



**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%).

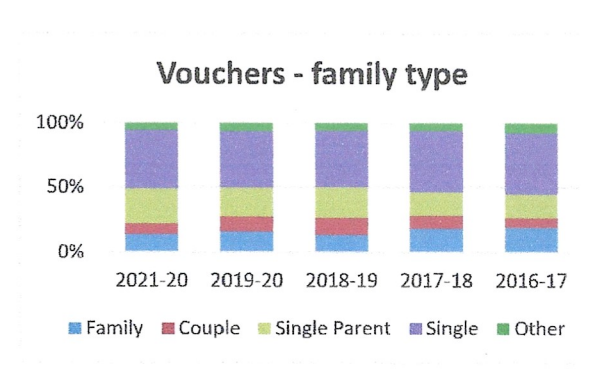
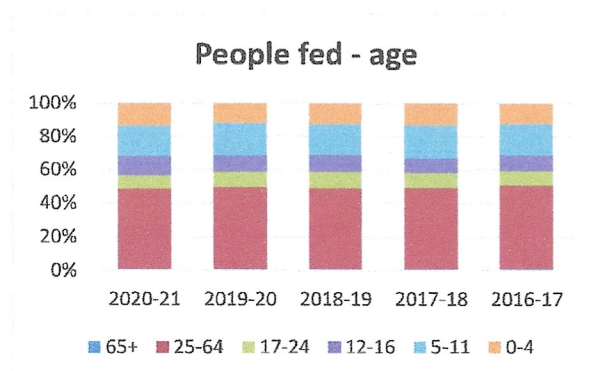
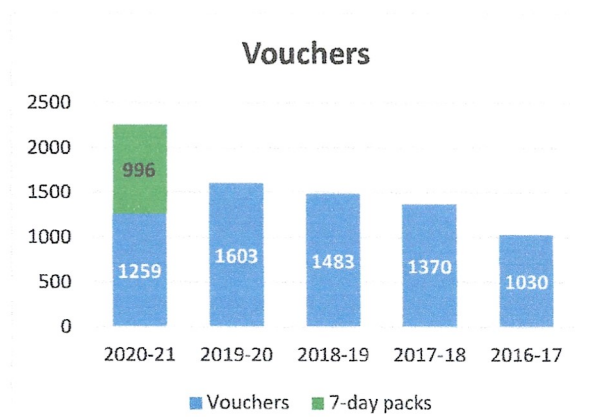
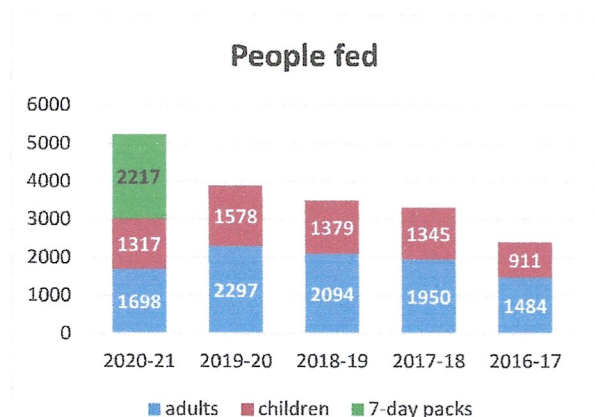
The following charts and graphs show the volumes, causes of crisis, voucher issuers by agency, ward distribution and distribution centre information. These statistics are produced and distributed to the Trustees on a monthly basis for discussion on trends and to ensure that client needs within the foodbank's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

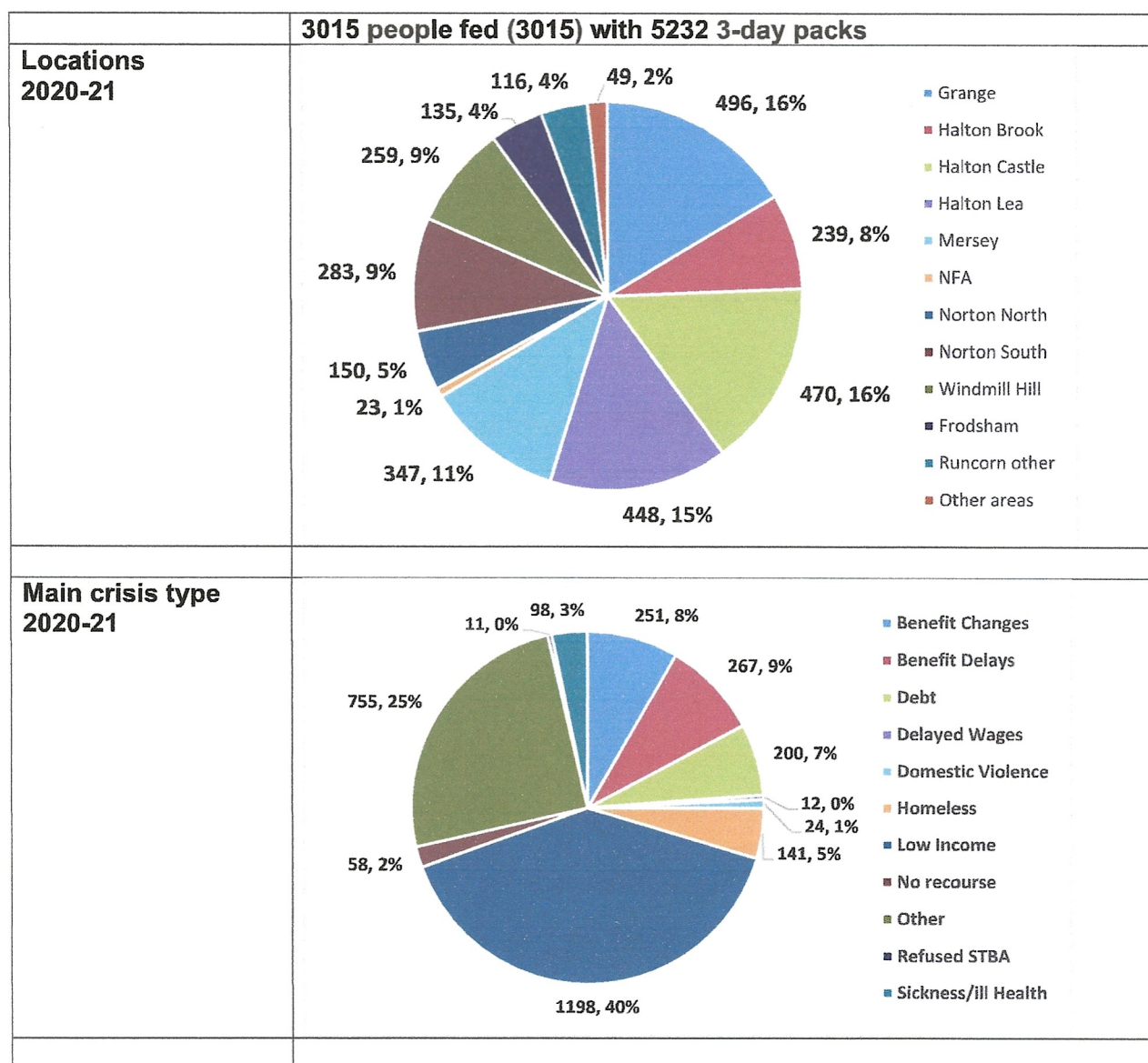
Vouchers (3-day packs)

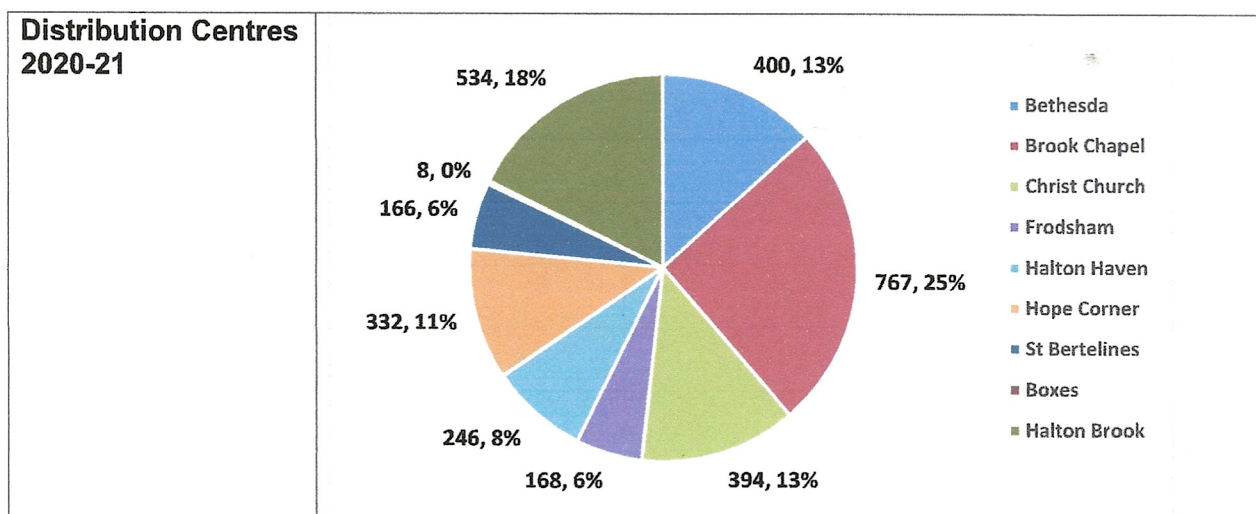
Year	20-21	19-20	18-19	17-18	16-17
Vouchers	2255	1603	1483	1370	1030
vouchers	1259	1603	1483	1370	1030
7d pack	996				
Family	173	259	202	254	198
Couple	101	180	192	134	78
Single Parent	339	353	349	245	181
Single	579	708	652	657	495
Other	67	103	88	80	78



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		





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 whilst 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: