



**2021/22 Trustees Annual Report  
And Receipts and Payments Accounts  
For  
Runcorn and District Foodbank**

**Charity Number 1169600**

**For the period**

**1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022**

# **Runcorn and District Foodbank**

**Charity Number: 1169600**

**Period: 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022**

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# Trustees Annual Report

For the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> 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 Verrey	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 20<sup>th</sup> 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 13<sup>th</sup> 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 1<sup>st</sup> 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**

<b>CHANGING COMMUNITIES</b>	
Referral Agencies	<ul style="list-style-type: none"><li>• Further develop agencies (retraining/ purging)</li></ul>
Signposting	<ul style="list-style-type: none"><li>• Further develop signposting processes</li><li>• Create in-foodbank expertise with volunteers/ partners</li></ul>
Volunteers	<ul style="list-style-type: none"><li>• Strengthen volunteer group: recruitment, retention and skill update/ development</li><li>• 2 volunteer days: include Mental health awareness</li></ul>
<b>CHANGING MINDS</b>	
Communications	<ul style="list-style-type: none"><li>• Use social media to <i>build dialogue</i> with potential users and supporters.</li></ul>

## **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 1<sup>st</sup> 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.

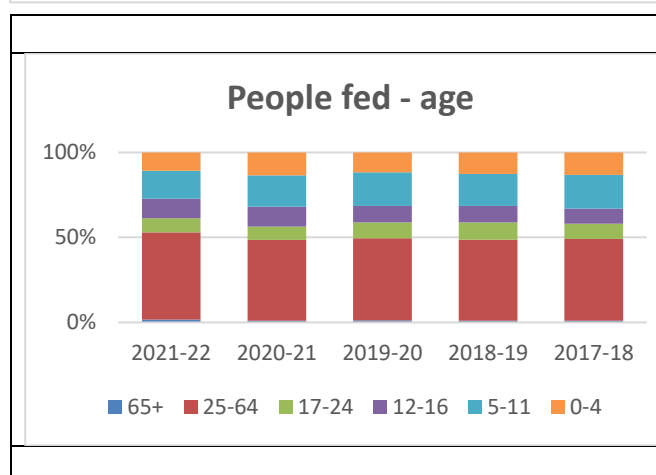
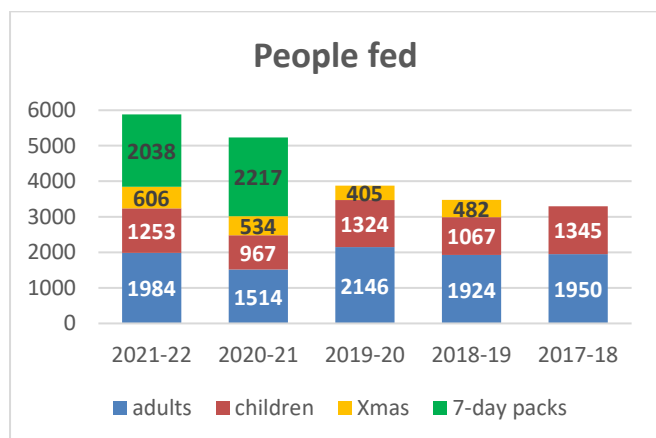
The following statistics show the number of vouchers fulfilled and the number of adults and children fed by the foodbank. It also includes the type of crisis for which vouchers were issued, the spread of the clients around the area who are using foodbank, the numbers of clients using each distribution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



## People fed (3day packs)

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

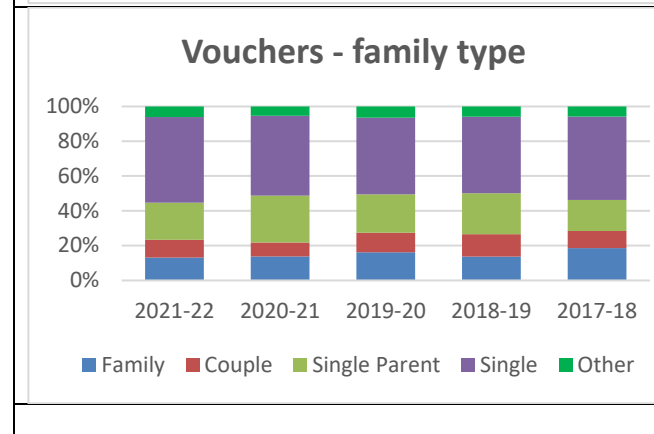
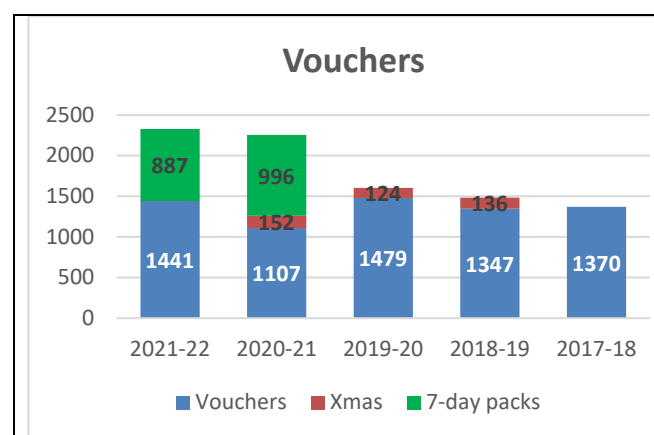
- Total 3day packs issued (incl. Xmas) up 12%
- Total people fed (incl. Xmas) up 27%
- 7day packs issued for 8 mth (2020-21:11 mth)
- 58% adults in total people fed (2020-21:56%)



## Vouchers/Food distributed (3day packs)

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

- 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	(* not R&DF partner agencies)	%	vouchers	people	Summary referral type	
(20-21)	<b>Total</b>	<b>100%</b>	<b>1441</b>	<b>3237</b>		(20-21)
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)

<p><b>Distribution Centres + Xmas hampers 2020-21</b></p> <p><i>3848 people total fed with 5881 3-day packs</i></p>	<table border="1"> <thead> <tr> <th>Location</th> <th>Packs</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>Brook Chapel</td><td>803</td><td>21%</td></tr> <tr><td>Christ Church</td><td>699</td><td>18%</td></tr> <tr><td>Bethesda</td><td>506</td><td>13%</td></tr> <tr><td>St Bertelines</td><td>434</td><td>11%</td></tr> <tr><td>Hope/Old Town</td><td>422</td><td>11%</td></tr> <tr><td>St Martins</td><td>191</td><td>5%</td></tr> <tr><td>Frodsham</td><td>179</td><td>5%</td></tr> <tr><td>Xmas hampers</td><td>606</td><td>16%</td></tr> <tr><td>Boxes</td><td>3</td><td>0%</td></tr> </tbody> </table>	Location	Packs	Percentage	Brook Chapel	803	21%	Christ Church	699	18%	Bethesda	506	13%	St Bertelines	434	11%	Hope/Old Town	422	11%	St Martins	191	5%	Frodsham	179	5%	Xmas hampers	606	16%	Boxes	3	0%										
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## **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 20<sup>th</sup> 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:** 29<sup>th</sup> 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 1<sup>st</sup> April 2021 to 31<sup>st</sup> 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: 26<sup>th</sup> September 2022

# Annual Accounts for Runcorn and District Foodbank

Period: 1<sup>st</sup> April 2021 to 31<sup>st</sup> 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
<b>Sub Total</b>		68,902	24,408	93,310	110,420
<b>Asset and Investment Sales</b>		-	-	-	-
<b>Total Receipts</b>		<b>68,902</b>	<b>24,408</b>	<b>93,310</b>	<b>110,420</b>

### 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
<b>Sub Total</b>		34,523	37,624	72,147	39,003
<b>Asset and Investment Purchases</b>		20,000	-	20,000	-
<b>Total Payments</b>		<b>54,523</b>	<b>37,624</b>	<b>92,147</b>	<b>39,003</b>
<b>Excess Receipts over payments</b>		<b>14,379</b>	<b>(13,216)</b>	<b>1,163</b>	<b>71,417</b>
<b>Cash at bank 1<sup>st</sup> April</b>		<b>85,461</b>	<b>13,685</b>	<b>99,146</b>	<b>27,729</b>
<b>Cash at bank 31<sup>st</sup> March</b>		<b>99,840</b>	<b>469</b>	<b>100,309</b>	<b>99,146</b>

# Annual Accounts for Runcorn and District Foodbank

Period: 1<sup>st</sup> April 2021 to 31<sup>st</sup> 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	-
<b>Total Cash Funds</b>	<b>99,840</b>	<b>469</b>

### d) Other Monetary Assets due

	Unrestricted £	Restricted £
Gift Aid Recoverable	6,044	-
<b>Total Monetary Assets</b>	<b>-</b>	<b>-</b>

## 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
<b>Total Assets</b>		<b>81,260</b>

### Liabilities

	Fund	Value £
HMRC	Unrestricted	140
<b>Total Liabilities</b>		<b>140</b>



# Annual Accounts for Runcorn and District Foodbank

Period: 1<sup>st</sup> April 2021 to 31<sup>st</sup> 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
<b>Total Funds</b>	<b>13,685</b>	<b>24,408</b>	<b>37,624</b>	<b>469</b>

**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
<b>Total</b>	<b>66,683</b>	<b>720</b>	<b>67,403</b>

# Annual Accounts for Runcorn and District Foodbank

Period: 1<sup>st</sup> April 2021 to 31<sup>st</sup> 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
<b>Total</b>	<b>623</b>	<b>23,000</b>	<b>23,623</b>

### 3c) Expenditure on raising funds

	Unrestricted funds £	Restricted Funds £	Total Funds £
Fundraising costs	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>

### 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
<b>Total</b>	<b>34,523</b>	<b>37,624</b>	<b>72,147</b>

Signed on behalf of the charity's trustees

**Signed:** *A McPoland*

**Name:** Mrs Anne McPoland

**Position:** Trustee

**Date:** 29<sup>Th</sup> November 2022