

WITNEY AND WEST OXFORDSHIRE FOOD BANK

England & Wales · Charity number 1170366

Details

Other names OXFORDSHIRE WEST FOOD BANK

Status Registered

Legal form CIO

Registered 2016-11-24

Register [View on the Charity Commission register](#)

Contact

Address Cottsway Housing Association Ltd
Cottsway House
Avenue Two
Witney
OX28 4YG

Phone 01993890000

Email info@witney.foodbank.org.uk

Website witney.foodbank.org.uk

Activities

Objects: THE PREVENTION OR RELIEF OF POVERTY OR FINANCIAL HARDSHIP OF PEOPLE LIVING IN WEST OXFORDSHIRE DISTRICT IN PARTICULAR (BUT WITHOUT LIMITATION) BY PROVIDING FOOD AND OTHER ITEMS TO INDIVIDUALS AND FAMILIES IN NEED WHICH THEY WOULD NOT OTHERWISE AFFORD THROUGH LACK OF MEANS, AND PROVIDING INFORMATION, ADVICE, EDUCATION, AND SUPPORT IN SUCH OTHER WAYS AS THE TRUSTEES SHALL FROM TIME TO TIME SEE FIT.

Activities: Witney & West Oxfordshire Food Bank provides emergency food parcels of non-perishable food items and occasionally toiletries to people experiencing unexpected crisis. Clients are referred from professionals working in the community including, but not limited to, Citizens Advice Bureau, Job Centre, health workers, education professionals who assess each client's situation to verify their need.

Classification

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

Geography

- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£96,717	£201,316	-	-
2024-04-05	£311,246	£217,999	-	-
2023-04-05	£293,965	£318,465	-	-
2022-04-05	£61,309	£46,662	-	-
2021-04-05	£181,492	£117,502	-	-

Trustees

Name	Role	Appointed
Maria Grindley	Chair	2024-06-07
Andrew Badnell		2025-06-20
Mark Haydon		2023-10-06
Oliver Walsh		2025-11-21
Samuel Edney		2023-12-08

WITNEY AND WEST OXFORDSHIRE FOOD BANK

England & Wales - Charity number 1170366

Accounts

1. Purpose

The purpose of this document is to reflect on the past year's activity of the Foodbank and to include information on the financial position of the Foodbank i.e. the financial statements to 5th April 2025.

2. Mission Statement

Our mission as a Foodbank per our constitution (governing document) is: The prevention or relief of poverty or financial hardship of people living in West Oxfordshire District in particular (but without limitation) by providing food and other items to individuals and families in need which they would not otherwise afford through lack of means, and providing information, advice, education, and support in such other ways as the trustees shall from time to time see fit.

3. What we do

Witney and West Oxfordshire Foodbank provides emergency parcels of non-perishable food items and occasionally toiletries to people who are experiencing an unexpected crisis situation. Clients are referred by various professionals working in the community – including, but not limited to Citizens Advice, Job Centre, Doctor/GP and other health workers, primary and secondary education professionals, churches and other charities – who assess each client's situation to verify crisis and need.

4. Executive Summary and Chair's Reflections

Since taking on the Foodbank Chair role in May 2025 it has been an incredibly busy 6 months.

I have worked closely with our fabulous team of Trustees, Staff and Volunteers and focused on the following key objectives in my role as Chair:

Raising National awareness – I was keen to take part in lobbying Parliament along with colleagues and Foodbanks up and down the Country to put the spotlight on the fact that the current levels of Universal Credit do not cover the essentials for individuals and families. I will continue to lobby politicians both nationally and locally to get the message across and try to ensure that when influencing policy, they fully understand what we are seeing at the Foodbank, day in and day out.

Achieving consistent good governance across all that we do – As an organisation that has grown significantly over the years, I have taken a fresh look at the processes and controls in place including: staff contracts; banking; financial management; financial reporting; policies and procedures; volunteer onboarding, support, recognition and training; and with a view to ensuring they are in line with current requirements. This work is ongoing and whilst some areas have been updated there are further updates still to come.

Fundraising – Demand for our service is not abating and it has become clear to me that support from our donors, whether it's a financial contribution or food, is as important as ever. To help us develop a managed and sustainable support network, I set up a fundraising team who focus on getting support from local businesses and individual supporters as well as applying for much needed financial grants and match funding. We also have a food drive team who, following successful events collecting donations outside supermarkets in 2025, are planning a series of events for 2026, some of which will be resourced with a combination of Foodbank and local business volunteers.

Awareness Raising – I am keen to ensure that we create strong networks and through these, awareness of what we do across our community. I have dedicated some of my time to actively engage with local schools, colleges and businesses to ensure that anyone needing our support knows how to access it and to ensure the people of Witney and West Oxfordshire understand what we do as a Foodbank and have the opportunity to raise questions with us. I am supported in this by a few of our volunteers who help with communications as and when needed. This has enabled us to get both volunteer and supporter newsletters out to share current updates and messages with our fantastic team of volunteers and individuals and companies who support us.

Focusing on our team and saying Thank You! - We have a fantastic team of Trustees, Staff and Volunteers at the Foodbank without whom we could not help and support our clients. Therefore, I have looked for any opportunities or offers available them so that we can say thank you in some small way but importantly without any cost to or diversion of funds from the Foodbank.

Relocating to larger premises – At the heart of everything we do are our clients. I have continued my predecessor's work on looking for larger premises where we can welcome our clients in and provide a warm, safe space for them to talk to us so that we can work out how best to help. I have a number of property agents across the area looking for the right location for us.

As we continue into 2026, my focus will remain on the objectives above whilst also listening to our Trustees, Staff, Volunteers, Clients and Supporters to ensure we are focused on the right priorities and doing all that we can to reduce food poverty and the need for our services.

5. Activity

5.1. Parcel Allocation

During the year through to 5th April 2025 we responded to 2,138 referrals, (2,153 2023/24). We issued 5,192 separate parcels, (2023/24 5,339). The individuals and families supported included just over 3,000 adults, (3,186 2023/24) and 2,000 children aged 16 and under, (2,291 2023/24). This shows a slight reduction of 2.75% on the previous year and we are hopeful that this reflects the positive work underway through our financial inclusion referral scheme to Citizen's Advice.

5.2. Food usage

During the year to 5th April 2025, we used 60,372 kg (66,051 kg 2023/24) of food in the supply of food parcels to our clients.

5.3. Donations

During the year to 5th April 2025 we had a total of 58,550 kg (67,620 kg 2023/24) of stock in, of which 37,820 kg (41,960 kg 2023/24) was made up of food donations. We had to buy 20,730 kg (25,660 kg 2023/24) of food during the year. Therefore, donations provided 64.6% (62% 2023/24) of the food brought into the Foodbank during the year.

6. Trustees

6.1. Current Trustees

As at November 2025 our Trustees are as follows:

- Maria Grindley – Chair (Trustee from June 2024 and Chair from May 2025)
- Michael Morris – Trustee from April 2021 (Chair until May 2025) – stepped down in November 2025
- Mark Haydon – Trustee from October 2023
- Samuel Edney – Trustee from December 2023
- Andrew Badnell – Trustee from June 2025
- Oliver Walsh – Trustee from November 2025

The Trustees of Witney and West Oxfordshire Foodbank acknowledge they have read and understood the guidance on being a charity Trustee as provided by the Charity Commission. Trustees are appointed either annually at the AGM or by a vote of Trustees during the year. Each year a third of the Trustees retire from office and those who want to continue are voted back in. Trustees retire from office on a rotation basis.

The Chair spends time with any incoming Trustees to ensure that they understand the nature of the role and Foodbank and have opportunity to ask questions before committing to the role.

7. Volunteers, staff and professional support

7.1. Current Volunteers

We have just over 70 volunteers who complete a range of tasks for us. Most volunteers either work for a 2-hour shift once a week sorting donations and preparing food parcels, or drive for us once a week, collecting donations from collection points and delivering food parcels for clients who cannot travel to the Foodbank. As set out in the Chair's update above, some of our volunteers also help with additional tasks. Our Trustees are also all volunteers. We estimate that volunteers provide well over 3,000 hours per year to keep the Foodbank running.

7.2. Staff

Our Foodbank is open to the public from 10am to 1pm every weekday. In order to cover the office and manage the detailed work around referrals to us, we employ two permanent members of staff who each work part time hours to cover our opening times and some additional time to get organised ready for the next day when the Foodbank is closed.

7.3. Other professional support

We are incredibly lucky and grateful for the support we receive from other professional organisations as and when needed. In particular we have support from:

- Windrush Business Services for pro-bono support with our payroll, monthly accounts and annual financial statements;
- Woodstock Accountancy for pro-bono support with their auditing skills and completion of our annual independent examination in line with Charity Commission requirements;
- Halcyon HR services for help with staff contracts and queries as they arise as significantly reduced fees.

8. Policies

8.1 Grant making

We do not have any plans to make grants to other organisations, this is not part of our purpose or mission.

8.2 Social investment

We do not have a specific social investment policy as we do not have the financial means or agreed purpose to provide capital or other support to other organisations. As a charity we do benefit from

organisations helping us through their social investment commitments through the supply of resource, donations of food or financial contributions. The organisations involved have their own policies and we do not need our own policy to cover this activity.

9. Financial Statements

The following are key points included in the financial statements:

9.1 Main sources of funds

Our income comes from financial donations from individuals and local businesses, as well as grants. We also receive donations of food which reduce our costs and the amount of food we must purchase.

9.2 Key changes in income and expenditure - Trussell Trust Payments for Financial Inclusion

For the two years 2023/24 and 2024/25 Trussell Trust paid a grant to Witney and West Oxfordshire Foodbank for the Financial Inclusion project costs. The grant covered the costs for four Foodbanks – Witney and West Oxfordshire; Abingdon; Banbury and Bicester. The amount was £93,965 for 2024/25 (86,525 for 2023/24). This amount was paid into the Foodbank's account, and it was then used to pay Citizen's Advice. This has inflated the income for Witney and West Oxfordshire Foodbank for two reasons:

- Only a quarter of the grant and costs related to Witney and West Oxfordshire Foodbank, £23,491 for 2024/25 (£21,631 2023/24) the rest related to the other three Foodbanks and, as such, taking the full amount through our financial statements has inflated the income and expenditure of our Foodbank by £70,474 in 2024/25 (£64,894 in 2023/24);
- In the year ending 5th April 2024 there were two amounts of grant funding received. One at the start of the year (for 2024 costs) and one at the end of the year (for 2025 costs). Therefore, in 2024, there are two lots of income in the financial statements and only one related item of expenditure. In 2025, there is no grant income for financial inclusion in the year's figures but there is a payment made to Citizen's Advice.

9.3 Balances and reserves

Running costs

Our annual running costs including costs are around £90,000 per year. The cost of the Financial Inclusion project is in addition to this and will also need to be funded by the Foodbank in future. It is our responsibility to ensure that we can keep the Foodbank running for our clients for the medium term. Charity reserves usually sit between 3-9 months of running costs, however this can be longer if there is volatility, for example on income. Our income is reliant primarily on donations from

individuals and businesses and therefore it is at risk of being unpredictable, especially as inflation and the current economical position is challenging. Therefore, as a Board we have determined that holding 12 months of running costs as a reserve is sensible. We will continue to monitor the effectiveness of the Financial Inclusion project and should we decide to continue this we will need to also hold a year's worth of funding each year to cover these costs.

Larger Premises

Our aim to move to larger premises to better support our clients requires the ability to sign a contract should the correct property come up. Cottsway Housing currently provide our site free of charge so we have started to build a reserve for property costs in the future. These are likely to be at circa £30,000 per year so, as we will need to sign a lease for a number of years, we need a reserve to cover the first few years of the lease when we are ready.

9.4 Stock

Stock is not considered to be a financial asset at the Foodbank as it consists of 1,000's of items of low value. Our stock levels are managed through the weighing in and out of all items received by the Foodbank and all parcels given to our clients.

10. Overall Governance

10.1. Charity relationship with the Trussell Trust

The Foodbank is a registered Charity and as such is an independent and separate legal entity. The Trussell Trust is also a Charity and it provides information and support to Foodbanks across the UK. As a Foodbank we choose to be members of the Trussell Trust family, however this does not impact our independence as an organisation, we remain an autonomous charity.

11. Declaration


The Trustees declare that they have approved the Trustee's report above.

Signed on behalf of the Trustees:



Maria Grindley – Chair

21st November 2025

 CHARITY COMMISSION FOR ENGLAND AND WALES		WITNEY & WEST OXFORDSHIRE FOODBANK		1170366		CC16a
		Receipts and payments accounts				
For the period from		Period start		Period end date		
		06/04/2024		05/04/2025		
Section A Receipts and payments						
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £	
A1 Receipts						
DONATIONS	90,717	3,000	-	93,717	192,978	
GRANT	7,537	4,537	-	3,000	118,268	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
Sub total (Gross income for AR)	98,254	1,537	-	96,717	311,246	
A2 Asset and investment sales, (see table).						
	-	-	-	-	-	
	-	-	-	-	-	
Sub total	-	-	-	-	-	
Total receipts	98,254	1,537	-	96,717	311,246	
A3 Payments						
FRANCHISE FEE	-	-	-	-	-	
EQUIPMENT	-	-	-	-	-	
STATIONERY POSTAGE SUPPLIES	14	-	-	14	36	
INSURANCE	539	-	-	539	902	
ADMIN COSTS	52,728	11,674	-	64,402	69,072	
FOOD TOP UPS	26,489	15,500	-	41,989	59,574	
TRAINING AND MEETING	407	-	-	407	470	
DONATIONS	-	93,965	-	93,965	87,945	
	-	-	-	-	-	
Sub total	80,177	121,139	-	201,316	217,999	
A4 Asset and investment purchases, (see table)						
	-	-	-	-	-	
	-	-	-	-	-	
Sub total	-	-	-	-	-	
Total payments	80,177	121,139	-	201,316	217,999	
Net of receipts/(payments)	18,077	- 122,676	-	- 104,599	93,247	
A5 Transfers between funds	- 62,775	62,775	-	-	-	
A6 Cash funds last year end	266,248	66,346	-	332,594	239,347	
Cash funds this year end	221,550	6,445	-	227,995	332,594	

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Natwest	226,628	6,445	-
	debtors (below)	-	-	-
	creditors (below)	5,078	-	-
	Total cash funds	221,550	6,445	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Debtors	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE & Pensions	5078	-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Maria Grindley	21-Nov-25	
		Chair		



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Witney and West Oxfordshire Food Bank

**On accounts for the year
ended**

5 April 2025

**Charity no
(if any)**

1170366

Set out on pages

Statement of Income and Expenditure and Balance Sheet

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2025.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *CJ Rush*

Date: 21st November 2025

Name: Charles J Rush, BA MSc FCA

**Relevant professional
qualification(s) or body
(if any):**

FCA

Address:

Woodstock Accountancy

3A Market Place, Woodstock, Oxon

OX20 1SY

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

WITNEY AND WEST OXFORDSHIRE FOOD BANK

England & Wales - Charity number 1170366

Accounts



Trustees' Annual Report for the period

Period start date: 06 April 2023

Period end date: 5 April 2024

Charity name: Witney and West Oxfordshire Food Bank

Charity registration number: 1170366

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The prevention or relief of poverty or financial hardship of people living in West Oxfordshire District in particular (but without limitation) by providing food and other items to individuals and families in need which they would not otherwise afford through lack of means, and providing information, advice, education, and support in such ways as the trustees shall from time to time see fit.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Witney and West Oxfordshire Food Bank provides emergency food parcels of non-perishable food items and occasionally toiletries to people who are experiencing an unexpected crisis situation. Clients are referred by various professionals working in the community – including, but not limited to Citizens Advice, Job Centre, Doctor/GP and other health workers, primary and secondary education professionals – who assess each client's situation to verify crisis and need.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees of Witney and West Oxfordshire Food Bank acknowledge they have read and understood the guidance on being a charity Trustee as provided by the Charity Commission

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity currently has no plans to make grants to other organisations.

Policy on social investment including program related investment	Para 1.38	The charity does not currently have a social investment policy, but we plan to develop one in the coming year. We do not have a financial investment policy and currently do not see this as a need based on the charity's activities.
Contribution made by volunteers	Para 1.38	Witney and West Oxfordshire Food Bank was until February 2021, when we engaged our first employee, a totally volunteer run charity. Between 60 and 70 volunteers staff the foodbank covering the 750+ hours we are open each year. As a result, we benefit from well over 2500 volunteer input hours to support our work. In addition, our Board consists of volunteer trustees, and we are supported by finance, HR and other skilled professionals.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Witney and West Oxfordshire Food Bank continues to be an active member of the Trussell Trust network.</p> <p>The direct benefit to society we had is measured in the number of 3 to 5 day parcels we have provided and the number of adults and children we have helped directly. During the period we provided 2,153 parcels, assisting 3,186 adults and 2,291 children. This is a decrease of 12% from the previous reporting period. We saw a spike in the number of parcels in previous years as a result of the pandemic and this year this has balanced out with a 12% decrease on previous year's numbers.</p> <p>We engaged directly with local groups, giving presentations and interactive talks to schools and associations to educate and highlight food poverty in the local community.</p> <p>We also have a Financial Inclusion Programme in place to assist clients with debt and financial advice.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Our objectives of continuing the Financial Inclusion Programme and continuing to run the food bank for local residents were met during the year.
Performance of fundraising activities against objectives set	Para 1.41	Last year we set the objective of maintaining £6,000 in cash to provide a safety net to cover all financial obligations and to be able to purchase food if food donations ran low. Throughout the period the cash holding was well in excess of £6,000 and stock items were available to fulfil all essential items. Cash was used to buy £59,574 of stock items on the non-essential list. Items called non-essential are additional items over and above the bare minimum. They are not extravagant and are still very much needed. Cash held at the start of the period was a little under £229,513 and at the end of period was £323,307. This substantial increase in cash is due to a significant increase in public online donations, corporate donations and a local authority grant.
Investment performance against objectives	Para 1.41	We do not have an investment policy and currently do not see this as a need based on the charity's activities. Therefore, we do not have investment objectives.
Other		The substantial increase in cash assets has allowed the charity to engage more employees. The employees are supervising the day to day running of the warehouse contributing to increased efficiency and process improvements to our operations.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We held £323,307 in cash funds. In addition to the reserves held for unexpected events we hold funds to cover operations for two years which provides security to the users of our services regarding continuation of services. Stock at the period end was over,3,500kg at a notional value of £2.37 per kg = £8,295. Stock is not considered to be a financial asset as it consists of many 100's of items below a value of £1.00 and date limited
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A reserve of £40,000 is held to guarantee that all liabilities and administrative costs can be met. To ensure we can top up food to distribute essential items if food donations do not meet demand. During the period we employed two people in the Foodbank and with support of specific grant funding we were able to employ an additional person to help with our communications and volunteer rotas.
Amount of reserves held	Para 1.22	£40,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The two main sources of funding come from public cash and food donations. We have access to community grants and larger corporations such as supermarkets
Investment policy and objectives including any social investment policy adopted	Para 1.46	The charity does not currently have an investment or social investment policy.
A description of the principal risks facing the charity	Para 1.46	If our landlords significantly change their operations we may lose the use of the warehouse and alternative accommodation would have to be found.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Witney and West Oxfordshire Food Bank is governed by a constitution.
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Witney and West Oxfordshire Food Bank is a Charitable Incorporated Organisation.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed annually at the AGM by members. Each year one third of the trustees retire from office and need to be voted back in by the members. Trustees retire on a rotating basis and are selected from those that have served the longest. Additional trustees may be appointed during the year by vote of trustees as they see fit.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Witney and West Oxfordshire Food Bank provide training and policy reference using documents and advice provided by The Trussell Trust.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Witney and West Oxfordshire Food Bank is an autonomous charity managed by the trustees, under the advice and guidance of the national foodbank charity The Trussell Trust.
Relationship with any related parties	Para 1.51	Witney and West Oxfordshire Food Bank are members of The Trussell Trust.
Other		

Reference and Administrative details

Charity name	Witney and West Oxfordshire Food Bank
Other name the charity uses	
Registered charity number	1170366
Charity's principal address	Cottsway House Heynes Place, Avenue Two Witney Oxon OX28 4YG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mick Morris	Chair		
2	Lou Lou	Trustee		
3	Kate Frost	Trustee		
4	Stephanie Deslandes	Trustee		
5	Deborah Jessel	Trustee		
6	Jo Ader	Trustee		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

--


Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael	Morris
Position (e.g. Secretary, Chair, etc)	Chair	
Date	22 January 2025	



Receipts and payments accounts

CC16a

For the period
from


Period start
06/04/2023

Period end date
05/04/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DONATIONS	192,978	-	-	192,978	149,287
GRANT	-	118,268	-	118,268	145,728
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	192,978	118,268	-	311,246	295,015
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	192,978	118,268	-	311,246	295,015
A3 Payments					
FRANCHISE FEE	-	-	-	-	-
EQUIPMENT	-	-	-	-	3,284
STATIONERY POSTAGE SUPPLIES	36	-	-	36	10
INSURANCE	902	-	-	902	362
ADMIN COSTS	59,370	9,702	-	69,072	52,474
FOOD TOP UPS	57,354	2,220	-	59,574	25,086
TRAINING AND MEETING	470	-	-	470	154
DONATIONS	25	87,920	-	87,945	78,384
	-	-	-	-	-
Sub total	118,157	99,842	-	217,999	159,754
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	118,157	99,842	-	217,999	159,754
Net of receipts/(payments)	74,821	18,426	-	93,247	135,261
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	191,427	47,920	-	239,347	104,086
Cash funds this year end	266,248	66,346	-	332,594	239,347

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Natwest	256,961	66,346	-
	debtors (below)	17,414	-	-
	creditors (below)	8,127	-	-
	Total cash funds	266,248	66,346	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	Debtors	17,414	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	PAYE & Pensions	8126.86	-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Michael Morris		22-Jan-25



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Witney and West Oxfordshire Food Bank

**On accounts for the year
ended**

5 April 2024

**Charity no
(if any)**

1170366

Set out on pages

Statement of Income and Expenditure and Balance Sheet

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

CJ Rush

Date:

2 January 2025

Name:

Charles J Rush, BA MSc FCA

**Relevant professional
qualification(s) or body
(if any):**

FCA

Address:

Woodstock Accountancy

3A Market Place, Woodstock, Oxon

OX20 1SY

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

WITNEY AND WEST OXFORDSHIRE FOOD BANK

England & Wales - Charity number 1170366

Accounts



Trustees' Annual Report for the period

Period start date: 06 April 2022

Period end date: 5 April 2023

Charity name: Witney and West Oxfordshire Food Bank

Charity registration number: 1170366

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The prevention or relief of poverty or financial hardship of people living in West Oxfordshire District in particular (but without limitation) by providing food and other items to individuals and families in need which they would not otherwise afford through lack of means, and providing information, advice, education, and support in such ways as the trustees shall from time to time see fit.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Witney and west Oxfordshire Food Bank provides emergency food parcels of non-perishable food items and occasionally toiletries to people who are experiencing an unexpected crisis situation. Clients are referred from various professionals working in the community – including, but not limited to Citizens Advice Bureau, Job Centre, Doctor/GP and other health workers, primary and secondary education professionals – who assess each client's situation to verify crisis and need.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees of Witney and West Oxfordshire Food Bank acknowledge they have read and understood the guidance on being a charity Trustee as provided by the Charity Commission

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity will make grant applications on behalf of other charities and if successful will pass that funding on.

Policy on social investment including program related investment	Para 1.38	The charity does not currently have a social investment policy
Contribution made by volunteers	Para 1.38	Witney and West Oxfordshire Food Bank was until February 2021, when we engaged our first employee, a totally volunteer run charity. Between 60-70 volunteers staffed the foodbank in excess of 3,000 hours that we were open to the public. In addition, there were meetings of trustees and external administration requirements. Whilst It is incalculable to monetize the contribution that volunteers make but would not be unreasonable to suggest a market rate to staff the foodbank would be in excess of £340,000.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Witney and West Oxfordshire Food Bank continue to be an active member of the Trussell Trust network.</p> <p>The direct benefit to society we had is measured in the number of 3 to 5 day parcels we have provided and the number of adults and children we have helped directly. During the period we provided 2,442 parcels, assisting 3,686 adults and 2,587 children. This is an increase of 30% from the previous reporting period.</p> <p>We engaged directly with local groups, giving zoom presentations and interactive talks to schools and associations to educate and highlight food poverty in the local community.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The objective for the 2022/2023 was set at a conservative 10% increase in parcels. This number was significantly higher.

<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>Last year we set the objective of maintaining £6000 in cash to provide a safety net to cover all financial obligations and to be able to purchase food if food donations ran low. Throughout the period the cash holding was well in excess of £6000 and stock items were available to fulfil all essential items. Cash was used to buy £20,639 of stock items on the non-essential list. Cash held at the start of the period was a little under £104,085 and at the end of period was £229,513. This substantial increase in cash is due to a significant increase in public online donations, corporate donations and a local authority grant.</p>
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	<p>We are not yet in a position to set investment objectives.</p>
<p>Other</p>		<p>The substantial increase in cash assets has allowed the charity to engage more employees. The employees are supervising the day to day running of the warehouse contributing to increased efficiency and process improvements to our operations.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We held £229,513 in cash funds. Stock at the period end was over 4,500kg at a notional value of £1.75 per kg = £7,875. Stock is not considered to be a financial asset as it consists of many 100's of items below a value of £1.00 and date limited
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A reserve of £40,000 is held to guarantee that all liabilities and administrative costs can be met. To ensure we can top up food to distribute essential items if food donations do not meet demand. To continue to employ 1 person.
Amount of reserves held	Para 1.22	£40,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The two main sources of funding come from public cash and food donations. We have access to community grants and larger corporations such as supermarkets
Investment policy and objectives including any social investment policy adopted	Para 1.46	The charity does not currently have an investment or social investment policy.
A description of the principal risks facing the charity	Para 1.46	If our landlords significantly change their operations we may lose the use of the warehouse and alternative accommodation would have to be found.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Witney and West Oxfordshire Food Bank is governed by a constitution.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Witney and West Oxfordshire Food Bank is a Charitable Incorporated Organisation.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed annually at the AGM by members. Each year one third of the trustees retire from office and need to be voted back in by the members. Trustees retire on a rotating basis and are selected from those that have served the longest. Additional trustees may be appointed during the year by vote of trustees as they see fit.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Witney and West Oxfordshire Food Bank provide training and policy reference using documents and advice provided by The Trussell Trust.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Witney and West Oxfordshire Food Bank is an autonomous charity managed by the trustees, under the advice and guidance of the national foodbank charity The Trussell Trust.
Relationship with any related parties	Para 1.51	Witney and West Oxfordshire Food Bank are members of The Trussell Trust.
Other		

Reference and Administrative details

Charity name	Witney and West Oxfordshire Food Bank
Other name the charity uses	
Registered charity number	1170366
Charity's principal address	Cottsway House Heynes Place, Avenue Two Witney Oxon OX28 4YG

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
-----------------	------	---------

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--


Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael	Morris
Position (eg Secretary, Chair, etc)	Chair	
Date	5 April 2024	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Witney and West Oxfordshire Food Bank

**On accounts for the year
ended**

5 April 2023

**Charity no
(if any)**

1170366

Set out on pages

Statement of Income and Expenditure and Balance Sheet

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2023.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

CJ Rush

Date:

8 April 2024

Name:

Charles J Rush, BA MSc FCA

**Relevant professional
qualification(s) or body
(if any):**

FCA

Address:

Woodstock Accountancy

3A Market Place, Woodstock, Oxon

OX20 1SY

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

A gift aid balance due to the charity of £12,013 is recorded in its accounts, however only £681.50 has been received towards this amount.

The remaining amount is due to IT technical issues with the recording of gift aid which are being resolved.



CHARITY COMMISSION
FOR ENGLAND AND WALES

WITNEY & WEST OXFORDSHIRE FOODBANK

1170366

Receipts and payments accounts

CC16a

For the period
from

Period start
06/04/2022

Period end date
05/04/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DONATIONS	149,287	-	-	149,287	52,813
GRANT	10,060	135,668	-	145,728	8,496
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	159,347	135,668	-	295,015	61,309
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	159,347	135,668	-	295,015	61,309
A3 Payments					
FRANCHISE FEE	-	-	-	-	60
EQUIPMENT	3,284	-	-	3,284	7,688
STATIONERY POSTAGE SUPPLIES	10	-	-	10	1,312
INSURANCE	362	-	-	362	362
ADMIN COSTS	42,610	9,864	-	52,474	24,422
FOOD TOP UPS	25,086	-	-	25,086	12,545
TRAINING AND MEETING	154	-	-	154	273
DONATIONS	500	77,884	-	78,384	-
	-	-	-	-	-
Sub total	72,006	87,748	-	159,754	46,662
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	72,006	87,748	-	159,754	46,662
Net of receipts/(payments)	87,341	47,920	-	135,261	14,647
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	104,086	-	-	104,086	89,439
Cash funds this year end	191,427	47,920	-	239,347	104,086

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Natwest	181,593	47,920	-
	debtors (below)	12,013	-	-
	creditors (below)	2,179	-	-
	Total cash funds	191,427	47,920	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Debtors	12,013	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE & Pensions	2179.13	-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Micheal Morris	

WITNEY AND WEST OXFORDSHIRE FOOD BANK

England & Wales - Charity number 1170366

Accounts



Trustees' Annual Report for the period

Period start date: 06 April 2021

Period end date: 5 April 2022

Charity name: Witney and West Oxfordshire Food Bank

Charity registration number: 1170366

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The prevention or relief of poverty or financial hardship of people living in West Oxfordshire District in particular (but without limitation) by providing food and other items to individuals and families in need which they would not otherwise afford through lack of means, and providing information, advice, education, and support in such ways as the trustees shall from time to time see fit.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Witney and west Oxfordshire Food Bank provides emergency food parcels of non-perishable food items and occasionally toiletries to people who are experiencing an unexpected crisis situation. Clients are referred from various professionals working in the community – including, but not limited to Citizens Advice Bureau, Job Centre, Doctor/GP and other health workers, primary and secondary education professionals – who assess each client's situation to verify crisis and need.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees of Witney and West Oxfordshire Food Bank acknowledge they have read and understood the guidance on being a charity Trustee as provided by the Charity Commission

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not make grants.

Policy on social investment including program related investment	Para 1.38	The charity does not currently have a social investment policy
Contribution made by volunteers	Para 1.38	Witney and West Oxfordshire Food Bank was until February 2021, when we engaged our first employee, a totally volunteer run charity. Between 50-65 volunteers staffed the foodbank in excess of 1,250 hours that we were open to the public. In addition, there were meetings of trustees and external administration requirements. Whilst it is incalculable to monetize the contribution that volunteers make but would not be unreasonable to suggest a market rate to staff the foodbank would be in excess of £250,000.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Witney and West Oxfordshire Food Bank continue to be an active member of the Trussell Trust network.</p> <p>The direct benefit to society we had is measured in the number of 3 to 5 day parcels we have provided and the number of adults and children we have helped directly. During the period we provided 1896 parcels, assisting 2649 adults and 2015 children. This is an increase of 17% from the previous reporting period.</p> <p>The Foodbank introduced a free delivery service to those without any means to travel to the warehouse. We recruited 11 volunteer delivery drivers some of which are from our collaboration with Witney Rotary.</p> <p>We engaged directly with local groups, giving zoom presentations and interactive talks to schools and associations to educate and highlight food poverty in the local community.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We held £104,655 in cash funds. Stock at the period end was 4,460kg at a notional value of £1.75 per kg = £7,805. Stock is not considered to be a financial asset as it consists of many 100's of items below a value of £1.00 and date limited. During the year 58,815kg of stock was donated. At a nominal value of £1.75 this amounts to £102,926. Whilst not included in the 2022 accounts the prior year includes a value of £93,650 in respect of donated stock.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A reserve of £40,000 is held to guarantee that all liabilities and administrative costs can be met. To ensure we can top up food to distribute essential items if food donations do not meet demand. To continue to employ 1 person. At the year end cash reserves of £104,086 were held. In the current economic climate it is expected that demand for our service will increase and reserves will be used to support additional stock purchases, fridges and other storage if necessary and also to mitigate the risk of losing use of the warehouse.
Amount of reserves held	Para 1.22	£40,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The two main sources of funding come from public cash and food donations. We have access to community grants and larger corporations such as supermarkets
Investment policy and objectives including any social investment policy adopted	Para 1.46	The charity does not currently have an investment or social investment policy.
A description of the principal risks facing the charity	Para 1.46	If our landlords significantly change their operations we may lose the use of the warehouse and alternative accommodation would have to be found.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The objective for the 2021/2022 was set at a conservative 10% increase in parcels. This number was significantly higher whilst the pandemic continues to create uncertainty.
Performance of fundraising activities against objectives set	Para 1.41	Last year we set the objective of maintaining £6000 in cash to provide a safety net to cover all financial obligations and to be able to purchase food if food donations ran low. Throughout the period the cash holding was well in excess of £6000 and stock items were available to fulfil all essential items. Cash was used to buy £12,545 of stock items on the non-essential list. Cash held at the start of the period was a little under £89,349 and at the end of period was £104,655. This substantial increase in cash is due to a significant increase in public online donations, corporate donations and a local authority grant. The 2021/22 objective is to maintain £40,000 and to employ a second person with financial assistance from Trussell Trust
Investment performance against objectives	Para 1.41	We are not yet in a position to set investment objectives as the pandemic has created too much uncertainty in the demand for our services.
Other		The substantial increase in cash assets has allowed the charity to engage our first employee in February 2021. The employee is supervising the day to day running of the warehouse contributing to increased efficiency and process improvements to our operations.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Witney and West Oxfordshire Food Bank is governed by a constitution.
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Witney and West Oxfordshire Food Bank is a Charitable Incorporated Organisation.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed annually at the AGM by members. Each year one third of the trustees retire from office and need to be voted back in by the members. Trustees retire on a rotating basis and are selected from those that have served the longest. Additional trustees may be appointed during the year by vote of trustees as they see fit.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Witney and West Oxfordshire Food Bank provide training and policy reference using documents and advice provided by The Trussell Trust.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Witney and West Oxfordshire Food Bank is an autonomous charity managed by the trustees, under the advice and guidance of the national foodbank charity The Trussell Trust.
Relationship with any related parties	Para 1.51	Witney and West Oxfordshire Food Bank are members of The Trussell Trust.
Other		

Reference and Administrative details

Charity name	Witney and West Oxfordshire Food Bank
Other name the charity uses	
Registered charity number	1170366
Charity's principal address	Cottsway House Heynes Place, Avenue Two Witney Oxon OX28 4YG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Micheal Morris	Chair	14 th April 2021	
2	Lou Gorrod	Trustee		
3	Michael Probert	Trustee		
4	Stephanie Deslandes	Trustee		
5	Deborah Jessel	Trustee		
6	Sue Rhodes	Trustee	November 2021	
7	Jo Ader	Trustee	September 2021	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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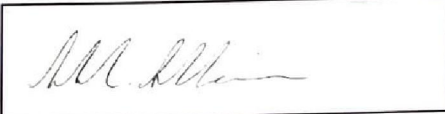
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael	Morris
Position (eg Secretary, Chair, etc)	Chair	
Date	27/01/2023	



CHARITY COMMISSION
FOR ENGLAND AND WALES

WINLEY & WEST OXFORDSHIRE FOUNDATION 1175389

Receipts and payments accounts

CC16a

For the period from	06/04/2021	05/04/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DONATIONS	52,813	-	-	52,813	82,360
GRANT	8,496	-	-	8,496	5,406
DONATED STOCK DISTRIBUTED TO CLIENTS	-	-	-	-	93,650
MISC RECEIPTS	-	-	-	-	76
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	61,309	-	-	61,309	181,492
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	61,309	-	-	61,309	181,492
A3 Payments					
FRANCHISE FEE	60	-	-	60	395
EQUIPMENT	7,688	-	-	7,688	5,040
STATIONERY POSTAGE SUPPLIES	1,312	-	-	1,312	1,723
INSURANCE	362	-	-	362	707
ADMIN COSTS	24,422	-	-	24,422	4,575
FOOD TOP UPS	12,545	-	-	12,545	10,840
TRAINING AND MEETING	273	-	-	273	572
DONATED STOCK ITEMS TO CLIENTS	-	-	-	-	93,650
	-	-	-	-	-
Sub total	46,662	-	-	46,662	117,502
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	46,662	-	-	46,662	117,502
Net of receipts/(payments)	14,647	-	-	14,647	63,990
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	89,439	-	-	89,439	25,449
Cash funds this year end	104,086	-	-	104,086	89,439

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Natwest	104,086	-	-
			-	-
			-	-
	Total cash funds	104,086	-	-

(agree balances with receipts and payments account(s))

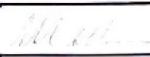
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Debtors	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Micheal Morris	

Independent examiner's report to the trustees of Witney Food Bank

I report to the trustees on my examination of the accounts of the the Witney Food Bank (The Trust) for the year ended 31st March 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: ALAN MORGAN

Relevant professional qualification or membership of professional bodies (if any):

Address: 16 NEW YATI ROAD, WITNEY, OXON. OX28 1NZ

Date: 31/1/23.

WITNEY AND WEST OXFORDSHIRE FOOD BANK

England & Wales - Charity number 1170366

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 06 April 2020
Period end date

Period start date To 5 April 2021

Charity name: **Witney and West Oxfordshire Food Bank**

Charity registration number: **1170366**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The prevention or relief of poverty or financial hardship of people living in West Oxfordshire District in particular (but without limitation) by providing food and other items to individuals and families in need which they would not otherwise afford through lack of means, and providing information, advice, education, and support in such ways as the trustees shall from time to time see fit.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Witney and west Oxfordshire Food Bank provides emergency food parcels of non-perishable food items and occasionally toiletries to people who are experiencing an unexpected crisis situation. Clients are referred from various professionals working in the community – including, but not limited to Citizens Advice Bureau, Job Centre, Doctor/GP and other health workers, primary and secondary education professionals – who assess each client's situation to verify crisis and need.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees of Witney and West Oxfordshire Food Bank acknowledge they have read and understood the guidance on being a charity Trustee as provided by the Charity Commission

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not make grants.

Policy on social investment including program related investment	Para 1.38	The charity does not currently have a social investment policy
Contribution made by volunteers	Para 1.38	Witney and West Oxfordshire Food Bank was until February 2021, when we engaged our first employee, a totally volunteer run charity. Between 40 - 45 volunteers staffed the foodbank in excess of 1,250 hours that we were open to the public. In addition, there were meetings of trustees and external administration requirements. Whilst it is incalculable to monetize the contribution that volunteers make but would not be unreasonable to suggest a market rate to staff the foodbank would be in excess of £250,000
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Witney and West Oxfordshire Food Bank continue to be an active member of the Trussell Trust network.</p> <p>The direct benefit to society we had is measured in the number of 3 to 5 day parcels we have provided and the number of adults and children we have helped directly. During the period we provided 1625 parcels, assisting 2438 adults and 1733 children. This is an increase of 35% from the previous reporting period.</p> <p>The Foodbank introduced a free delivery service to those without any means to travel to the warehouse. We recruited 11 volunteer delivery drivers some of which are from our collaboration with Witney Rotary.</p> <p>We engaged directly with local groups, giving zoom presentations and interactive talks to schools and associations to educate and highlight food poverty in the local community.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

		The charity set an objective of increasing food distribution by 10%.
--	--	--

Achievements against objectives set	Para 1.41	<p>This objective was achieved and significantly exceeded.</p> <p>The objective for the 2021/2022 is set at a conservative 10% whilst the pandemic continue to create uncertainty.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>Last year we set the objective of maintaining £6000 in cash to provide a safety net to cover all financial obligations and to be able to purchase food if food donations ran low.</p> <p>Throughout the period the cash holding was well in excess of £6000 and stock items were available to fulfil all essential items. Cash was used to buy £10,840 of stock items on the non-essential list.</p> <p>Cash held at the start of the period was a little under £25,449 and at the end of period was £89,440. This substantial increase in cash is due to a significant increase in public online donations, corporate donations and a local authority grant.</p> <p>The 2021/21 objective is to maintain £40,000 and to continue to employ 1 person.</p>
Investment performance against objectives	Para 1.41	<p>We are not yet in a position to set investment objectives as the pandemic has created too much uncertainty in the demand for our services.</p>
Other		<p>The substantial increase in cash assets has allowed the charity to engage our first employee in February 2021. The employee is supervising the day to day running of the warehouse contributing to increased efficiency and process improvements to our operations.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We held £89,440 in cash funds. Stock at the period end was 8,555 kg at a notional value of £1.75 per kg = £14,971. Stock is not considered to be a financial asset as it consists of many 100's of items below a value of £1.00 and date limited
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A reserve of £40,000 is held to guarantee that all liabilities and administrative costs can be met. To ensure we can top up food to distribute essential items if food donations do not meet demand. To continue to employ 1 person.
Amount of reserves held	Para 1.22	£40,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The two main sources of funding come from public cash and food donations. We have access to community grants and larger corporations such as supermarkets
Investment policy and objectives including any social investment policy adopted	Para 1.46	The charity does not currently have an investment or social investment policy.
A description of the principal risks facing the charity	Para 1.46	If our landlords significantly change their operations we may lose the use of the warehouse and alternative accommodation would have to be found.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Witney and West Oxfordshire Food Bank is governed by a constitution.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Witney and West Oxfordshire Food Bank is a Charitable Incorporated Organisation.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Trustees are appointed annually at the AGM by members. Each year one third of the trustees retire from office and need to be voted back in by the members. Trustees retire on a rotating basis and are selected from those that have served the longest.</p> <p>Additional trustees may be appointed during the year by vote of trustees as they see fit.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Witney and West Oxfordshire Food Bank provide training and policy reference using documents and advice provided by The Trussell Trust.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Witney and West Oxfordshire Food Bank is an autonomous charity managed by the trustees, under the advice and guidance of the national foodbank charity The Trussell Trust.
Relationship with any related parties	Para 1.51	Witney and West Oxfordshire Food Bank are members of The Trussell Trust.
Other		

Reference and Administrative details

Charity name	Witney and West Oxfordshire Food Bank
Other name the charity uses	
Registered charity number	1170366
Charity's principal address	Cottsway House Heynes Place, Avenue Two Witney Oxon OX28 4YG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susan Shayler	Chair		
2	Lou Lou			
3	Michael Probert			
4	Alain Quinquis			
5	Stephanie Deslandes		Commenced 20/05/20	
6	Deborah Jessel		Commenced 15/02/21	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Susan	Shayler
Position (eg Secretary, Chair, etc)	Chair	
Date		



CHARITY COMMISSION
FOR ENGLAND AND WALES

WITNEY & WEST OXFORDSHIRE FOODBANK

1170366

Receipts and payments accounts

CC16a

For the period
from

Period start date
06/04/2020

Period end date
05/04/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DONATIONS	82,360	-	-	82,360	24,574
GRANT	5,406	-	-	5,406	-
DONATED STOCK DISTRIBUTED TO CLIENTS	93,650	-	-	93,650	33,749
MISC RECEIPTS	76	-	-	76	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	181,492	-	-	181,492	58,323
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	181,492	-	-	181,492	58,323
A3 Payments					
FRANCHISE FEE	395	-	-	395	450
EQUIPMENT	5,040	-	-	5,040	2,816
STATIONERY POSTAGE SUPPLIES	1,723	-	-	1,723	1,499
INSURANCE	707	-	-	707	-
ADMIN COSTS	4,575	-	-	4,575	480
FOOD TOP UPS	10,840	-	-	10,840	1,686
TRAINING AND MEETING	572	-	-	572	165
DONATED STOCK ITEMS TO CLIENTS	93,650	-	-	93,650	33,749
	-	-	-	-	-
Sub total	117,502	-	-	117,502	40,845
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	117,502	-	-	117,502	40,845
Net of receipts/(payments)	63,990	-	-	63,990	17,478
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	25,449	-	-	25,449	7,971
Cash funds this year end	89,439	-	-	89,439	25,449

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Co-op Bank	88,926	-	-
	PayPal	353	-	-
	Petty Cash	160	-	-
	Total cash funds	89,439	-	-

(agree balances with receipts and payments account(s))

OK

OK

OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Susan Shayler	