts and Payments Accounts

For

Runcorn and District Foodbank

Charity Number 1169600

For the period

1st April 2023 to 31st March 2024

Runcorn and District Foodbank

Charity Number: 1169600

Period: 1st April 2023 to 31st March 2024

Trustees Annual Report …… Page 3
Independent Examiners Report …….. Page 13
Accounts ……..……. Page 14
Notes to the Accounts …… Page 16

Trustees Annual Report

For the period 1st April 2023 to 31st March 2024

1. Reference and Administration

Charity Name: **Runcorn and District Foodbank**

Registered Charity No: **1169600**

Address: **53a Russell Road**
Runcorn
WA7 4BH

Trustees

Name	Position	Notes
Revd John Beaney		
Mr Matthew Hancock		
Mr Michael Hennessey		Joined 18th April 2023
Mrs Anne McPoland	Chair	
Mrs Carol Verey	Treasurer	
Revd Gill Younger		

2. Structure, Governance and Management

Governing Document

Runcorn and District Foodbank achieved registered charitable status in October 2016 and is registered as a Charitable Incorporated Organisation, (CIO), whose only voting members are its Trustees, with the Charity Commission. It is governed by a constitution dated 20th August 2016 in accordance with the 'foundation model' published by the Charity Commission.

Previously it was known as Runcorn Foodbank, which was founded in August 2013 and was included in the accounts for Hope Corner which is registered as a charity with the Charity Commission, charity number 1138720.

Appointment of trustees

The charity is managed by a board of Trustees selected because they strongly endorse the charitable objectives of the organisation and support its Christian ethos. There are three types of trustees: charity trustees, ex officio trustees and nominated trustees.

Charity Trustees

When selecting charity trustees, the charity aims to ensure there is a range of relevant skills, knowledge and experience. Every appointed trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Ex officio Trustees

The Foodbank Manager and the Treasurer will automatically be an ex-officio trustees for as long as he or she holds that office in a voluntary capacity. As the Foodbank Manager is a paid employee only the Treasurer is currently Ex officio.

Nominated Trustees

Love Runcorn, formerly Churches Together in Runcorn, Leader's Group may appoint up to 4 charity trustees; the appointments will be made at one of their ordinary meetings and will be for a term of three years.

Trustee induction and training

Trustees are appointed after meeting with existing trustees and if they are not already familiar with the workings of the Foodbank, formal visits to a distribution centre and the warehouse will be arranged to ensure they understand its vision and values.

New trustees undergo an orientation day to brief them on: their legal obligations under charity law, the Charity Commission guidance on public benefit, and inform them of the content of the Constitution, the committee and decision-making processes, and recent financial performance of the charity. They all have a copy of the constitution and latest trustees' report and accounts. During the induction day they meet key volunteers and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The board consists of not less than 3 nor more than 5 appointed charity trustees, not more than 2 ex officio trustees; and not more than 4 nominated trustees.

There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

The trustees meet once every 2 months to review performance and monitor the achievement of objectives. Trustees approve a budget for the current and next financial years and the Treasurer presents a financial monitoring statement to each meeting so that Trustees can review income and expenditure against forecasts.

A Foodbank Manager has been appointed by the Trustees to manage the day-to-day operations of the charity. The Foodbank Manager has delegated authority, within terms of delegation approved by the trustees for operational matters. In addition there is a Management Committee, comprising of the Foodbank Manager, a Trustee, Distribution Centre Representative, Volunteer Co-ordinator, Transport Co-ordinator and Warehouse Representative who meet monthly to discuss operational issues for the charity.

Related Organisations

Runcorn and District Foodbank is affiliated to the Trussell Trust (charity 1110522) which is based in Salisbury. The Trussell Trust helps churches and Christian based community groups to open new Foodbanks nationwide.

Management of risk

The Trustees have adopted a range of policy documents to manage and minimise risk. These include policies covering issues such as Health and Safety, Data Protection, Safeguarding and Lone Working.

3. Objectives and Activities

Objects of the charity

The objects of the CIO are the prevention or relief of poverty in that part of the Borough of Halton in the County of Cheshire, which is south of the River Mersey, and the surrounding area of North Cheshire, including Frodsham and Helsby, in particular, but not exclusively, by:

(a) providing emergency food boxes containing a supply of balanced and nutritional foodstuffs to individuals in need and/or for distribution by charities or other organisations working to prevent or relieve poverty;

(b) the provision of or signposting to relevant information and other advisory services;

(c) supporting projects and initiatives that prevent or relieve poverty.

The Runcorn & District foodbank was formed through Churches Together in Runcorn (now Love Runcorn). Its service is motivated and shaped by Christian values and principles and deeply rooted in the Christian faith. The aim is to serve the needs of all in poverty in the community, working with people of all faith groups and beliefs or none, who share our concern for the needs of the community.

Aims and Objectives

In Runcorn, Frodsham, Helsby and the surrounding area, there are families struggling to put food on the table. For people on low incomes a sudden crisis – redundancy, benefit delay or an unexpected bill - can mean going hungry.

In 2019 Halton, which covers Runcorn and Widnes is 13th on the most deprived local authority districts according to the IMD2015 and the IMD2019 - local authorities are ranked on the proportion of neighbourhoods in the most deprived 10 per cent nationally in the Government Indices of Multiple Deprivation.

Runcorn and District Foodbank aims to relieve the poverty, through the provision of food and toiletries to those in crisis, in partnership with local frontline care agencies who refer clients in crisis to us. By signposting people when they visit a distribution centre to care agencies, advice services and other support agencies, we aim to help seek resolutions to their immediate crisis which is causing their need to use the foodbank. Anyone in 'food crisis' can be referred to the foodbank, regardless of their race or beliefs.

How the Foodbank works

Non-perishable food is donated by the community and local supermarkets to the foodbank. It is collected by volunteers and taken to the warehouse. The food is checked to ensure that it is in date and not damaged. It is then weighed, sorted and stored by type and date.

People in food crisis are issued with a Runcorn and District Foodbank evoucher number or a physical voucher by one of our Voucher Referral Agencies after discussing their issues and what action can be taken to alleviate their situation.

The person then brings their evoucher code or voucher to the one of the seven distribution centres in Runcorn and Frodsham within 3 working days (approx.). In the case of Runcorn and District Foodbank the clients are allowed 6 vouchers in each rolling 6 months. This, however, can be extended with permission from the Foodbank Manager.

At the distribution centre volunteers discuss food allergies, food preferences, cooking facilities or lack of these with the person prior to packing up bags of food for them. The Foodbank uses set lists of suggested food and appropriate quantities provided by the Trussell Trust who have use of nutritionists to advise on what would provide a nutritionally balanced diet of food for 3 days.

Volunteers have a sympathetic, non-judgemental, listening approach. They spend time with the person signposting to other appropriate agencies, pantries, community supermarkets, other charities and will offer prayer for people where appropriate.

Public Benefit

The Trustees confirm that they have referred to the Charities Commission's general guidance on public benefit when reviewing the charity's aims and objectives, and in planning future activities.

Contribution made by volunteers

The Charity has an excellent team of volunteers who contribute to the working pattern of the organisation. Volunteer roles vary from warehouse team leader, warehouse duties, collecting food from supermarkets and other stores, health and safety checks at distribution centres, safeguarding officers, meeting clients at the distribution centres and providing them with emergency food, signposting clients to other agencies who may be able to help with the crisis they are experiencing, administration, social media, newsletters, volunteer co-ordination and helping at supermarket collection days and other local events.

We are extremely fortunate to have these people supporting the work of the foodbank which is mainly volunteer led; without their dedication, support and help the charity would not be sustainable.

Objectives for 2024/25

CHANGING COMMUNITIES	
Voucher holders/ agencies	Continue to manage agencies: • ensure all demographics are covered, • purge and retrain agencies when needed.
Signposting	• Maintain and develop links with local initiatives/ support agencies. Disseminate information. • Support DCs to develop signposting activity: consider 'signposting' feature on DCS
Volunteers	Continue to strengthen teams • Develop new team leaders/ deputies: identify individual potential, build skills, opportunities to expand experience. • Two volunteer sessions:
CHANGING MINDS	
Communications – agencies, volunteers, users, partners	• Build on existing relationships to develop the food support for our community: ➢ Agencies: referral and signposting ➢ Halton Borough council ➢ Churches ➢ Other local Foodbanks ➢ New partners where mutual benefits exist. • Continue to use Social Media to inform the community of RDF presence.
CHANGING POLICY	
Governance	• Monitor trend of donations: food v. money (and sources)

	• Develop an alternative model of operation, if needed, to include the purchasing, transportation and storage of food. – linking with new partners, eg transport..

4. Achievements and Performance in 2023/24

a. ***Consolidate Voucher Referral Agencies*** *by retraining/purging*

This was achieved in by breaking down the objective into 3 phases.

Phase 1 - Cull of referral agencies that were uncontactable due to the email being rejected and returned to us and no working Tel No. Most of these agencies had ceased to operate but had not informed us.

Phase 2 – Contact and cull all agencies that had not issued a single voucher in over 12 months. Many agencies did not even know that they were foodbank referral agents as the main 'Point of Contact' within the organisation had left their role or the agency had a single custodian who had since left. Those agencies that hadn't issued a voucher but wished to remain as agents we agreed to and where necessary provided training, as many of them are a stand-alone post in a remote area.

Phase 3 – Those referral agents who did not want to continue with being a voucher holder were encouraged to become signposting agencies for the foodbank. This was very popular and signposting booklets were sent out to the participants

The foodbank has reduced the referral agencies from 144 to 76.

The key to this is that we now have fully focused, trained and engaging referral agencies that have good lines of communications and react to requests and support in a very supportive manner. The communications between the foodbank and all agencies has proven a real success.

b. ***Signposting****: Continue to create in-foodbank expertise with volunteers/partners*

Voucher Referral Agencies – Encouraged them all to become signposting agents and utilise their network to encourage others to become signposting agents. Issued electronic copies of the foodbanks signposting booklets to agencies and produced stand alone posters with QR codes for agencies and future clients.

Foodbank - Signposting booklets updated with new wellbeing services added including QR codes for ease of contact. Accessible for anyone on the webpage. All Distribution Centre (DC) volunteers have access to both hard and soft copies of the signposting booklets and volunteer handbook.

Decided to remain as an electronic booklet for 23/24 rather than producing hard copies as they can be updated far easier and are more accessible to clients.

c. ***Volunteers:*** Strengthen the volunteer group, continue to develop team leaders/managers. Two volunteer sessions.

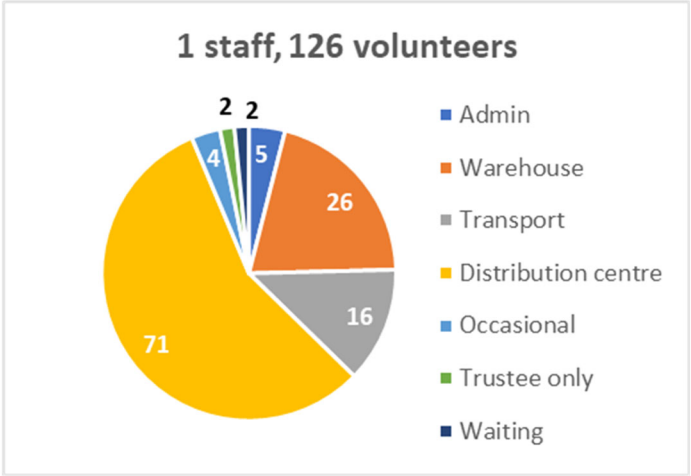
Our volunteer recruitment drive has been a huge success mainly down to advertising on Social Media. The foodbank also took on a focussed approach to recruiting rather than the generic approach, although we will return to a generic approach. This meant focussing on specific roles and where and when volunteers are required (ie: driver on Tuesday 1-3pm). This allowed us to fill any gaps and also allowed us to have volunteers in depth so that we always have a reserve that can step into a specific role. This has proven very positive and now we have no major gaps (less Health and Safety) and depth in reserve.

DCs have also developed their specific area of operations by getting more volunteers trained and registered on the Data Collection System and having reserve managers in role. The DCs also have a very successful WhatsApp group that can recruit from each other if they are short of volunteers that week.

We have had a stress awareness day and a social evening during the last reporting period that proved very successful. The social evening was the first of its kind and will become a regular event as it was so popular.

STAFF and VOLUNTEERS (May 2024)

- **1 staff** (Apr23:1)
- **126 volunteers** (Apr23: 129)
- 22 new volunteers, 25 retired in year
- 6 Trustees (4 have operational roles)



d. ***Communications*****:** *Use social media to build dialogue with potential users and supporters*

- All of the notes on objectives previously have been achieved due to our focus on good communications. We use all means of communication to recruit and inform. We also use a set communication network as follows:

  - Referral agencies – Email, Telephone, web
  - Volunteers – Email, newsletter, Chain of command, web
  - Users – Social Media, newsletter, web
  - Partners – Email, Telephone, web
  - Social Media, in particular Facebook, is particularly effective for all general points and especially recruiting and focussing on donation needs.

e. **Governance**: *Complete Trussell Trust surveys to identify improvements for Management Team and Trustees.*

A review of the foodbanks operations and governance has been carried out during the last reporting period.

Both reports have been sent to the Trussell Trust with very positive feedback. Some minor observations were made which has resulted in all points being actioned.

A very positive report for both Governance and Operations received which gave both the Trustees and Management Team reassurance that the foodbank is in good shape legally, operationally and morally.

f. ***Churches involved***

Love Runcorn (formerly Churches Together in Runcorn) and the Frodsham churches continue to support the foodbank with donations of food. Many of our volunteers are recruited via these churches and form the nucleus of our volunteer base.

Four of our seven distribution centres are currently based in church premises and the churches concerned do not charge rent for these rooms.

g. ***To ensure enough food to fulfil vouchers and during the year.***

Electronic vouchers now 100% of referrals

The total number of food packs issued via our Centres and Christmas hampers has increased again this year. During the financial year 2023/2024 we witnessed a 4% increase.

Strict enforcement of the 6 voucher limit has been imposed due to the increase in footfall but primarily to ensure that the client has all round support and can be signposted to the correct support services that they require. Authorisation of more than 6 can be given by the Foodbank Trustees and Foodbank Manager following advice from support workers / services of the client in question.

This year the DCs have continued to issue supermarket vouchers to families who attend their premises both in Runcorn and Frodsham.

The following statistics show the number of vouchers fulfilled and the number of adults and children fed by the foodbank. It also includes the type of crisis for which vouchers were issued, the spread of the clients around the area who are using foodbank, the numbers of clients using each distribution centre and the voucher referral agencies being used.

h. Annual Data – 2023-2024

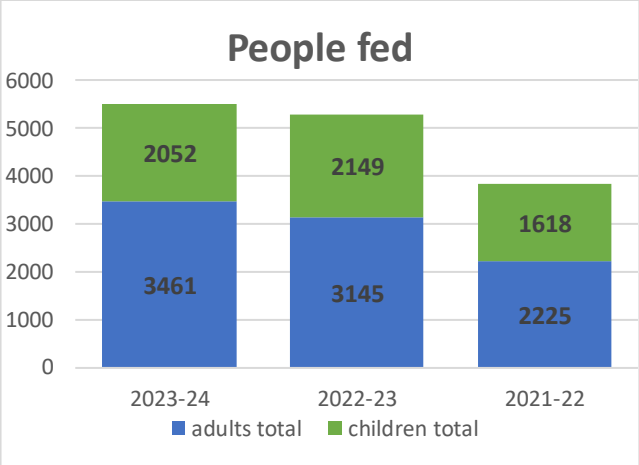
Summary data

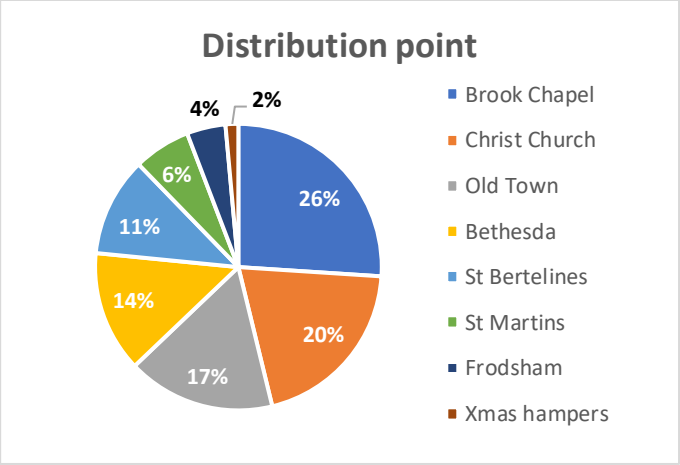
Annual information: 2023-24 summary

Total People fed

- **5513 people fed (up 4%)**
- **Adults up 10%**
- **Children down 5%**

Year	23-24	22-23	21-22
People	**5513**	**5294**	**3843**
Distr centres	*5433*	*5134*	*3237*
Xmas hampers	*80*	*160*	*606*
adults	*3461*	*3145*	*2225*
children	*2052*	*2149*	*1618*

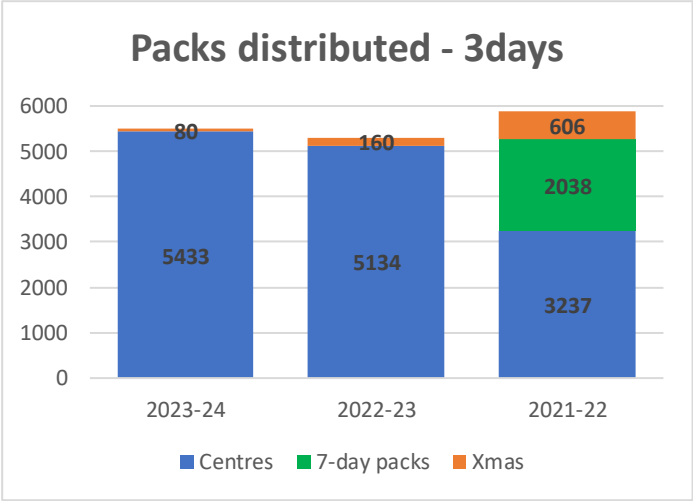




3-day packs distributed

- **5513 3-day food packs (up 4%)**

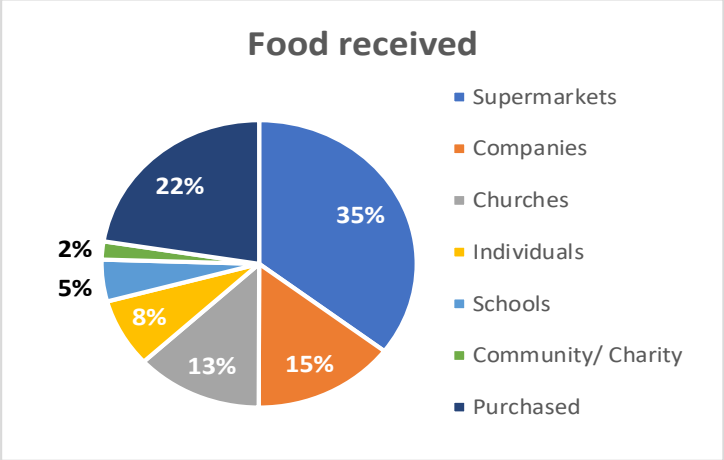
Year	23-24	22-23	21-22
3day packs	**5513**	**5294**	**5881**
Centres	*5433*	*5134*	*3237*
7d pack	*+0*	*+0*	*+2038*
Xmas	*80*	*160*	*606*
Food *out (tonne)*	**39.82**	**39.67**	**36.24**



Food received

- **45.29 tonnes received (up 15%)**
- **Donations down 6%**
- **Purchases up 406%**

Year	23-24	22-23	21-22
Total *(tonne)*	**45.29**	**39.26**	**38.73**
Donations	*35.10*	*37.17*	*34.38*
Purchases	*10.12*	*2.00*	*4.35*



DISTRIBUTION CENTRES (2023-24)

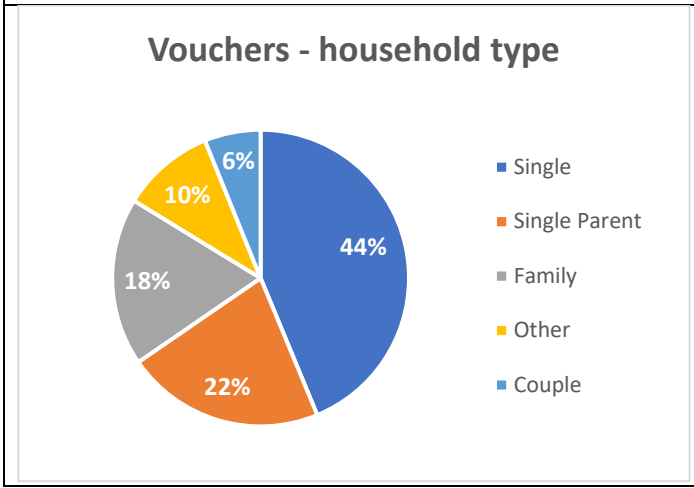
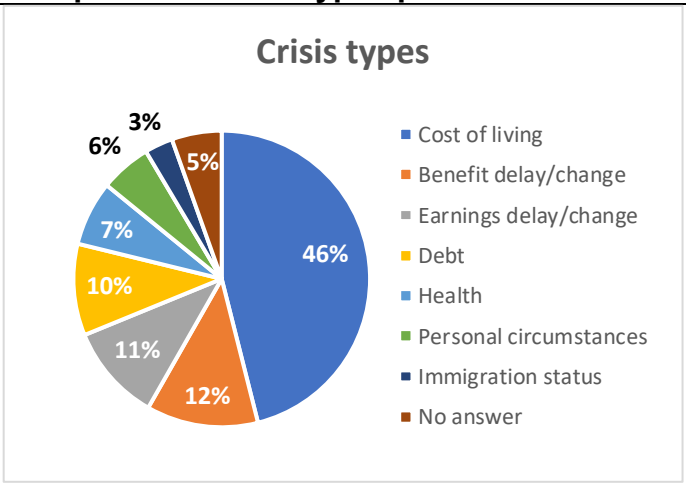
- **2354 vouchers fulfilled (up 9%)**
- **5433 people (up 6%)**

Year	23-24	22-23	21-22
Vouchers	**2354**	**2152**	**1441**
People	**5433**	**5134**	**3237**
3-day packs	*5433*	*5134*	*5275*

Referral agencies

- **51 active partner agencies** (22-23: 59)
- **Vouchers issued by 86 agencies** (22-23: 90)

Referral type	**Vouchers** (22-23)
Advice (eg. CAB)	35% (31%)
Medical/Social	25% (24%)
Employment	18% (18%)
Housing	7% (8%)
Child/youth	6% (6%)
Others	6% (5%)
Emergency	3% (8%)

Family type (2354 vouchers) ➢ **Increase in multi adult households**	**Crisis type** (2354 vouchers) ➢ **Up to four crisis types per voucher**
	

5. Financial Review

Effect on finances, fundraising and reserves

The foodbank can use the reserves and the current year donations to keep the warehouse stocked for the foreseeable future and therefore, the charity remains a going concern and is financially robust.

Main Funding sources

- During this financial year INOVYN/INEOS has hosted a Christmas Dinner for the foodbank volunteers at their site in Runcorn, but they have been unable to help with the foodbank running costs as stated in last years accounts. Although they have provided food donations.
- Donations are up by over £5,000 this financial year which is very encouraging. The link via the website to CAF Donate continues to be used significantly and most of the donors also gift aided their monies.
- Trussell Trust have given our foodbank £2,568 in Asda & Tesco's top up donations.
- Our claim for gift aid is lower this year at £8,273, this will be shown in next year's accounts.
- Our fundraising activities and collections amount to £528 but this has been collected at events and presentations rather than using a full fundraising campaign due to our high reserves.
- The Foodbank received a grant of £35,000 from Halton Borough Council to provide support via the Household Support Scheme to children and households who are experiencing, or at risk of experiencing, poverty, where they are impacted by the ongoing public health emergency and where alternative sources of assistance may be unavailable. The trustees used part of the monies to buy food to fill shortages at the warehouse and provide supermarket vouchers for families from the distribution centres.
- The trustees agreed that the local church distribution centre owners, who provide the premises rent free, should be given £500 each to help with their increased energy costs.

How expenditure has supported the key objectives of the charity

The IT network has been particularly important now that Voucher Referral Agencies are issuing 100% of referrals as evouchers and the distribution centres need Wifi access to enable them to check and register the food against the vouchers.

Our basic food stocks during the year have not always been sufficient to cover the incoming vouchers and this year the foodbank has had to obtain more items that were low in stock. The problem with this is logistical but our volunteers have been really helpful and so has the local supermarket in obtaining the bulk items for us. This seems to be a continuing trend whereby we are receiving increasing financial support and reduced food item support. However, as our reserves are healthy this will not pose a problem for the foreseeable future.

Reserves Policy

Reserves are maintained for a variety of reasons as identified below:

a. Uncertainty over future income

As most of our income is reliant on donations from individual people, churches and businesses. The trustees consider that holding reserves equivalent to six months of the usual unrestricted income of the charity to cover the risk of not receiving sufficient funds. This would equate to £20,000.

b. Contingency Fund for food

During the last few years it has been evident that the amount of food donations has reduced and the amount of financial donations has increased. This has meant a shortfall in the amount of stock being held in the warehouse on a monthly basis. To help cover the shortfall, food has been purchased from the local supermarkets using grants we have received. During the next financial year these grants will reduce or even stop altogether so that funds from the unrestricted reserves will need to be spent to plug the gap.

The trustees feel that they should hold a contingency fund to cover this potential expenditure from the unrestricted reserves. This would equate to £20,000.

c. Contingency Fund for unplanned expenditure

The Foodbank Manager is suffering from health issues and monies will need to be set aside to be held for contingency if the Foodbank Manager is not available for a period of time. This could equate to £20,000.

The trustees feel that they should hold a contingency fund to cover any unplanned expenditure. This would equate to £15,000.

6. Declaration

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

Signed on behalf of the charity's trustees

Signed:

Name: Mrs Anne McPoland

Position: Trustee

Date:

Independent Examiner's Report

To the members/trustees of Runcorn and District Foodbank

Charity Number: 1169600

I report on the accounts for the period 1st April 2023 to 31st March 2024, which is set out on pages 14 to 17.

Respective responsibilities of the Trustees and Independent Examiner

The trustees of the charity are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) (b) of the Charities Act); and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee 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 accounts 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 matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   - To keep accounting records in accordance with section 130 of the Charities Act; or
   - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Alyson Jablonski

Address: Neville Road, Wallasey, Merseyside, CH44 2AR

Date: 30th August 2024

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2023 to 31st March 2024

Receipts and Payments

a) Receipts

	Note	Unrestricted funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Donations & Legacies	3a	71,762	5,900	77,662	90,605
Income from charitable activities	3b	-	35,000	35,000	25,000
Fundraising		528	-	528	797
Interest on bank account		2,043	-	2,043	926
Sub Total		74,333	40,900	115,233	117,328
Asset and Investment Sales		-	-	-	-
Total Receipts		**74,333**	**40,900**	**115,233**	**117,328**

b) Payments

	Note	Unrestricted funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Expenditure on raising funds	3c	-	-	-	-
Expenditure on charitable activities	3d	28,682	37,965	66,647	55,269
Sub Total		28,682	37,965	66,647	55,269
Asset and Investment Purchases		-	-	-	50,000
Total Payments		**28,682**	**37,965**	**66,647**	**105,269**
Excess Receipts over payments		45,651	2,935	48,586	12,059
Cash at bank 1st April		112,068	300	112,368	100,309
Cash at bank 31st March		157,719	3,235	160,954	112,368

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2023 to 31st March 2024 (cont)

Statement of Assets and Liabilities

c) Cash Funds

	Unrestricted £	Restricted £
CAF Current Account	4,629	3,235
CAF Gold Account	152,996	-
Petty Cash	94	-
Total Cash Funds	**157,719**	**3,235**

d) Other Monetary Assets due

	Unrestricted £	Restricted £
Gift Aid Recoverable	8,273	-
Total Monetary Assets	**8,273**	**-**

Assets & Liabilities

Assets

	Fund	Value £
IT Equipment	Unrestricted	274
Furniture and Fixtures	Unrestricted	5,097
Stock of Food	Unrestricted	24,468
COIF Charities Ethical Investment Fund	Unrestricted	98,577
HMRC	Unrestricted	1,839
Total Assets		**130,255**

Liabilities

	Fund	Value £
Total Liabilities		**-**

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2023 to 31st March 2024 (cont)

Notes to the accounts

1. Accounting Policies

The trustees have agreed that as the charity is not a company, and has an annual gross income of less than £250,000 then it can prepare Receipts and Payments accounts.

2. Restricted Funds

Fund	B/Fwd £	Receipts £	Payments £	C/Fwd £
Household Support Fund	-	35,000	35,000	-
Food/Vouchers	300	5,900	2,965	3,235
Total Funds	**300**	**40,900**	**37,965**	**3,235**

Household Support Fund is a grant for £35,000 given by Halton Borough Council to provide support to children and households who are experiencing, or at risk of experiencing, poverty, where they are impacted by the ongoing public health emergency and where alternative sources of assistance may be unavailable.

Food/Vouchers is made up of donations given solely for the purchase of food items and supermarket vouchers which maybe in short supply in the warehouse and Frodsham Distribution Centre at a particular point in time.

3. Notes to the accounts

3a) Donations & Legacies

	Unrestricted funds £	Restricted Funds £	Total Funds £
General Donations	63,304	5,900	69,204
Gift Aid	8,458	-	8,458
Total	**71,762**	**5,900**	**77,662**

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2023 to 31st March 2024 (cont)

Notes to the accounts (cont)

3b) Income from charitable activities

	Unrestricted funds £	Restricted Funds £	Total Funds £
Grants	-	35,000	35,000
Total	**-**	**35,000**	**35,000**

3c) Expenditure on raising funds

	Unrestricted funds £	Restricted Funds £	Total Funds £
Fundraising costs	-	-	-
Total	**-**	**-**	**-**

3d) Expenditure on charitable activities

	Unrestricted funds £	Restricted Funds £	Total Funds £
Salary, pension costs	16,494	-	16,494
Rent & Rates	2,140	500	2,640
Utilities	2,808	-	2,808
Insurance, Alarms & Risk Assessment	1,241	-	1,241
Cleaning & Cleaning Products	690	-	690
Telephone, broadband and IT support	1,091	-	1,091
Stationery, postage and office costs	1,032	-	1,032
Uniforms	402	-	402
IT Equipment & Software	245	-	245
Bank Charges & Annual Fees	95	-	95
Volunteer expenses & Taxis	1,844	-	1,844
Repairs, Furniture & Fittings	189	-	189
Food and vouchers	411	37,465	37,876
Total	**28,682**	**37,965**	**66,647**

Signed on behalf of the charity's trustees

Signed:

Name: Mrs Anne McPoland

Position: Trustee

Date:

RUNCORN AND DISTRICT FOODBANK

England & Wales - Charity number 1169600

Accounts

2022/23 Trustees Annual Report

And Receipts and Payments Accounts

For

Runcorn and District Foodbank

Charity Number 1169600

For the period

1st April 2022 to 31st March 2023

Runcorn and District Foodbank

Charity Number: 1169600

Period: 1st April 2022 to 31st March 2023

Trustees Annual Report …… Page 3
Independent Examiners Report …….. Page 13
Accounts ……..……. Page 14
Notes to the Accounts …… Page 16

Trustees Annual Report

For the period 1st April 2022 to 31st March 2023

1. Reference and Administration

Charity Name: **Runcorn and District Foodbank**

Registered Charity No: **1169600**

Address: **53a Russell Road**
Runcorn
WA7 4BH

Trustees

Name	Position	Notes
Revd John Beaney		
Mrs Kathryn Dean		Left December 2022
Mr Matthew Hancock		
Mrs Anne McPoland	Chair	
Mrs Carol Verey	Treasurer	
Revd Gill Younger		

2. Structure, Governance and Management

Governing Document

Runcorn and District Foodbank achieved registered charitable status in October 2016 and is registered as a Charitable Incorporated Organisation, (CIO), whose only voting members are its Trustees, with the Charity Commission. It is governed by a constitution dated 20th August 2016 in accordance with the 'foundation model' published by the Charity Commission.

Previously it was known as Runcorn Foodbank, which was founded in August 2013 and was included in the accounts for Hope Corner which is registered as a charity with the Charity Commission, charity number 1138720.

Appointment of trustees

The charity is managed by a board of Trustees selected because they strongly endorse the charitable objectives of the organisation and support its Christian ethos. There are three types of trustees: charity trustees, ex officio trustees and nominated trustees.

Charity Trustees

When selecting charity trustees, the charity aims to ensure there is a range of relevant skills, knowledge and experience. Every appointed trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Ex officio Trustees

The Foodbank Manager and the Treasurer will automatically be an ex-officio trustees for as long as he or

she holds that office in a voluntary capacity. As the Foodbank Manager is a paid employee only the Treasurer is currently Ex officio.

Nominated Trustees

Love Runcorn, formerly Churches Together in Runcorn, Leader's Group may appoint up to 4 charity trustees; the appointments will be made at one of their ordinary meetings and will be for a term of three years.

Trustee induction and training

Trustees are appointed after meeting with existing trustees and if they are not already familiar with the workings of the Foodbank, formal visits to a distribution centre and the warehouse will be arranged to ensure they understand its vision and values.

New trustees undergo an orientation day to brief them on: their legal obligations under charity law, the Charity Commission guidance on public benefit, and inform them of the content of the Constitution, the committee and decision-making processes, and recent financial performance of the charity. They all have a copy of the constitution and latest trustees' report and accounts. During the induction day they meet key volunteers and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The board consists of not less than 3 nor more than 5 appointed charity trustees, not more than 2 ex officio trustees; and not more than 4 nominated trustees.

There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

The trustees meet once every 2 months to review performance and monitor the achievement of objectives. Trustees approve a budget for the current and next financial years and the Treasurer presents a financial monitoring statement to each meeting so that Trustees can review income and expenditure against forecasts.

A Foodbank Manager has been appointed by the Trustees to manage the day-to-day operations of the charity. The Foodbank Manager has delegated authority, within terms of delegation approved by the trustees for operational matters. In addition there is a Management Committee, comprising of the Foodbank Manager, a Trustee, Distribution Centre Representative, Volunteer Co-ordinator, Transport Co-ordinator and Warehouse Representative who meet monthly to discuss operational issues for the charity.

Related Organisations

Runcorn and District Foodbank is affiliated to the Trussell Trust (charity 1110522) which is based in Salisbury. The Trussell Trust helps churches and Christian based community groups to open new Foodbanks nationwide.

Management of risk

The Trustees have adopted a range of policy documents to manage and minimise risk. These include policies covering issues such as Health and Safety, Data Protection, Safeguarding and Lone Working.

3. Objectives and Activities

Objects of the charity

The objects of the CIO are the prevention or relief of poverty in that part of the Borough of Halton in the County of Cheshire, which is south of the River Mersey, and the surrounding area of North Cheshire, including Frodsham and Helsby, in particular, but not exclusively, by:

(a) providing emergency food boxes containing a supply of balanced and nutritional foodstuffs to individuals in need and/or for distribution by charities or other organisations working to prevent or relieve poverty;

(b) the provision of or signposting to relevant information and other advisory services;

(c) supporting projects and initiatives that prevent or relieve poverty.

The Runcorn & District foodbank was formed through Churches Together in Runcorn (now Love Runcorn). Its service is motivated and shaped by Christian values and principles and deeply rooted in the Christian faith. The aim is to serve the needs of all in poverty in the community, working with people of all faith groups and beliefs or none, who share our concern for the needs of the community.

Aims and Objectives

In Runcorn, Frodsham, Helsby and the surrounding area, there are families struggling to put food on the table. For people on low incomes a sudden crisis – redundancy, benefit delay or an unexpected bill - can mean going hungry.

In 2019 Halton, which covers Runcorn and Widnes is 13th on the most deprived local authority districts according to the IMD2015 and the IMD2019 - local authorities are ranked on the proportion of neighbourhoods in the most deprived 10 per cent nationally in the Government Indices of Multiple Deprivation.

Runcorn and District Foodbank aims to relieve the poverty, through the provision of food and toiletries to those in crisis, in partnership with local frontline care agencies who refer clients in crisis to us. By signposting people when they visit a distribution centre to care agencies, advice services and other support agencies, we aim to help seek resolutions to their immediate crisis which is causing their need to use the foodbank. Anyone in 'food crisis' can be referred to the foodbank, regardless of their race or beliefs.

How the Foodbank works

Non-perishable food is donated by the community to the foodbank. It is collected by volunteers and taken to the warehouse. The food is checked to ensure that it is in date and not damaged. It is then weighed, sorted and stored by type and date.

People in food crisis are issued with a Runcorn and District Foodbank evoucher number or a physical voucher by one of our Voucher Referral Agencies after discussing their issues and what action can be taken to alleviate their situation.

The person then brings their evoucher code or voucher to the one of the seven distribution centres in Runcorn and Frodsham within 3 working days (approx.). In the case of Runcorn and District Foodbank the client's are allowed 6 vouchers in each rolling 6 months. This, however, can be extended with permission from the Foodbank Manager.

At the distribution centre volunteers discuss food allergies, food preferences, cooking facilities or lack of these with the person prior to packing up bags of food for them. The Foodbank uses set lists of suggested food and

appropriate quantities provided by the Trussell Trust who have use of nutritionists to advise on what would provide a nutritionally balanced diet of food for 3 days.

Volunteers have a sympathetic, non-judgemental, listening approach. They spend time with the person signposting to other appropriate agencies, pantries, community supermarkets, other charities and will offer prayer for people where appropriate.

Public Benefit

The Trustees confirm that they have referred to the Charities Commission's general guidance on public benefit when reviewing the charity's aims and objectives, and in planning future activities.

Contribution made by volunteers

The Charity has an excellent team of volunteers who contribute to the working pattern of the organisation. Volunteer roles vary from warehouse team leader, warehouse duties, collecting food from supermarkets and other stores, health and safety checks at distribution centres, safeguarding officers, meeting clients at the distribution centres and providing them with emergency food, signposting clients to other agencies who may be able to help with the crisis they are experiencing, administration, social media, newsletters, volunteer co-ordination and helping at supermarket collection days and other local events.

We are extremely fortunate to have these people supporting the work of the foodbank which is mainly volunteer led; without their dedication, support and help the charity would not be sustainable.

Objectives for 2023/24

CHANGING COMMUNITIES	
Voucher holders/ agencies	• Consolidate agencies (purge, retrain)
Signposting	• Continue to create in-foodbank expertise with volunteers/partners
Volunteers	• Strengthen volunteer group, continue to develop team leaders/ managers • Two volunteer sessions: include stress awareness
CHANGING MINDS	
Communications – agencies, volunteers, users, partners	• Use social media to maintain dialogue with potential users, supporters
CHANGING POLICY	
Governance	• Complete Trussell Trust surveys to identify improvements ➢ Operations (Management team) ➢ Governance (Trustees)

4. Achievements and Performance in 2022/23

a. ***Further Develop Voucher Referral Agencies*** *by retraining/purging*

We have reduced the number of voucher referral agencies by 17 in the last 12 months and currently have a total of 111 agencies on the system. The 17 agencies removed have been agencies that have ceased to be trading due to closure.

However, of the 111 agencies that are currently on the system, only 46 have been active in the last 12 months. As of Monday 3rd April 2023 the purging of referral agencies will begin. We have a total of 65 agencies that have been inactive for the last 12 months. Due to the change in the Trussell Trust data collection system as of 1st April 2023, we have decided to remove inactive referral agencies so that we can concentrate on the active agencies who may require update training and support.

b. ***Signposting****: further develop signposting processes and create in-foodbank expertise with volunteers/partners*

We continue to signpost verbally, by use of signposting booklets, website, QR codes and by using our social media platforms.

Our signposting material, especially our QR code posters have been very well received in the community and local businesses are very willing to promote our cause.

Signposting book updates will be online; however, Distribution Centres have hard copies for clients to peruse. These will be updated on an as and when basis to ensure integrity.

Volunteers are encouraged to inform the office of any new signposting opportunities in the area.

c. ***Volunteers:*** Strengthen the volunteer group (recruitment, retention and skill update/development)

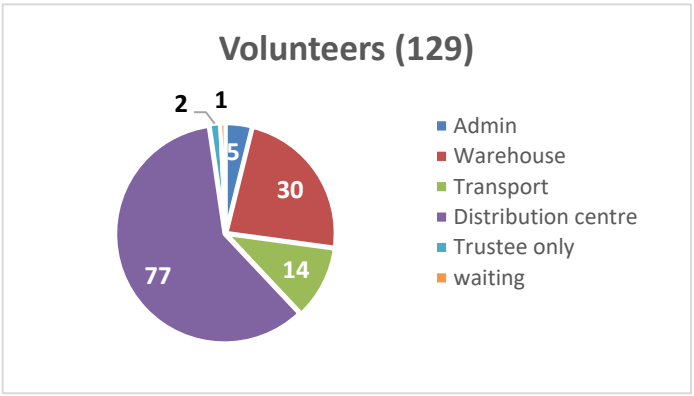
At present the foodbank has 129 volunteers (including the trustees) who provide help and support for our clients in many ways, see our aims and objectives above. The majority of volunteers help in the distribution centres and feedback is that they enjoy the interaction with our clients and feel that they are making a difference in their communities.

We have held two volunteer days this year, the first in July 2022 included a Mental Health Awareness session and long service certificate presentation for volunteers who have been with us for more than 5 years. In December 2022 INEOS/INOVYN hosted an event at their HQ this included a Christmas Dinner for the volunteers, plus a presentation of funds and engagement between INOVYN managers and the foodbank volunteers.

A volunteer day will be organized for May 2023 and will include Stress Awareness.

STAFF and VOLUNTEERS - April 2023

- **1 staff** (May 2022:1)
- **129 volunteers** (May 2022: 136)
- 30 new volunteers, 37 retired in year
- 5 Trustees [3 have operational roles]



d. ***Communications*****:** *Use social media to build dialogue with potential users and supporters*

Networks have grown considerably due to social media presence, inter action with the local community and local businesses.

Due to our networking, industry support and donations have blossomed. We have received many donations from industry during the past 12 months.

INEOS visited the foodbank to see how they could support. They have committed to pay the foodbank's overheads of £18K per year for the next 5 years as well as supporting us with other initiatives.

- Alongside community engagement, referral agency engagement and signposting links with community support agencies we have also updated:
  - Volunteer/Distribution Centre and Induction handbooks
  - Safeguarding policy and procedures
  - Foodbank Leaflets
- Social Media/Website – there have been huge strides forward.

- 12 months ago we had 3,500 followers on Facebook, today we have over 5,000.
- In January 2023 the foodbank was viewed in Google 12,000 times.

e. ***Churches involved***

Love Runcorn (formerly Churches Together in Runcorn) and the Frodsham churches continue to support the foodbank with donations of food. Many of our volunteers are recruited via these churches and form the nucleus of our volunteer base.

Four of our seven distribution centres are currently based in church premises and the churches concerned do not charge rent for these rooms.

On 26th October 2022 we held a Thanksgiving Service at Hope Corner Church to mark the 10th anniversary of the starting up of the Runcorn Foodbank (as it was called then). It was noted that no-one expected the project still to be running today and although there was much to give thanks for, it was sad that the need for its existence was even greater. We rehearsed the history of the project, gave thanks to our many supporters and volunteers, and reflected on the challenges ahead. The Deputy Mayor joined the giving of thanks and the Area Manager of Trussell Trust provided a helpful analysis of the current situation.

f. To ensure enough food to fulfil vouchers and during the year.

The use of the foodbank during the last 12 months has seen a huge increase in footfall. This financial year has seen a 50% increase in the number of clients attending the foodbank: this is on top of the 35% increase that we witnessed last year in 2021/2022.

In the previous financial year we received a grant from Halton Borough Council as part of the winter grant scheme which we used to support the hardship funds in primary and high schools in the Runcorn area. This proved to be beneficial but as more organisations and central government are supporting free school meals the trustees decided to spend this year's grant on supermarket vouchers for the distribution centres.

As part of the grant each of the distribution centres were given supermarket vouchers to supply to families who attended their premises. The foodbank trustees also took the decision to provide the Frodsham distribution centre with vouchers to the same value as a Runcorn centre from the foodbank's reserves.

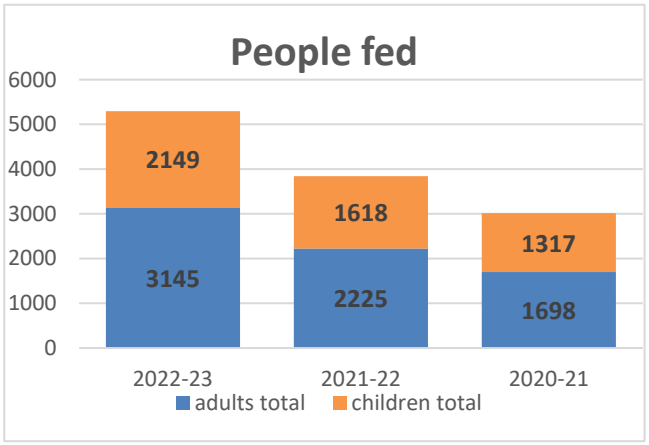
The following statistics show the number of vouchers fulfilled and the number of adults and children fed by the foodbank. It also includes the type of crisis for which vouchers were issued, the spread of the clients around the area who are using foodbank, the numbers of clients using each distribution centre and the voucher referral agencies being used.

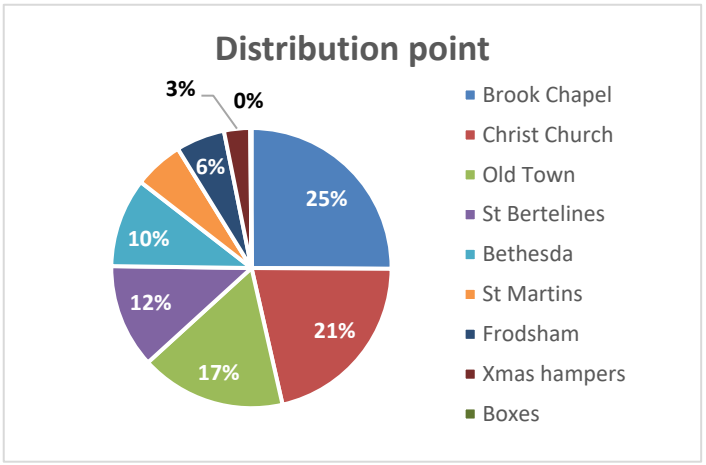
Annual information: 2022-23 summary

Total People fed

- **5294 people fed (up 38%)**

Year	22-23	21-22	20-21
People	**5294**	**3843**	**3015**
Distribution centres	*5134*	*3237*	*2481*
Xmas hampers	*160*	*606*	*534*
adults	*3145*	*2225*	*1698*
children	*2149*	*1618*	*1317*

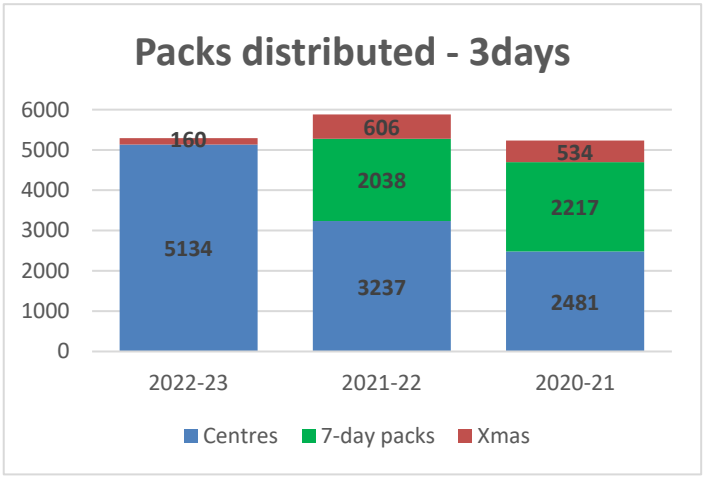




3-day packs distributed

- **5294 3-day food packs (down 1%)**

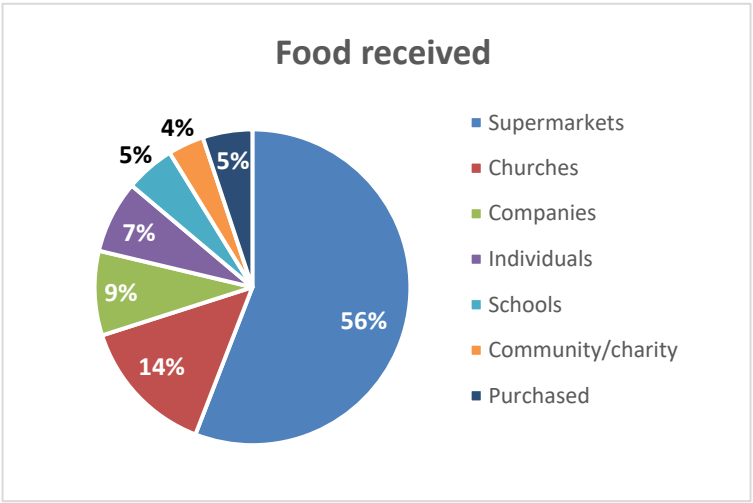
Year	21-22	21-22	20-21
3day packs	**5294**	**5881**	**5232**
Centres	*5134*	*3237*	*2481*
7d pack	*+0*	*+2038*	*+2217*
Xmas	*160*	*606*	*534*
Food *out* *(tonne)*	**39.67**	**36.24**	**34.06**



Food received

- **38.73 tonnes received (up 1%)**

Year	22-23	21-22	20-21
Total *(tonne)*	**39.26**	**38.73**	**39.59**
Donations	*37.17*	*34.38*	*38.67*
Purchases	*2.00*	*4.35*	*0.92*



DISTRIBUTION CENTRES (2022-23)

- **2152 vouchers fulfilled (up 49%)**
- **5134 people (up 59%)**

Year	22-23	21-22	20-21
Vouchers	**2152**	**1441**	**1441**
People	**5134**	**3237**	**3237**
3-day packs	*5134*	*5275*	*4698*

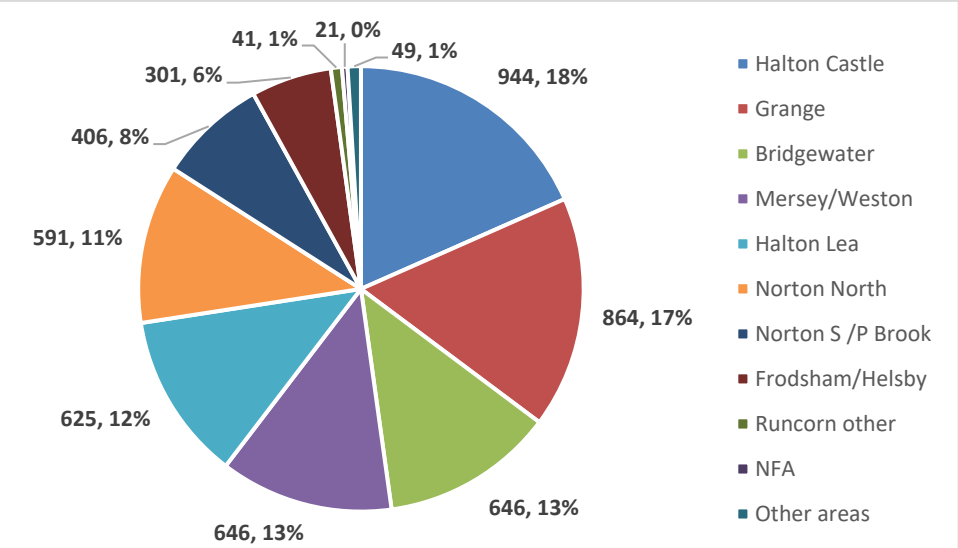
Referral agencies

Referral type	**Vouchers** (2022-23)
Advice (eg. CAB)	31% (24%)
Medical	24% (24%)

➢ **59 active local agencies** (2021-22: 65) ➢ **Vouchers issued by 90 agencies in total** (2021-22: 88)	Employment	18% (10%)
	Housing	8% (15%)
	Child/youth	6% (9%)
	Others	5% (6%)
	Emergency	8% (12%)

Home location (revised wards) 2022-23

Vouchers redeemed at distribution centres
2152 vouchers
5134 people
5134 3-day packs



5. Financial Review

Effect on finances, fundraising and reserves

The foodbank can use the reserves and the current year donations to keep the warehouse stocked for the foreseeable future and therefore, the charity remains a going concern and is financially robust.

Main Funding sources

During this financial year INEOS have committed to pay the foodbank's overheads of £18,000 per year for the next 5 years. Thus, the foodbank can use the current year's donations for food supplies to fill any shortfalls in the warehouse stock and the Foodbank Manager's salary.

Donations are slightly up this financial year when the donation from INEOS has been deducted which is very encouraging. The link via the website to CAF Donate has continued to be used significantly and most of the donors also gift aided their monies.

Our claim for gift aid is higher this year at £8,398, this will be shown in next year's accounts.

Our fundraising activities and collections amount to £797 but this has been collected at events and presentations rather than using a full fundraising campaign due to our high reserves.

The Foodbank received a grant for £20,000 from Halton Borough Council to provide support via the Winter Grant Scheme to children and households who are experiencing, or at risk of experiencing, poverty, where they are impacted by the ongoing public health emergency and where alternative sources of assistance may be unavailable. The trustees used part of the monies to buy food to fill shortages at the warehouse and provide supermarket vouchers for families from the distribution centres. The trustees agreed to provide additional supermarket vouchers for the Frodsham distribution centre from the foodbank's reserves.

Trussell Trust have given the foodbank a grant of £5,000 to help with the increase in fuel costs. The trustees agreed that part of this money should be offered to the distribution centre owners who provide the premises rent free, to help with their increased energy costs.

How expenditure has supported the key objectives of the charity

The IT network has been particularly important now that Voucher Referral Agencies are issuing 99% of referrals as evouchers and the distribution centres need Wifi access to enable them to check and register the food against the vouchers.

Our basic food stocks during the year have not always been sufficient to cover the incoming vouchers and this year the foodbank has had to obtain more items that were low in stock. The problem with this is logistical but our volunteers have been really helpful and so has the local supermarket in obtaining the bulk items for us. This seems to be a continuing trend whereby we are receiving increasing financial support and reduced food item support. However, as our reserves are healthy this will not pose a problem for the foreseeable future.

Investments

This financial year the Trustees have moved £50,000 from the foodbank's bank accounts into the COIF Charities Ethical Investment Fund.

Reserves Policy

Reserves are maintained for a variety of reasons as identified below:

a. Uncertainty over future income

As most of our income is reliant on donations from individual people, churches and businesses. The trustees consider that holding reserves equivalent to six months of the usual unrestricted income of the charity to cover the risk of not receiving sufficient funds. This would equate to £20,000.

b. Contingency Fund for premises

The charity has agreed a new 3 year premises rental agreement with Halton Borough Council; one of the stipulations is the replacement of soffits and guttering.

The trustees feel that they should hold a contingency fund to cover any potential expenditure from the unrestricted reserves. This would equate to £10,000.

c. Contingency Fund for unplanned expenditure

The Foodbank Manager is suffering from health issues and monies will need to be set aside to be held for contingency if the Foodbank Manager is not available for a period of time. This could equate to £20,000.

The trustees feel that they should hold a contingency fund to cover any unplanned expenditure. This would equate to £15,000.

6. Declaration

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

Signed on behalf of the charity's trustees

Signed: A McPoland

Name: Mrs Anne McPoland

Position: Trustee

Date: 14th November 2023

Independent Examiner's Report

To the members/trustees of Runcorn and District Foodbank

Charity Number: 1169600

I report on the accounts for the period 1st April 2022 to 31st March 2023, which is set out on pages 14 to 17.

Respective responsibilities of the Trustees and Independent Examiner

The trustees of the charity are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) (b) of the Charities Act); and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee 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 accounts 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 matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   - To keep accounting records in accordance with section 130 of the Charities Act; or
   - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Norman Miller

Address: Fford Top-y-rhos, Treuddyn, Flintshire, CH7 4NE

Date: 30th October 2023

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2022 to 31st March 2023

Receipts and Payments

a) Receipts

	Note	Unrestricted funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Donations & Legacies	3a	89,775	830	90,605	67,403
Income from charitable activities	3b	-	25,000	25,000	23,623
Fundraising		797	-	797	2,278
Interest on bank account		926	-	926	6
Sub Total		91,498	25,830	117,328	93,310
Asset and Investment Sales		-	-	-	-
Total Receipts		**91,498**	**25,830**	**117,328**	**93,310**

b) Payments

	Note	Unrestricted funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Expenditure on raising funds	3c	-	-	-	-
Expenditure on charitable activities	3d	29,270	25,999	55,269	72,147
Sub Total		29,270	25,999	55,269	72,147
Asset and Investment Purchases		50,000	-	50,000	20,000
Total Payments		**79,270**	**25,999**	**105,269**	**92,147**
Excess Receipts over payments		12,228	(169)	12,059	1,163
Cash at bank 1st April		99,840	469	100,309	99,146
Cash at bank 31st March		112,068	300	112,368	100,309

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2022 to 31st March 2023 (cont)

Statement of Assets and Liabilities

c) Cash Funds

	Unrestricted £	Restricted £
CAF Current Account	6,007	300
CAF Gold Account	105,985	-
Petty Cash	76	-
Total Cash Funds	**112,068**	**300**

d) Other Monetary Assets due

	Unrestricted £	Restricted £
Gift Aid Recoverable	8,398	-
Total Monetary Assets	**8,398**	**-**

Assets & Liabilities

Assets

	Fund	Value £
IT Equipment	Restricted	556
IT Equipment	Unrestricted	869
Furniture and Fixtures	Unrestricted	6,125
Furniture and Fixtures	Restricted	125
Stock of Food	Unrestricted	17,483
COIF Charities Ethical Investment Fund	Unrestricted	97,708
Total Assets		**122,866**

Liabilities

	Fund	Value £
HMRC	Unrestricted	83
Total Liabilities		**83**

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2022 to 31st March 2023 (cont)

Notes to the accounts

1. Accounting Policies

The trustees have agreed that as the charity is not a company, and has an annual gross income of less than £250,000 then it can prepare Receipts and Payments accounts.

2. Restricted Funds

Fund	B/Fwd £	Receipts £	Payments £	C/Fwd £
HBC Food	-	20,000	20,000	-
Food	219	830	749	300
Trussell Trust	-	5,000	5,000	-
HBC Household Funding	250	-	250	-
Total Funds	**469**	**25,830**	**25,999**	**300**

HBC Food is a grant for £20,000 given by Halton Borough Council to provide support via the Winter Grant Scheme to children and households who are experiencing, or at risk of experiencing, poverty, where they are impacted by the ongoing public health emergency and where alternative sources of assistance may be unavailable.
Food is made up of donations given solely for the purchase of food items which maybe in short supply in the warehouse at a particular point in time.
Trussell Trust is a grant for £5,000 towards the increase in fuel costs for the Foodbank.
HBC Household Funding is a grant of £3,000 to use as a collaborative of 3 different charity bodies in the community (consisting of CAB, Halton Veterans and the Community Shop) with the aim to move people out of food poverty into a cycle of support with the aim of future employment.

3. Notes to the accounts

3a) Donations & Legacies

	Unrestricted funds £	Restricted Funds £	Total Funds £
General Donations	83,728	830	84,558
Gift Aid	6,047	-	6,047
Total	**89,775**	**830**	**90,605**

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2022 to 31st March 2023 (cont)

Notes to the accounts (cont)

3b) Income from charitable activities

	Unrestricted funds £	Restricted Funds £	Total Funds £
Grants	-	25,000	25,000
Total	**-**	**25,000**	**25,000**

3c) Expenditure on raising funds

	Unrestricted funds £	Restricted Funds £	Total Funds £
Fundraising costs	-	-	-
Total	**-**	**-**	**-**

3d) Expenditure on charitable activities

	Unrestricted funds £	Restricted Funds £	Total Funds £
Salary, pension costs	15,896	-	15,896
Rent & Rates	133	4,300	4,433
Utilities	933	700	1633
Insurance, Alarms & Risk Assessment	947	-	947
Cleaning & Cleaning Products	607	-	607
Telephone, broadband and IT support	1,714	-	1,714
Stationery, postage and office costs	1,411	-	1,411
Uniforms	863	-	863
IT Equipment & Software	136	-	136
Bank Charges & Annual Fees	269	-	269
Volunteer expenses & Taxis	1,297	-	1,297
Furniture and Fittings	2,975	-	2,975
Food and vouchers	2,089	20,999	23,088
Total	**29,270**	**25,999**	**55,269**

Signed on behalf of the charity's trustees

Signed: A McPoland

Name: Mrs Anne McPoland

Position: Trustee

Date: 14th November 2023

RUNCORN AND DISTRICT FOODBANK

England & Wales - Charity number 1169600

Accounts

2021/22 Trustees Annual Report

And Receipts and Payments Accounts

For

Runcorn and District Foodbank

Charity Number 1169600

For the period

1st April 2021 to 31st March 2022

Runcorn and District Foodbank

Charity Number: 1169600

Period: 1st April 2021 to 31st March 2022

Trustees Annual Report …… Page 3
Independent Examiners Report …….. Page 14
Accounts ……..……. Page 15
Notes to the Accounts …… Page 17

Trustees Annual Report

For the period 1st April 2021 to 31st March 2022

1. Reference and Administration

Charity Name: **Runcorn and District Foodbank**

Registered Charity No: **1169600**

Address: **53a Russell Road**
Runcorn
WA7 4BH

Trustees

Name	Position	Notes
Revd John Beaney		
Mrs Kathryn Dean		
Mr Matthew Hancock		
Mrs Anne McPoland	Chair	
Mrs Carol Verey	Treasurer	
Revd Gill Younger		

2. Structure, Governance and Management

Governing Document

Runcorn and District Foodbank achieved registered charitable status in October 2016 and is registered as a Charitable Incorporated Organisation, (CIO), whose only voting members are its Trustees, with the Charity Commission. It is governed by a constitution dated 20th August 2016 in accordance with the 'foundation model' published by the Charity Commission.

Previously it was known as Runcorn Foodbank, which was founded in August 2013 and was included in the accounts for Hope Corner which is registered as a charity with the Charity Commission, charity number 1138720.

Appointment of trustees

The charity is managed by a board of Trustees selected because they strongly endorse the charitable objectives of the organisation and support its Christian ethos. There are three types of trustees: charity trustees, ex officio trustees and nominated trustees.

Charity Trustees

When selecting charity trustees, the charity aims to ensure there is a range of relevant skills, knowledge and experience. Every appointed trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Ex officio Trustees

The Foodbank Manager and the Treasurer will automatically be an ex-officio trustees for as long as he or

she holds that office in a voluntary capacity. As the Foodbank Manager is a paid employee only the Treasurer is currently Ex officio.

Nominated Trustees

Love Runcorn formerly Churches Together in Runcorn Leader's Group may appoint up to 4 charity trustees; the appointments will be made at one of their ordinary meetings and will be for a term of three years.

Trustee induction and training

Trustees are appointed after meeting with existing trustees and if they are not already familiar with the workings of the Foodbank, formal visits to a distribution centre and the warehouse will be arranged to ensure they understand its vision and values.

New trustees undergo an orientation day to brief them on: their legal obligations under charity law, the Charity Commission guidance on public benefit, and inform them of the content of the Constitution, the committee and decision-making processes, and recent financial performance of the charity. They all have a copy of the constitution and latest trustees' report and accounts. During the induction day they meet key volunteers and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The board consists of not less than 3 nor more than 5 appointed charity trustees, not more than 2 ex officio trustees; and not more than 4 nominated trustees.

There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

The trustees meet once every 2 months to review performance and monitor the achievement of objectives. Trustees approve a budget for the current and next financial years and the Treasurer presents a financial monitoring statement to each meeting so that Trustees can review income and expenditure against forecasts.

A Foodbank Manager has been appointed by the Trustees to manage the day-to-day operations of the charity. The Foodbank Manager has delegated authority, within terms of delegation approved by the trustees for operational matters. In addition there is a Management Committee, comprising of the Foodbank Manager, a Trustee, Distribution Centre Representative, Volunteer Co-ordinator, Transport Co-ordinator and Warehouse Manager who meet monthly to discuss operational issues for the charity.

Related Organisations

Runcorn and District Foodbank is affiliated to the Trussell Trust (charity 1110522) which is based in Salisbury. The Trussell Trust helps churches and Christian based community groups to open new Foodbanks nationwide.

Management of risk

The Trustees have adopted a range of policy documents to manage and minimise risk. These include policies covering issues such as Health and Safety, Data Protection, Safeguarding and Lone Working.

3. Objectives and Activities

Objects of the charity

The objects of the CIO are the prevention or relief of poverty in that part of the Borough of Halton in the County of Cheshire, which is south of the River Mersey, and the surrounding area of North Cheshire, including Frodsham and Helsby, in particular, but not exclusively, by:

(a) providing emergency food boxes containing a supply of balanced and nutritional foodstuffs to individuals in need and/or for distribution by charities or other organisations working to prevent or relieve poverty;

(b) the provision of or signposting to relevant information and other advisory services;

(c) supporting projects and initiatives that prevent or relieve poverty.

The Runcorn & District foodbank was formed through Churches Together in Runcorn (now Love Runcorn). Its service is motivated and shaped by Christian values and principles and deeply rooted in the Christian faith. The aim is to serve the needs of all in poverty in the community, working with people of all faith groups and beliefs or none, who share our concern for the needs of the community.

Aims and Objectives

In Runcorn, Frodsham, Helsby and the surrounding area, there are families struggling to put food on the table. For people on low incomes a sudden crisis – redundancy, benefit delay or an unexpected bill - can mean going hungry.

In 2019 Halton, which covers Runcorn and Widnes is 13th on the most deprived local authority districts according to the IMD2015 and the IMD2019 - local authorities are ranked on the proportion of neighbourhoods in the most deprived 10 per cent nationally in the Government Indices of Multiple Deprivation.

Runcorn and District Foodbank aims to relieve the poverty, through the provision of food and toiletries to those in crisis, in partnership with local frontline care agencies who refer clients in crisis to us. By signposting people when they visit a distribution centre to care agencies, advice services and other support agencies, we aim to help seek resolutions to their immediate crisis which is causing their need to use the foodbank. Anyone in ‘food crisis’ can be referred to the foodbank, regardless of their race or beliefs.

How the Foodbank works

Non-perishable food is donated by the community to the foodbank. It is collected by volunteers and taken to the warehouse. The food is checked to ensure that it is in date and not damaged. It is then weighed, sorted and stored by type and date.

People in food crisis are issued with a Runcorn and District Foodbank voucher by one of our Voucher Referral Agencies after discussing their issues and what action can be taken to alleviate their situation. Since the pandemic the foodbank has, where possible, adopted electronic vouchers known as ‘evouchers’ to enable clients to obtain a voucher code from the Voucher Referral Agencies rather than a physical voucher.

The person then brings their voucher or evoucher code to the one of the seven distribution centres in Runcorn and Frodsham within 3 working days (approx.)

At the distribution centre volunteers discuss food allergies, food preferences, cooking facilities or lack of these with the person prior to packing up bags of food for them. The Foodbank uses set lists of suggested food and appropriate quantities provided by the Trussell Trust who have use of nutritionists to advise on what would provide a nutritionally balanced diet of food for 3 days. However, during the pandemic the Foodbank has

been providing enough food for 7 days to limit the number of visits clients would need to make. From 1st January 2022 this has reverted back to 3 days supply.

Volunteers have a sympathetic, non-judgemental, listening approach. They spend time with the person signposting to other appropriate agencies, and will offer prayer for people where appropriate.

Public Benefit

The Trustees confirm that they have referred to the Charities Commission's general guidance on public benefit when reviewing the charity's aims and objectives, and in planning future activities.

Contribution made by volunteers

The Charity has an excellent team of volunteers who contribute to the working pattern of the organisation. Volunteer roles vary from warehouse manager, warehouse duties, collecting food from supermarkets and other stores, health and safety checks at distribution centres, safeguarding officers, home delivery drivers, meeting clients at the distribution centres and providing them with emergency food, signposting clients to other agencies who may be able to help with the crisis they are experiencing, administration, social media, newsletters, volunteer co-ordination and helping at supermarket collection days and other local events.

We are extremely fortunate to have these people supporting the work of the foodbank which is mainly volunteer led; without their dedication, support and help the charity would not be sustainable.

Objectives for 2022/23

CHANGING COMMUNITIES	
Referral Agencies	• Further develop agencies (retraining/ purging)
Signposting	• Further develop signposting processes • Create in-foodbank expertise with volunteers/ partners
Volunteers	• Strengthen volunteer group: recruitment, retention and skill update/ development • 2 volunteer days: include Mental health awareness
CHANGING MINDS	
Communications	• Use social media to *build dialogue* with potential users and supporters.

4. Achievements and Performance in 2021/22 (including update on impact of pandemic on operations)

a. Focus on excellent 'normal' operations, reaching the right people

The office and warehouse are now open for face to face visitors and have recommenced the opening times prior to the pandemic. Starting April 2022 Distribution Centres will be open for clients to come into the buildings and tea and coffee will be offered. During the pandemic clients were met and bags of food were issued at the door of the buildings.

Meetings are still being conducted via Zoom at present, although this is likely to change over the next year. Trustees meetings are every two months, Management Team meetings are on a monthly basis as is the Distribution Centre Managers meeting which feeds into the Management Team.

Trussell Trust audited the foodbank in January 2022 under the 'Together for Change Review' and found no outstanding issues.

Voucher Referral Agencies: review, re-engage and retrain agencies and routes for most vulnerable

The last year has gradually seen a restoration of working from the office for most of the voucher referral agencies. However, the evoucher scheme has been so successful that they now represent 98% of the referrals. Very few 'red' vouchers are now being issued.

Signposting: develop resources and train Distribution Centre volunteers

During the year a signposting booklet has been developed for use by the Distribution Centre volunteers and clients. The book has been added to the foodbank's website so that it can be kept up to date more easily.

Our signposting material, especially our QR code posters have been very well received in the community and local businesses are very willing to promote our cause.

The foodbank has adopted a social media signposting collaborative with the Halton Community Volunteer sector, in that we are advertising their events and news and they are promoting the foodbank on their sites. This has proved to be very successful.

Distribution centres: *Re-open centres, retrain volunteers*

During the last 12 months two of our distribution centre premises had to close down due to unforeseen circumstances. The Foodbank Manager and the Distribution Centre Managers worked closely together to establish new premises. In May 2021 the Halton Haven Distribution Centre moved to St Martin's school premises and in October 2021 the Hope Corner Distribution Centre moved to the Old Town Police Station. The days and times of opening remained the same but the titles of the centres have been changed.

Refreshments have still not been supplied in the last 12 months as most of the Distribution Centres are not suitable for one way traffic. Clients are met at the door and their voucher fulfilled and food provided as quickly as possible to avoid unnecessary queueing. The Distribution Centres will start serving refreshments from April/May 2022 and will open the buildings to clients.

In this financial year a new volunteer induction form has been adopted across the foodbank. Health and Safety procedures, Safeguarding procedures and Signposting information have been updated and volunteers have been trained by the Distribution Centre Managers on all of these changes.

b. Focus on developing new relationships/ identifying skills

Voucher referral agencies: *extend holders/agencies focusing on children (schools/nurseries)*

There has also seen a marked increase (40%) in the number of referral agencies over the last 12 months which now totals 128. This year has seen the addition of Red Cross Halton and 30+ schools (both primary and secondary) and the resumption of Job Centre Plus following the lockdown. Training was given to each of the agencies so that their workers could easily provide this service.

Communications: *raise awareness/ networking (foodbank users/volunteers/ agencies/ partners) using social and other media.*

- Networks have grown considerably due to social media presence, interaction with the local community and local businesses.
- Alongside community engagement, referral agency engagement and signposting links with community support agencies we have also updated:
- Volunteer/Distribution Centre and Induction handbooks
- Safeguarding policy and procedures
- Foodbank Leaflets
- Social Media/Website – there have been huge strides forward.
  - 12 months ago we had 102 followers on Facebook, today we have over 3,500.
  - In January 2022 the foodbank was viewed in Google 8,692 times.
  - Hundreds of followers on Linkedin.

Churches involved

Love Runcorn (formerly Churches Together in Runcorn) and the Frodsham churches continue to support the foodbank with donations of food. Many of our volunteers are recruited via these churches and form the nucleus of our volunteer base.

Four of our seven distribution centres are currently based in church premises and the churches concerned do not charge rent for these rooms.

One of our trustees reports to Love Runcorn (formerly Churches Together in Runcorn) on a regular basis and the Foodbank Manager gives a presentation on the work of the foodbank at their AGM.

Volunteer skills audit: identify skills available

The trustees discussed the objective at length and felt that the current process was the most appropriate. Individual volunteer skills are documented on the application form and discussed during the recruitment and role-matching processes (involving volunteer, volunteer coordinator and foodbank manager.). This is considered the most appropriate/useful process, though it does not give an overall skills picture.

Adults and children fed

To ensure enough food to fulfil both red vouchers and evouchers during the year.

During the pandemic the foodbank has been issuing clients with 7-day packs of food as opposed to the usual 3-day packs, this was suggested by Trussell Trust to reduce the number of visits required to be made by clients. From 1st January 2022 the foodbank reverted to offering the usual 3-day packs.

There has been a 35% increase of clients in the last 3 months of 2021 following the cut in Universal Credit Benefits.

In November 2021 Halton Borough Council gave the foodbank a grant of £20,000 as part of the winter grant scheme. This was used to support the hardship funds in primary schools and high schools in the Runcorn area by supplying supermarket vouchers for families to use. As part of the grant each of the distribution centres were given supermarket vouchers to supply to clients who attended their premises. The foodbank trustees also took the decision to provide primary schools and high schools in the Frodsham/Helsby area with supermarket vouchers for their hardship funds and to provide vouchers for the Frodsham distribution centre to the same value as the Runcorn schools and distribution centres from the foodbanks reserves.

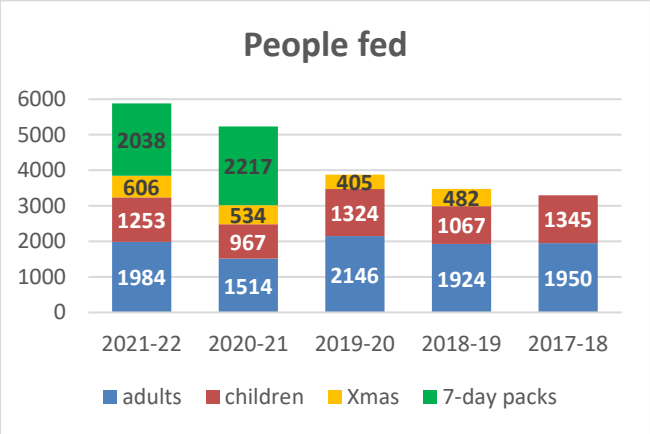
During the pandemic the trustees realised that some people were having to self-isolate due to health problems or being in contact with other family members who had COVID 19. It was agreed to provide a home delivery service. At the time a client obtains a voucher from one of our voucher agencies they will enquire to see if a home delivery is needed and then contact the team to organise a date and time for collection from the Distribution Centre and delivery to the client's home. As the need for this service reduced the trustees took the decision to stop this service from February 2022.

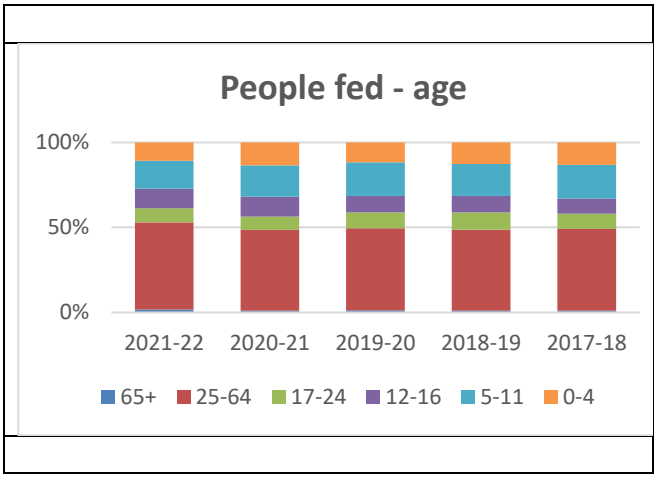
The following statistics show the number of vouchers fulfilled and the number of adults and children fed by the foodbank. It also includes the type of crisis for which vouchers were issued, the spread of the clients around the area who are using foodbank, the numbers of clients using each distribution centre and the voucher referral agencies being used.

People fed *(3day packs)*

Year	21-22	20-21	19-20	18-19	17-18
3d pack	**5881**	**5232**	**3875**	**3473**	**3295**
adults	*1984*	*1514*	*2146*	*1924*	*1950*
children	*1253*	*967*	*1324*	*1067*	*1345*
Xmas	*606*	*534*	*405*	*482*	
7d pack	*2038*	*2217*			

- Total 3day packs issued (incl. Xmas) up 12%
- Total people fed (incl. Xmas) up 27%
- 7day packs issued for 8 mth (2020-21:11 mth)
- 58% adults in total people fed (2020-21:56%)

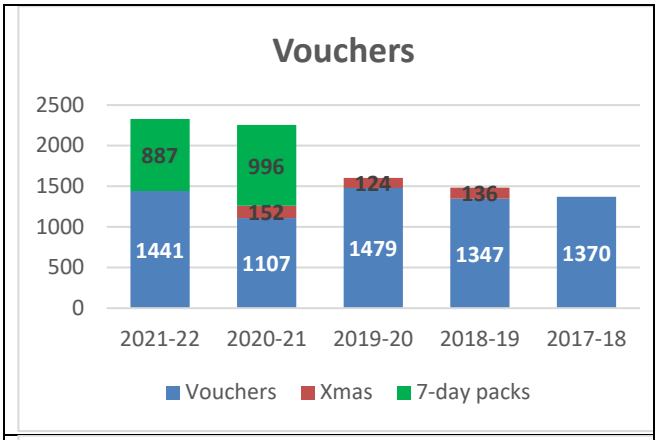


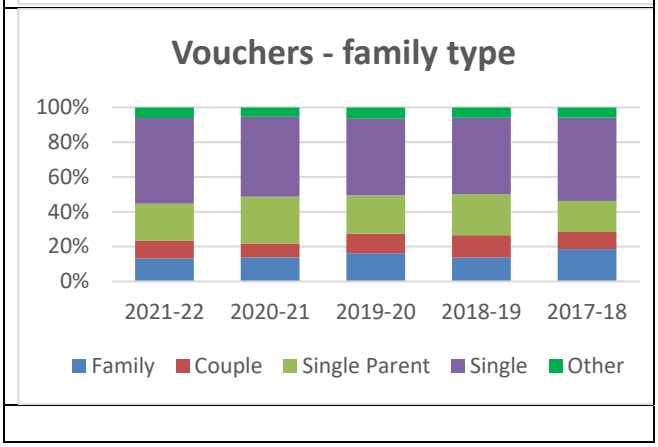


Vouchers/Food distributed *(3day packs)*

Year	21-22	20-21	19-20	18-19	17-18
Vouchers	**2328**	**2255**	**1603**	**1483**	**1370**
voucher	*1441*	*1107*	*1479*	*1347*	*1370*
Xmas	*0*	*152*	*124*	*136*	*0*
7d pack	*887*	*996*			
Food (te)	**36.24**	**34.06**	**27.96**	**24.77**	**25.92**

- Vouchers issued (ex. Xmas) up 30%
- Total food distributed (incl. Xmas) up 6%
- Single people up to 49% (2020-21:46%)
- Single parent families down to 21% (20-21:27%)



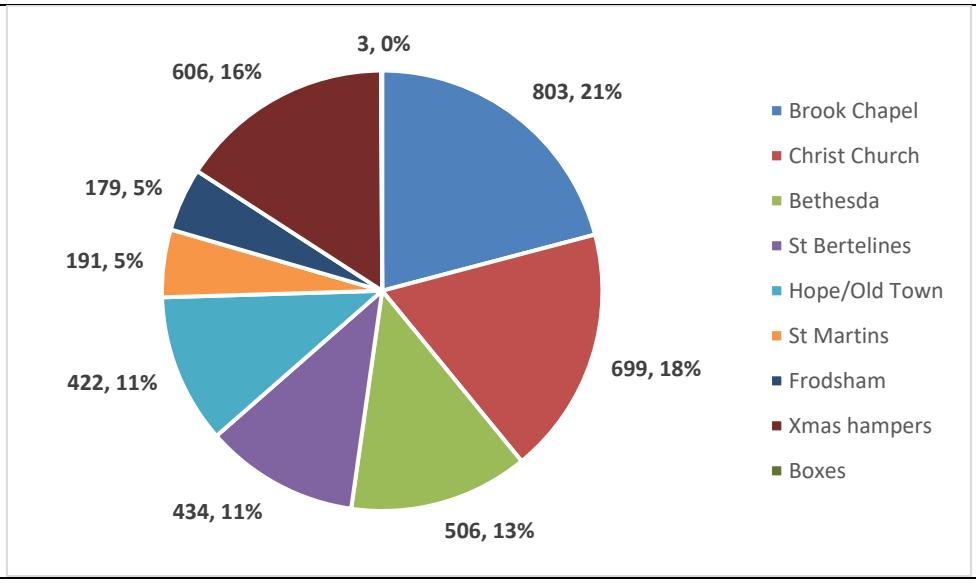


Top R&DF agencies 2021-22 (72% of fulfilled vouchers)

Rating (20-21)	(* not R&DF partner agencies)	%	vouchers	people		Summary referral type	(20-21)
	Total	**100%**	**1441**	**3237**			
1 (1)	*Citizen's Advice Halton	24%	339	1093		CAB	24% (24)
2 (3)	Changing Lives (YMCA Halton)	9%	130	134		Housing	15% (20)
3 (4)	CGL (Change, Grow Live)	7%	107	185		Medical	24% (20)
4 (-)	Job Centre Plus	7%	96	160		Jobs	10% (1)
5 (6)	Castlefields Health Centre	6%	80	208			
6 (2)	Brookvale Children's Centre	3%	50	193		Child/youth	9% (20)
7 (-)	Hallwood Ecumenical Parish	3%	45	146		Others	6% (5)
8 (-)	Tower House Practice	3%	37	82			
9 (10)	Children in Need Widnes	2%	35	136			
10 (-)	A Better Tomorrow	2%	34	63			
E	Eddie Emergency Vouchers	6%	88	192		Emergency	12% (10)

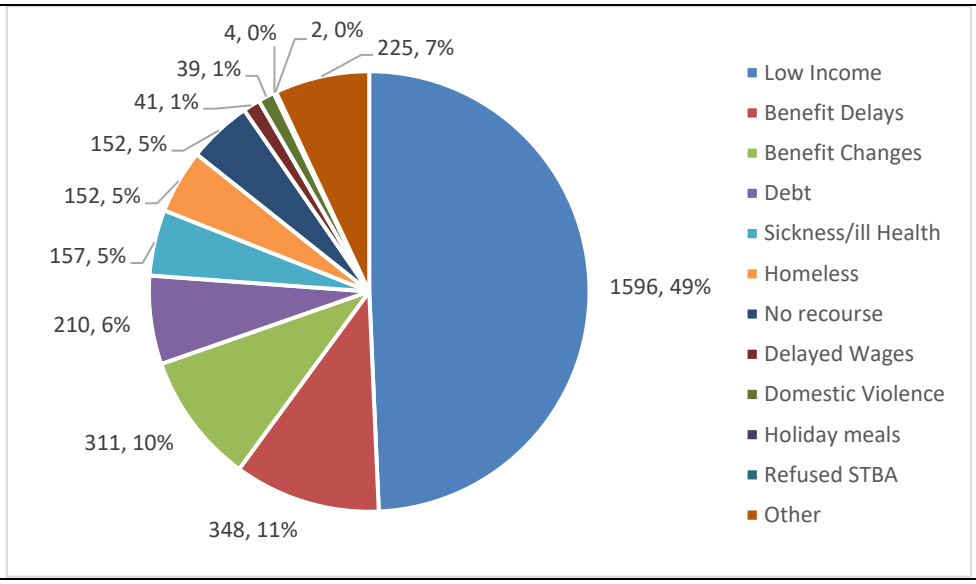
Distribution Centres + Xmas hampers 2020-21

3848 people total fed with 5881 3-day packs



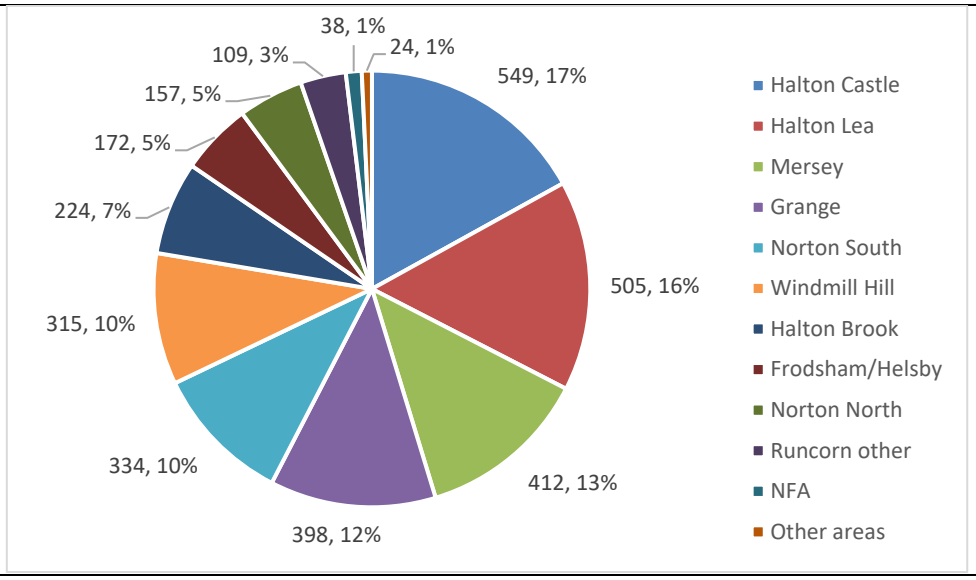
Main crisis type 2020-21

Vouchers redeemed at distribution centres 3237 people 5275 3-day packs



Home location 2021-22

Vouchers redeemed at distribution centres 3237 people 5275 3-day packs



Volunteers

To maintain our volunteer base; to ensure that the number of volunteers does not fall significantly. To provide support during the pandemic and opportunities to extend people's volunteer roles, where possible. To review and update the volunteer handbook to reflect changes to the CIO and to encompass new volunteer roles identified.

At present the foodbank has 136 volunteers (including the trustees) who provide help and support for our clients in many ways, see our aims and objectives above. The majority of volunteers help in the distribution centres and feedback is that they enjoy the interaction with our clients and feel that they are making a difference in their communities. The number of volunteers is much lower than 2020/21 when we had 184 volunteers but during the last year we have contacted the people on our database and have removed any who can no longer give their time and also those who have returned to work following furlough.

This year, for the first time in two years, a volunteer event was held on Wednesday 20th October 2021 to celebrate some of our volunteers' long service (over 5 years) and to update the volunteers on what has been happening over the last year. As part of the event a Safeguarding Awareness session was included. Another Volunteer Day will be held in Summer 2022 covering Mental Health and its implications for the foodbank.

The Foodbank Volunteer Co-ordinator held virtual meetings with new volunteers to introduce them to the foodbank.

The Volunteer Handbook has now been updated and all volunteers have been issued with a copy.

5. Financial Review

Effect on finances, fundraising and reserves

The foodbank can use the reserves and the current year donations to keep the warehouse stocked for the foreseeable future and therefore, the charity remains a going concern and is financially robust.

Main Funding sources

Donations are down by 25% on last year, which is not unexpected due to the high donation rate seen in the first year of the COVID pandemic. In 2020/21 businesses gave the foodbank over £23,000 in donations at the height of the pandemic. Individual donations have remained fairly static, which is good news. Despite this reduction the overall donation rate is very encouraging for the charity.

Our usual fundraising activities and collections have had to be cancelled due to the pandemic.

Our claim for gift aid is slightly lower this year at £6,044, this will be shown in next year's accounts. The link via the website to CAF Donate has continued to be used significantly and most of the donors also gift aided their monies, thus substantially increasing the amount we could reclaim from HMRC.

The Foodbank received a grant for £20,000 from Halton Borough Council to provide support via the Winter Grant Scheme to children and households who are experiencing, or at risk of experiencing, poverty, where they are impacted by the ongoing public health emergency and where alternative sources of assistance may be unavailable. The trustees agreed to provide additional supermarket vouchers for the hardship funds in the Frodsham/Helsby area schools from the foodbank's reserves.

Trussell Trust have given the foodbank £2,024 for our share of the supermarket collection monies. Also a supermarket collection 3 day event was held in Tesco, Helsby in November 2021 which provided money and food for the foodbank.

Expenditure is also significantly up on last year but this is due to paying for supermarket vouchers for schools from our restricted reserves and buying food items which were low in stock in the warehouse. The unrestricted spend is consistent with 2021/22.

How expenditure has supported the key objectives of the charity

The seventh year has been a year of consolidation within the foodbank reacting to changing working practices and opening times. The Foodbank Manager has been key in keeping in touch with the Voucher Referral Agencies and dealing with telephone enquiries.

The IT network has been particularly important now that the majority of Voucher Referral Agencies are issuing evouchers and the distribution centres need Wifi access to enable them to check and register the food against the vouchers.

Supermarket vouchers have been obtained to support the hardship funds for local primary and high schools where parents have applied for free school meals or about to apply and their applications have not yet been actioned. This has proved to be really beneficial for the parents and has linked the schools with the foodbank so that a two-way communication system has been introduced. We have also linked with 4 community groups to help supplement funding streams for people claiming benefit, asylum seekers and families in hardship.

Our basic food stocks during the year have been sufficient to cover the incoming vouchers but this year the foodbank has had to obtain some items that were low in stock.

Investments

This financial year the Trustees have moved £20,000 from the foodbank's bank accounts into the COIF Charities Ethical Investment Fund.

Reserves Policy

Reserves are maintained for a variety of reasons as identified below:

a. Uncertainty over future income

As most of our income is reliant on donations from individual people, churches and businesses. The trustees consider that holding reserves equivalent to six months of the usual unrestricted income of the charity to cover the risk of not receiving sufficient funds. This would equate to £20,000.

b. Contingency Fund for premises

The charity has agreed a new 3 year premises rental agreement with Halton Borough Council; one of the stipulations is the replacement of soffits and guttering.

After the annual maintenance on the gas boiler the firm gave notice that it will have to be replaced in the near future.

The trustees feel that they should hold a contingency fund to cover any potential expenditure from the unrestricted reserves. This would equate to £10,000.

c. Contingency Fund for unplanned expenditure

The Warehouse Manager, who is currently a volunteer, is leaving in the next few months and unless a suitable voluntary applicant can be found from the local area, the Trustees will have to contemplate a paid employee for this role.

Also the pandemic has seen an increase in the monetary donations and a reduction in actual food donations. The implication of which could be that the foodbank will need to make up shortfalls of food from local supermarkets.

The trustees feel that they should hold a contingency fund to cover any unplanned expenditure. This would equate to £15,000.

6. Declaration

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

Signed on behalf of the charity's trustees

Signed: A McPoland

Name: Mrs Anne McPoland

Position: Trustee

Date: 29th November 2022

Independent Examiner's Report

To the members/trustees of Runcorn and District Foodbank

Charity Number: 1169600

I report on the accounts for the period 1st April 2021 to 31st March 2022, which is set out on pages 15 to 18.

Respective responsibilities of the Trustees and Independent Examiner

The trustees of the charity are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) (b) of the Charities Act); and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee 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 accounts 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 matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   - To keep accounting records in accordance with section 130 of the Charities Act; or
   - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Norman Miller

Address: Fford Top-y-rhos, Treuddyn, Flintshire, CH7 4NE

Date: 26th September 2022

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2021 to 31st March 2022

Receipts and Payments

a) Receipts

	Note	Unrestricted funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Donations & Legacies	3a	66,683	720	67,403	90,116
Income from charitable activities	3b	623	23,000	23,623	20,000
Fundraising		1,590	688	2,278	292
Interest on bank account		6	-	6	12
Sub Total		68,902	24,408	93,310	110,420
Asset and Investment Sales		-	-	-	-
Total Receipts		**68,902**	**24,408**	**93,310**	**110,420**

b) Payments

	Note	Unrestricted funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Expenditure on raising funds	3c	-	-	-	-
Expenditure on charitable activities	3d	34,523	37,624	72,147	39,003
Sub Total		34,523	37,624	72,147	39,003
Asset and Investment Purchases		20,000	-	20,000	-
Total Payments		**54,523**	**37,624**	**92,147**	**39,003**
Excess Receipts over payments		14,379	(13,216)	1,163	71,417
Cash at bank 1st April		85,461	13,685	99,146	27,729
Cash at bank 31st March		99,840	469	100,309	99,146

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2021 to 31st March 2022 (cont)

Statement of Assets and Liabilities

c) Cash Funds

	Unrestricted £	Restricted £
CAF Current Account	19,720	469
CAF Gold Account	80,081	-
Petty Cash	39	-
Total Cash Funds	**99,840**	**469**

d) Other Monetary Assets due

	Unrestricted £	Restricted £
Gift Aid Recoverable	6,044	-
Total Monetary Assets	**-**	**-**

Assets & Liabilities

Assets

	Fund	Value £
IT Equipment	Restricted	419
IT Equipment	Unrestricted	1,677
Furniture and Fixtures	Unrestricted	7,263
Furniture and Fixtures	Restricted	224
Stock of Food	Unrestricted	22,994
COIF Charities Ethical Investment Fund	Unrestricted	48,683
Total Assets		**81,260**

Liabilities

	Fund	Value £
HMRC	Unrestricted	140
Total Liabilities		**140**

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2021 to 31st March 2022 (cont)

Notes to the accounts

1. Accounting Policies

The trustees have agreed that as the charity is not a company, and has an annual gross income of less than £250,000 then it can prepare Receipts and Payments accounts.

2. Restricted Funds

Fund	B/Fwd £	Receipts £	Payments £	C/Fwd £
HBC Food	13,000	20,000	33,000	-
Green Box	35	-	35	-
Food	650	1,408	1,839	219
HBC Household Funding	-	3,000	2,750	250
Total Funds	**13,685**	**24,408**	**37,624**	**469**

HBC Food is a grant for £20,000 given by Halton Borough Council to provide support via the Winter Grant Scheme to children and households who are experiencing, or at risk of experiencing, poverty, where they are impacted by the ongoing public health emergency and where alternative sources of assistance may be unavailable.

Green Box is a scheme to provide free boxes in public areas for young girls and women which contain sanitary items.

Food is made up of donations given solely for the purchase of food items which maybe in short supply in the warehouse at a particular point in time.

HBC Household Funding is a grant of £3,000 to use as a collaborative of 3 different charity bodies in the community (consisting of CAB, Halton Veterans and the Community Shop) with the aim to move people out of food poverty into a cycle of support with the aim of future employment.

3. Notes to the accounts

3a) Donations & Legacies

	Unrestricted funds £	Restricted Funds £	Total Funds £
General Donations	59,562	720	60,282
Gift Aid	7,121	-	7,121
Total	**66,683**	**720**	**67,403**

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2021 to 31st March 2022 (cont)

Notes to the accounts (cont)

3b) Income from charitable activities

	Unrestricted funds £	Restricted Funds £	Total Funds £
Grants	623	23,000	23,623
Total	**623**	**23,000**	**23,623**

3c) Expenditure on raising funds

	Unrestricted funds £	Restricted Funds £	Total Funds £
Fundraising costs	-	-	-
Total	**-**	**-**	**-**

3d) Expenditure on charitable activities

	Unrestricted funds £	Restricted Funds £	Total Funds £
Salary, pension costs	15,321	-	15,321
Rent & Rates	133	-	133
Utilities	1,532	-	1,532
Insurance, Alarms & Risk Assessment	805	-	805
Cleaning & Cleaning Products	500	-	500
Telephone, broadband and IT support	1,936	-	1,936
Stationery, postage and office costs	983	-	983
Uniforms	600	-	600
IT Equipment	297	-	297
Bank Charges & Annual Fees	132	-	132
Volunteer expenses & Taxis	910	-	910
Furniture and Fittings	1,111	-	1,111
Food, vouchers and Green Box Items	10,263	37,624	47,887
Total	**34,523**	**37,624**	**72,147**

Signed on behalf of the charity's trustees

Signed: A McPoland

Name: Mrs Anne McPoland

Position: Trustee

Date: 29Th November 2022

RUNCORN AND DISTRICT FOODBANK

England & Wales - Charity number 1169600

Accounts

2020/21 Trustees Annual Report

And Receipts and Payments Accounts

For

Runcorn and District Foodbank

Charity Number 1169600

For the period

1st April 2020 to 31st March 2021

Runcorn and District Foodbank

Charity Number: 1169600

Period: 1st April 2020 to 31st March 2021

Trustees Annual Report	Page 3
Independent Examiners Report	Page 13
Accounts	Page 14
Notes to the Accounts	Page 17

Trustees Annual Report

For the period 1st April 2020 to 31st March 2021

1. Reference and Administration

Charity Name: **Runcorn and District Foodbank**

Registered Charity No: **1169600**

Address: **53a Russell Road**
Runcorn
WA7 4BH

Trustees

Name	Position	Notes
Revd John Beaney	Chair	
Mrs Kathryn Dean		
Mr Matthew Hancock		
Mrs Anne McPoland		
Mrs Carol Verey	Treasurer	
Revd Gill Younger		

2. Structure, Governance and Management

Governing Document

Runcorn and District Foodbank achieved registered charitable status in October 2016 and is registered as a Charitable Incorporated Organisation, (CIO), whose only voting members are its Trustees, with the Charity Commission. It is governed by a constitution dated 20th August 2016 in accordance with the 'foundation model' published by the Charity Commission.

Previously it was known as Runcorn Foodbank, which was founded in August 2013 and was included in the accounts for Hope Corner which is registered as a charity with the Charity Commission, charity number 1138720.

Appointment of trustees

The charity is managed by a board of Trustees selected because they strongly endorse the charitable objectives of the organisation and support its Christian ethos. There are three types of trustees: charity trustees, ex officio trustees and nominated trustees.

Charity Trustees

When selecting charity trustees, the charity aims to ensure there is a range of relevant skills, knowledge and experience. Every appointed trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Ex officio Trustees

The Foodbank Manager and the Treasurer will automatically be an ex-officio trustees for as long as he or

she holds that office in a voluntary capacity. As the Foodbank Manager is a paid employee only the Treasurer is currently Ex officio.

Nominated Trustees

Churches Together in Runcorn Leader's Group may appoint up to 4 charity trustees; the appointments will be made at one of their ordinary meetings and will be for a term of three years.

Trustee induction and training

Trustees are appointed after meeting with existing trustees and if they are not already familiar with the workings of the Foodbank, formal visits to a distribution centre and the warehouse will be arranged to ensure they understand its vision and values.

New trustees undergo an orientation day to brief them on: their legal obligations under charity law, the Charity Commission guidance on public benefit, and inform them of the content of the Constitution, the committee and decision-making processes, and recent financial performance of the charity. They all have a copy of the constitution and latest trustees' report and accounts. During the induction day they meet key volunteers and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The board consists of not less than 3 nor more than 5 appointed charity trustees, not more than 2 ex officio trustees; and not more than 4 nominated trustees.

There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

The trustees meet once every 2 months to review performance and monitor the achievement of objectives. Trustees approve a budget for the current and next financial years and the Treasurer presents a financial monitoring statement to each meeting so that Trustees can review income and expenditure against forecasts.

A Foodbank Manager has been appointed by the Trustees to manage the day-to-day operations of the charity. The Foodbank Manager has delegated authority, within terms of delegation approved by the trustees for operational matters. In addition there is a Management Committee, comprising of the Foodbank Manager, a Trustee, Distribution Centre Representative, Volunteer Co-ordinator, Transport Co-ordinator and Warehouse Manager who meet monthly to discuss operational issues for the charity.

Related Organisations

Runcorn and District Foodbank is affiliated to the Trussell Trust (charity 1110522) which is based in Salisbury. The Trussell Trust helps churches and Christian based community groups to open new Foodbanks nationwide.

Management of risk

The Trustees have adopted a range of policy documents to manage and minimise risk. These include policies covering issues such as Health and Safety, Data Protection, Safeguarding and Lone Working.

3. Objectives and Activities

Objects of the charity

The objects of the CIO are the prevention or relief of poverty in that part of the Borough of Halton in the County of Cheshire, which is south of the River Mersey, and the surrounding area of North Cheshire, including Frodsham and Helsby, in particular, but not exclusively, by:

(a) providing emergency food boxes containing a supply of balanced and nutritional foodstuffs to individuals in need and/or for distribution by charities or other organisations working to prevent or relieve poverty;

(b) the provision of or signposting to relevant information and other advisory services;

(c) supporting projects and initiatives that prevent or relieve poverty.

The Runcorn & District foodbank was formed through Churches Together in Runcorn. Its service is motivated and shaped by Christian values and principles and deeply rooted in the Christian faith. The aim is to serve the needs of all in poverty in the community, working with people of all faith groups and beliefs or none, who share our concern for the needs of the community.

Aims and Objectives

In Runcorn, Frodsham, Helsby and the surrounding area, there are families struggling to put food on the table. For people on low incomes a sudden crisis – redundancy, benefit delay or an unexpected bill - can mean going hungry.

In 2019 Halton, which covers Runcorn and Widnes is 13th on the most deprived local authority districts according to the IMD2015 and the IMD2019 - local authorities are ranked on the proportion of neighbourhoods in the most deprived 10 per cent nationally in the Government Indices of Multiple Deprivation.

Runcorn and District Foodbank aims to relieve the poverty, through the provision of food and toiletries to those in crisis, in partnership with local frontline care agencies who refer clients in crisis to us. By signposting people when they visit a distribution centre to care agencies, advice services and other support agencies, we aim to help seek resolutions to their immediate crisis which is causing their need to use the foodbank. Anyone in 'food crisis' can be referred to the foodbank, regardless of their race or beliefs.

How the Foodbank works

Non-perishable food is donated by the community to the foodbank. It is collected by volunteers and taken to the warehouse. The food is checked to ensure that it is in date and not damaged. It is then weighed, sorted and stored by type and date.

People in food crisis are issued with a Runcorn and District Foodbank voucher by one of our Voucher Referral Agencies after discussing their issues and what action can be taken to alleviate their situation. During the lockdown a number of organisations have closed their offices to visitor and staff are working from home. The foodbank has where possible adopted electronic vouchers known as 'evouchers' to enable clients to obtain a voucher code from the Voucher Holders rather than a physical voucher.

The person then brings their voucher or evoucher code to the one of the seven distribution centres in Runcorn and Frodsham within 3 working days (approx.)

At the distribution centre volunteers discuss food allergies, food preferences, cooking facilities or lack of these with the person prior to packing up bags of food for them. The Foodbank uses set lists of suggested food and appropriate quantities provided by the Trussell Trust who have use of nutritionists to advise on what would provide a nutritionally balanced diet of food for 3 days. However, during the pandemic the Foodbank has been providing enough food for 7 days to limit the number of visits clients would need to make.

Volunteers have a sympathetic, non-judgemental, listening approach. They spend time with the person signposting to other appropriate agencies, and will offer prayer for people where appropriate. Although during the lockdown this has not been possible.

Public Benefit

The Trustees confirm that they have referred to the Charities Commission's general guidance on public benefit when reviewing the charity's aims and objectives, and in planning future activities.

Contribution made by volunteers

The Charity has an excellent team of volunteers who contribute to the working pattern of the organisation. Volunteer roles vary from warehouse manager, warehouse duties, collecting food from supermarkets and other stores, health and safety checks at distribution centres, safeguarding officers, home delivery drivers, meeting clients at the distribution centres and providing them with emergency food, signposting clients to other agencies who may be able to help with the crisis they are experiencing, administration, social media, newsletters, volunteer co-ordination and helping at supermarket collection days and other local events.

We are extremely fortunate to have these people supporting the work of the foodbank which is mainly volunteer led; without their dedication, support and help the charity would not be sustainable.

Objectives for 2021/22

Focus on excellent 'normal' operations, reaching the right people

- **Voucher holders:** review, re-engage and retrain agencies and routes for most vulnerable
- **Signposting**: develop resources and train Distribution Centre volunteers
- **Distribution centres**: Re-open centres, retrain volunteers

Focus on developing new relationships/ identifying skills

- **Voucher holders:** extend holders/agencies focusing on children (schools/nurseries)
- **Communications**: raise awareness/ networking (foodbank users/volunteers/ agencies/ partners) using social and other media.
- **Volunteer skills audit:** identify skills available

4. Achievements and Performance in 2020/21 (including update on impact of pandemic on operations)

During the pandemic there have been changes to the way in which the foodbank has operated and some of the objectives that were set for the current year have had to be postponed or redefined.

Opening hours

At the beginning of the financial year the opening hours for the office were reduced to two hours on a Friday morning and the Foodbank Manager, the admin team, management team and trustees worked from home. The office was reopened fully in January 2021 with social distancing and COVID 19 guidelines introduced.

The warehouse volunteers, although reduced in number due to social distancing continued to open during the normal hours to accept donations, fulfil stock requests from Distribution Centre Managers and ensure stock rotation.

Meetings were arranged via Zoom on a weekly/monthly basis. Trustees met, initially on a weekly basis, to ensure the smooth running of the foodbank and to deal with any issues arising from the effects of the pandemic. The Trustees have now reverted to meeting every two months and Management Team are continuing to meet on a monthly basis. A new meeting of the Distribution Centre Managers was initiated from February 2021, on a monthly basis, to raise any concerns, issues or problems being experienced by the teams and the results of these meetings are fed into the Management meetings.

In the Autumn of 2020 the Foodbank Manager, Colin Keiley, decided that he would like to retire at the end of December. The trustees then advertised the role and Eddie Thompson, MBE was appointed after a full round of interviews. The trustees gratefully accepted Colin's offer to delay his retirement until January 2021 so that a handover period could be organized.

Distribution Centres

During the pandemic all the distribution centres have largely remained open. There was a short period where our centre in Halton Haven was closed because of an outbreak of COVID19 within the hospice.

At the beginning of the year volunteers who had been furloughed from their employment stepped in to replace those volunteers who were shielding. Most of our volunteers have now returned and furloughed volunteers have, in the main, returned to their paid employment. Each centre has reduced the number of volunteers attending each week to ensure social distancing is maintained.

A decision was made to dissuade clients from entering the distribution centres, as most of the buildings are unsuitable for one way traffic; this meant that refreshments could no longer be provided.

Clients are met at the door and their voucher fulfilled and food provided as quickly as possible to avoid unnecessary queueing.

Vouchers

During the pandemic many of the voucher referral agencies did not have a face to face presence in their offices so wherever possible the agencies were set up to use evouchers. Training was given to each of the agencies so that their home workers could easily provide this service. It has proved very effective and the foodbank will continue with this after the pandemic subsides. Very few 'red' vouchers are now being issued.

Training for the Distribution Centre teams was undertaken at the same time so that vouchers could be redeemed electronically.

Adults and children fed

To ensure enough food to fulfil both red vouchers and evouchers during the year.

During the pandemic the foodbank has been issuing clients with 7-day packs of food as opposed to the usual 3-day packs, this was suggested by Trussell Trust to reduce the number of visits required to be made by clients.

- In the year 2020-2021 Runcorn and District Foodbank fed 5232 people with the equivalent of 3-day packs – a 35% increase on last year (2019/20: 3875).

- 56% were adults (2019/20: 59%), predominantly aged 25-64. Most vouchers were issued to single people (45%) or single parent families (27%).

- 80% of the people fed continue to be well distributed across Runcorn wards: Halton Castle, Halton Lea, Grange, Mersey, Norton and Windmill Hill.

- We distributed nearly 32.5 tonne food and a further 1.6 tonne to other organisations.
- The top causes of crisis were again low income 40% (22%); Benefit delays/changes 17% (23%) and debt 7% (7%).

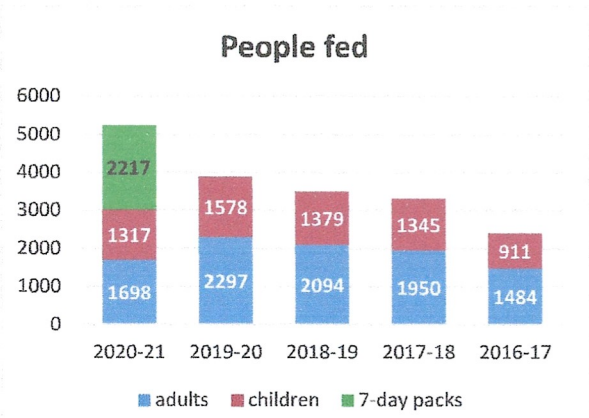
The following charts and graphs show the volumes, causes of crisis, voucher issuers by agency, ward distribution and distribution centre information. These statistics are produced and distributed to the Trustees on a monthly basis for discussion on trends and to ensure that client needs within the foodbank's area are being fulfilled as efficiently as possible.

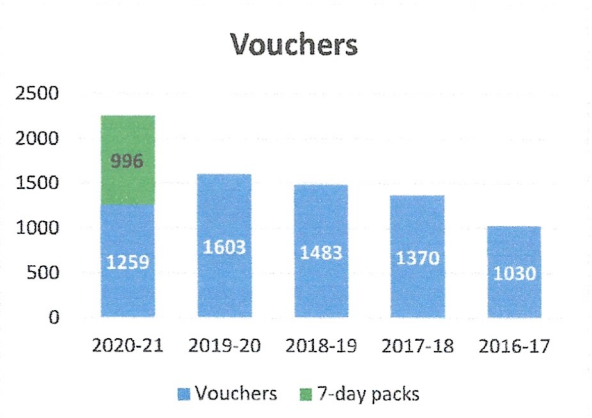
People fed *(3-day packs)*

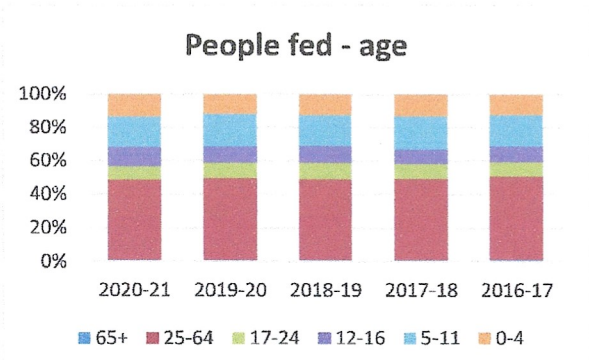
	20-21	19-20	18-19	17-18	16-17
People	**5232**	**3875**	**3473**	**3295**	**2395**
adults	*1698*	*2297*	*2094*	*1950*	*1484*
children	*1317*	*1578*	*1379*	*1345*	*911*
7d pack	*2217*				
65+	65	43	31	32	33
25-64	1436	1848	1598	1542	1102
17-24	234	357	343	285	198
12-16	354	372	325	286	207
5-11	557	757	631	637	434
0-4	408	448	423	423	271

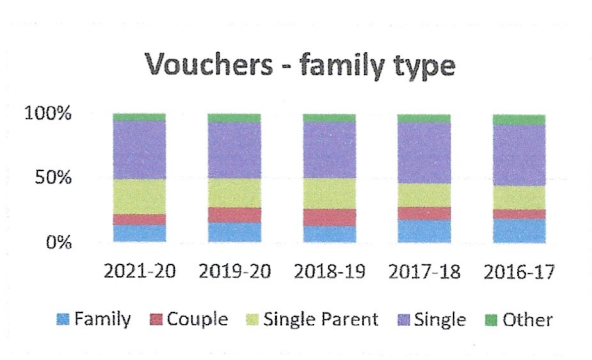
Vouchers *(3-day packs)*

Year	20-21	19-20	18-19	17-18	16-17
Vouchers	**2255**	**1603**	**1483**	**1370**	**1030**
vouchers	*1259*	*1603*	*1483*	*1370*	*1030*
7d pack	*996*				
Family	173	259	202	254	198
Couple	101	180	192	134	78
Single Parent	339	353	349	245	181
Single	579	708	652	657	495
Other	67	103	88	80	78







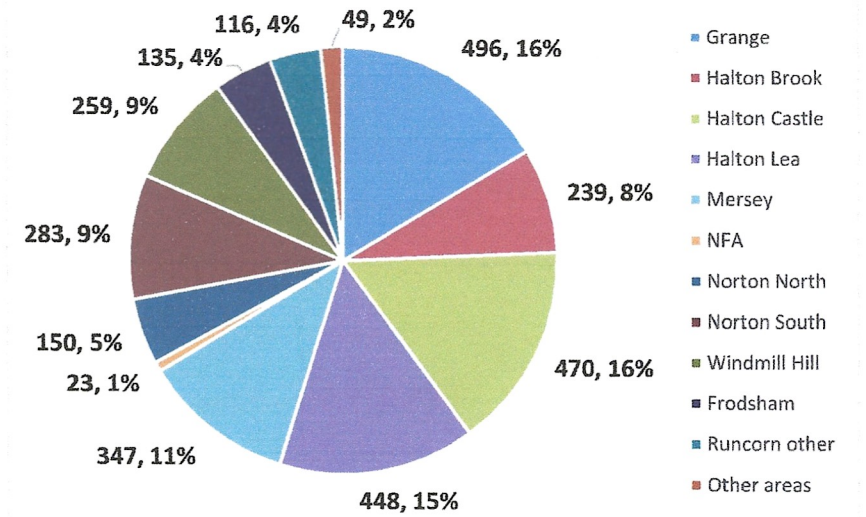


Top Runcorn and District Foodbank agencies 2020-21 (excluding local emergency issuers)

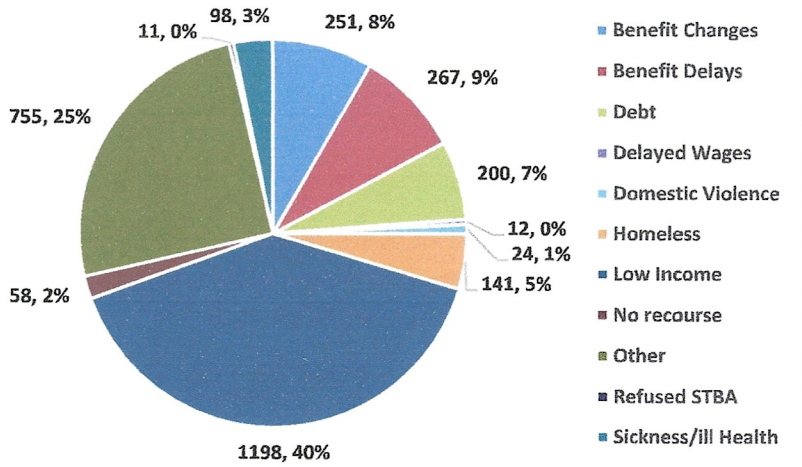
	(* not R&DF partner agencies)	%	voucher	people		Summary referral type	
	Total		**1259**	**3015**			
1	*Citizens Advice Halton	24%	303	713		24%	CAB
2	Brookvale Children's Centre (incl Xmas)	15%	195	727		21%	Housing
3	Changing Lives (YMCA Halton)	13%	161	175		20%	Medical
4	CGL (Change, Grow Live)	6%	77	141		20%(12%)	Children (Xmas)
5	*Help through hardship	3%	33	62		10%	Emergency
6	Castlefields Health Centre	2%	30	76		5%	Others
7	Mental Health Outreach Team	2%	23	46			
8	Halton Housing (Welfare)	2%	23	27			
9	Early Intervention Centre	2%	22	89			
10	Children in Need Widnes	2%	21	76			
11	*CWAC HELP Scheme	2%	20	55			

3015 people fed (3015) with 5232 3-day packs

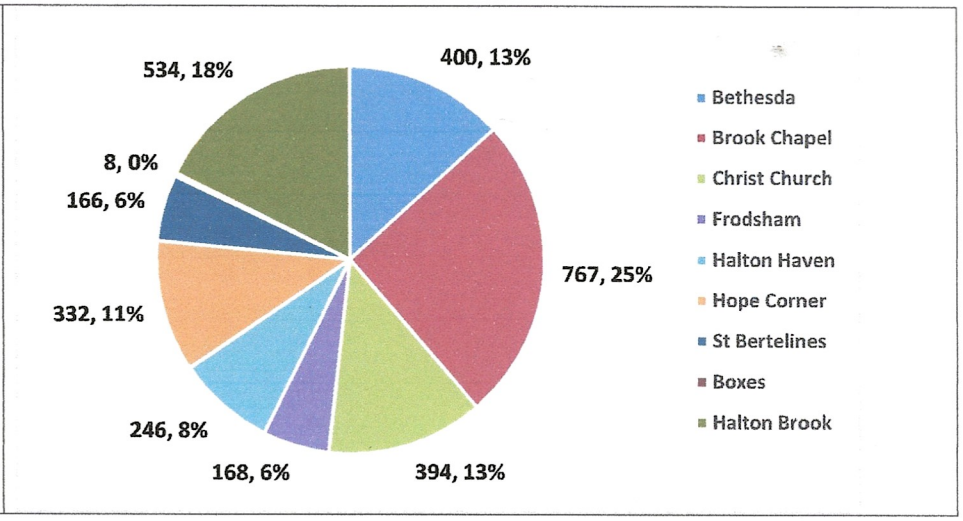
Locations 2020-21



Main crisis type 2020-21



Distribution Centres 2020-21



In the light of the problems regarding free school meals during the pandemic, the Trustees decided to contact local schools to see if foodbank could help by giving supermarket vouchers to the local primary schools' hardship funds. As a result one of the trustees set up a communication hub with each of the local schools and asked if they would like to receive these vouchers. Most of the schools agreed that it would be really helpful and the foodbank provided £10 vouchers for Aldi, Morrisons and Tesco. The pilot was so successful that provided a valuable way of helping families in the community in crisis. This was extended in January with a grant from Halton Borough Council Winter Grant Scheme.

During the pandemic the trustees realised that some people were having to self-isolate due to health problems or being in contact with other family members who had COVID 19. It was agreed to provide a home delivery service. At the time a client obtains a voucher from one of our voucher agencies they will enquire to see if a home delivery is needed and then contact the team to organise a date and time for collection from the Distribution Centre and delivery to the client's home.

Volunteers

To maintain our volunteer base; to ensure that the number of volunteers does not fall significantly. To provide support during the pandemic and opportunities to extend people's volunteer roles, where possible. To review and update the volunteer handbook to reflect changes to the CIO and to encompass new volunteer roles identified.

At present the foodbank has 184 volunteers (including the trustees) who provide help and support for our clients in many ways, see our aims and objectives above. The majority of volunteers help in the distribution centres and feedback is that they enjoy the interaction with our clients and feel that they are making a difference in their communities.

In line with guidance from Public Health England and the Trussell Trust people over 70 and those who were in the clinically vulnerable category were asked not to volunteer at the beginning of the year. As the restrictions have lifted more of our volunteers have returned and we are so grateful for their time and effort. We also need to thank those people who were on furlough from work and stepped in to replace the volunteers who had to step back from the front line. There are still a few volunteers, more especially those who are clinically vulnerable who are still shielding but hope to resume in the future.

Numbers of volunteers in the warehouse, office and distribution centres were reduced to enable social distancing rules to be adhered to and that continued until the end of the financial year. Risk assessments for each of the buildings were completed and COVID signage, gloves, masks and hand sanitiser provided.

The Foodbank Volunteer Co-ordinator held virtual meetings with new volunteers to introduce them to the foodbank and the Distribution Centre Managers kept in touch with their volunteers who were self-isolating.

The Volunteer Handbook has now been updated and all volunteers have been issued with a copy.

Standardise signposting

To examine the local and national information available to our clients and to provide an electronic guide for volunteers in distribution centres to ensure consistency. To examine schemes like 'morethan' and CAP to see if these can be rolled out through the distribution centres.

As the foodbank has only been able to provide limited signposting to clients during the pandemic, this objective has been deferred to 2021/22.

Manage storage of food donations

To review the warehouse storage and supermarket donation dates/times to ensure that food donations can be safely stored including during peak periods.

At the beginning of the pandemic local food and drink companies gave their surplus stock to the foodbank as hospitality venues were closed and by the time they reopened the 'best before' dates would have been exceeded. Supermarket collections were stopped and food donations from churches, schools and community venues.

The warehouse has been very fully stocked during the last year. The warehouse is holding large stocks of certain items like beans, pasta and pasta sauce whist holding low stocks of other items such as milk, fruit and fish. Fortunately people in Runcorn, Frodsham and Helsby areas have been very generous in monetary donations and where stock of certain items has been low the Warehouse Manager has been able to buy these items from local supermarkets.

Supporters network

To extend our information network to encourage people to become supporters of the foodbank both financially and through the weekly newsletter and updates. To increase our supporters by 20%.

The foodbank recognises the importance of working with other organisations, both national and local and we are represented on the Feeding Halton Network (part of the Feeding Britain Network) by the Foodbank Manager, where we make a significant contribution to the oversight and planning for the provision of support in Halton. We also participate in the regular meetings of the Halton and St Helen's Community Voluntary Action Group.

Churches involved

Churches Together in Runcorn and the Frodsham churches continue to support the foodbank with donations of food. Many of our volunteers are recruited via these churches and form the nucleus of our volunteer base.

Five of our seven distribution centres are currently based in church premises and the churches concerned do not charge rent for these rooms

Our Chair reports to Churches Together in Runcorn on a regular basis and the Foodbank Manager gives a presentation on the work of the foodbank at their AGM.

5. Financial Review

Effect on finances, fundraising and reserves

The foodbank has seen an increase in its income due to donations from local firms who wish to support our work and individuals who would usually donate food but have been unable to do so due to shielding or shortages in retail shops.

The foodbank can use the reserves and the current year donations to keep the warehouse stocked for the foreseeable future and therefore, the charity remains a going concern and is financially robust.

Main Funding sources

Our donations this year have been dramatically increased due to the pandemic. People have been giving monetary donations rather than buying food as the collection points in schools, public buildings and churches have not been available. Plus people have found it difficult to buy extra food because of restrictions due to self-isolation and shortages in the shops. However, our usual fundraising activities and collections have had to be cancelled due to the pandemic.

Our claim for gift aid has significantly increased in this financial year rising from £2,000 to over £7,000, this will be shown in next year's accounts. This year the trustees decided to link the website to CAF Donate which enabled people to be able to donate to the charity electronically. As the pandemic continued so the amount of donations received by this means grew and most of the donors also gift aided their monies, thus substantially increasing the amount we could reclaim from HMRC.

The Foodbank received a grant for £20,000 from Halton Borough Council to provide support via the Winter Grant Scheme to children and households who are experiencing, or at risk of experiencing, poverty, where they are impacted by the ongoing public health emergency and where alternative sources of assistance may be unavailable. The trustees agreed to provide additional supermarket vouchers for the hardship funds in the local primary schools.

Trussell Trust have given the foodbank just over £2,000 for our share of the supermarket collection monies.

Expenditure is also up on last year but this is due to providing supermarket vouchers for schools and buying food items which were low in stock in the warehouse.

How expenditure has supported the key objectives of the charity

In this sixth year it has been a difficult year for the foodbank and the trustees have had to look at how the foodbank was functioning and how best to react to the pandemic. The Foodbank Manager has been key in keeping in touch with the Voucher Holders and dealing with telephone enquiries.

The IT network has been particularly important now that the majority of Voucher Holders are issuing evouchers and the distribution centres need Wifi access to enable them to check and register the food against the vouchers.

Supermarket vouchers have been obtained to support the hardship funds for local primary schools where parents have applied for free school meals or about to apply and their applications have not yet been actioned. This has proved to be really beneficial for the parents and has linked the schools with the foodbank so that a two-way communication system has been introduced.

Usually our food stocks during the year would be sufficient to cover the incoming vouchers but this year the foodbank has had to obtain some items that were low in stock.

Designated Funds

The trustees have been encouraged by the school vouchers scheme trial which the foodbank ran before the Christmas holidays. As it has been so successful in reaching vulnerable children and their families the trustees have designated a further £20,000 to run the scheme following the school summer holidays in September 2021.

In addition the trustees are aware that social media has become increasingly important over the last year and realise that expertise is needed to ensure that systems are in place to use the scope of the website,

Facebook, Instagram and other media platforms to best advantage. It has been agreed that £5,000 will be made available to employ a person to lead a project to investigate the robustness of the current systems and to design and facilitate additional links to provide optimum coverage for the foodbank.

Reserves Policy

Reserves are maintained for a variety of reasons as identified below:

a. Uncertainty over future income

As most of our income is reliant on donations from individual people, churches and businesses. The trustees consider that holding reserves equivalent to six months of the usual unrestricted income of the charity to cover the risk of not receiving sufficient funds. This would equate to £15,000.

b. Contingency Fund for premises

As the charity is entering the third year of a three year premises rental agreement with Halton Borough Council the trustees feel that they should hold a contingency fund to cover any unforeseen expenditure for finding new premises from the unrestricted reserves. This would equate to £10,000.

c. Contingency Fund for unplanned expenditure

Again, as the charity is in the last year of the premises rental agreement and the implications of the pandemic in providing suitable equipment for the volunteers, the trustees feel that they should hold a contingency fund to cover any unplanned expenditure. This would equate to £5,000.

6. Declaration

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

Signed on behalf of the charity's trustees

Signed: 

Name: Revd John Beaney

Position: Trustee

Date: 02/11/2021

Independent Examiner's Report

To the members/trustees of Runcorn and District Foodbank

Charity Number: 1169600

I report on the accounts for the period 1st April 2020 to 31st March 2021, which is set out on pages 15 to 18.

Respective responsibilities of the Trustees and Independent Examiner

The trustees of the charity are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) (b) of the Charities Act); and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee 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 accounts 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 matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   - To keep accounting records in accordance with section 130 of the Charities Act; or
   - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Norman Miller

Address: Fford Top-y-rhos, Treuddyn, Flintshire, CH7 4NE

Date: 20th October 2021

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2020 to 31st March 2021

Receipts and Payments

a) Receipts

	Note	Unrestricted funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Donations & Legacies	3a	88,361	1,755	90,116	25,073
Income from charitable activities	3b	-	20,000	20,000	202
Fundraising		292	-	292	1,367
Interest on bank account		12	-	12	43
Sub Total		88,665	21,755	110,420	26,685
Asset and Investment Sales		-	-	-	-
Total Receipts		**88,665**	**21,755**	**110,420**	**26,685**

b) Payments

	Note	Unrestricted funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Expenditure on raising funds	3c	-	-	-	-
Expenditure on charitable activities	3d	30,682	8,321	39,003	29,685
Sub Total		30,682	8,321	39,003	29,685
Asset and Investment Purchases		-	-	-	-
Total Payments		**30,682**	**8,321**	**39,003**	**29,685**
Excess Receipts over payments		57,983	13,434	71,417	(3,000)
Cash at bank 1st April		27,478	251	27,729	30,729
Cash at bank 31st March		85,461	13,685	99,146	27,729

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2020 to 31st March 2021 (cont)

Statement of Assets and Liabilities

c) Cash Funds

	Unrestricted £	Restricted £
CAF Current Account	10,352	13,685
CAF Gold Account	75,075	-
Petty Cash	34	-
Total Cash Funds	**85,461**	**13,685**

d) Other Monetary Assets due

	Unrestricted £	Restricted £
Gift Aid Recoverable	7,121	-
Total Monetary Assets	**7,121**	**-**

Assets & Liabilities

Assets

	Fund	Value £
IT Equipment	Restricted	461
IT Equipment	Unrestricted	1,176
Furniture and Fixtures	Unrestricted	7,305
Furniture and Fixtures	Restricted	159
Stock of Food	Unrestricted	21,406
COIF Charities Ethical Investment Fund	Unrestricted	25,109
Total Assets		**55,616**

Liabilities

	Fund	Value £
Suppliers accounts to be paid	Unrestricted	-
Total Liabilities		**-**

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2020 to 31st March 2021 (cont)

Notes to the accounts

1. Accounting Policies

The trustees have agreed that as the charity is not a company, and has an annual gross income of less than £250,000 then it can prepare Receipts and Payments accounts.

2. Restricted Funds

Fund	B/Fwd £	Receipts £	Payments £	C/Fwd £
HBC Food	-	20,000	7,000	13,000
Green Box	35	-	-	35
Food	200	1,755	1,305	650
UK Charity Insurance	16	-	16	-
Total Funds	**251**	**21,755**	**8,321**	**13,685**

HBC Food is a grant for £20,000 given by Halton Borough Council to provide support via the Winter Grant Scheme to children and households who are experiencing, or at risk of experiencing, poverty, where they are impacted by the ongoing public health emergency and where alternative sources of assistance may be unavailable.

Green Box is a scheme to provide free boxes in public areas for young girls and women which contain sanitary items.

Food is made up of donations given solely for the purchase of food items which maybe in short supply in the warehouse at a particular point in time.

UK Charity Insurance gave a donation for the purchase of food for people who accessed the foodbank.

3. Notes to the accounts

3a) Donations & Legacies

	Unrestricted funds £	Restricted Funds £	Total Funds £
General Donations	86,352	1,755	88,107
Gift Aid	2,009	-	2,009
Total	**88,361**	**1,755**	**90,116**

Annual Accounts for Runcorn and District Foodbank

Period: 1st April 2020 to 31st March 2021 (cont)

Notes to the accounts (cont)

3b) Income from charitable activities

	Unrestricted funds £	Restricted Funds £	Total Funds £
Grants	-	20,000	20,000
Total	**-**	**20,000**	**20,000**

3c) Expenditure on raising funds

	Unrestricted funds £	Restricted Funds £	Total Funds £
Fundraising costs	-	-	-
Total	**-**	**-**	**-**

3d) Expenditure on charitable activities

	Unrestricted funds £	Restricted Funds £	Total Funds £
Salary, pension costs	11,303	-	11,303
Rent & Rates	233	-	233
Utilities	1,329	-	1,329
Insurance, Alarms & Risk Assessment	1,017	-	1,017
Cleaning & Cleaning Products	552	-	552
Telephone, broadband and IT support	1,622	-	1,622
Stationery, postage and office costs	1,362	-	1,362
Uniforms	746	-	746
IT Equipment	713	-	713
Bank Charges & Annual Fees	127	-	127
Volunteer expenses & Taxis	291	-	291
Furniture and Fittings	3,516	-	3,516
Food, vouchers and Green Box Items	7,871	8,321	16,192
Total	**30,682**	**8,321**	**39,003**

Signed on behalf of the charity's trustees

Signed:

Name: Revd John Beaney

Position: Trustee

Date: