



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## 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	<b>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.</b>
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	<b>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.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>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</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

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

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.

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. 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>
Investment performance against objectives	Para 1.41	<p>We are not yet in a position to set investment objectives.</p>
Other		<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	<b>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</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>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.</b>
Amount of reserves held	Para 1.22	<b>£40,000</b>
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	<b>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</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>The charity does not currently have an investment or social investment policy.</b>
A description of the principal risks facing the charity	Para 1.46	<b>If our landlords significantly change their operations we may lose the use of the warehouse and alternative accommodation would have to be found.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Witney and West Oxfordshire Food Bank is governed by a constitution.</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Witney and West Oxfordshire Food Bank is a Charitable Incorporated Organisation.</b>
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><b>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.</b></p> <p><b>Additional trustees may be appointed during the year by vote of trustees as they see fit.</b></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	<b>Witney and West Oxfordshire Food Bank provide training and policy reference using documents and advice provided by The Trussell Trust.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>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.</b>
Relationship with any related parties	Para 1.51	<b>Witney and West Oxfordshire Food Bank are members of The Trussell Trust.</b>
Other		

## Reference and Administrative details

Charity name	<b>Witney and West Oxfordshire Food Bank</b>
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	April 2023	
4	Stephanie Deslandes	Trustee		
5	Deborah Jessel	Trustee		
6	Jo Ader	Trustee	November 2021	
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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## 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)

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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	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 £
<b>A1 Receipts</b>					
DONATIONS	149,287	-	-	149,287	52,813
GRANT	10,060	135,668	-	145,728	8,496
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>159,347</b>	<b>135,668</b>	<b>-</b>	<b>295,015</b>	<b>61,309</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>159,347</b>	<b>135,668</b>	<b>-</b>	<b>295,015</b>	<b>61,309</b>
<b>A3 Payments</b>					
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	-
	-	-	-	-	-
<b>Sub total</b>	<b>72,006</b>	<b>87,748</b>	<b>-</b>	<b>159,754</b>	<b>46,662</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>72,006</b>	<b>87,748</b>	<b>-</b>	<b>159,754</b>	<b>46,662</b>
<b>Net of receipts/(payments)</b>	<b>87,341</b>	<b>47,920</b>	<b>-</b>	<b>135,261</b>	<b>14,647</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	104,086	-	-	104,086	89,439
<b>Cash funds this year end</b>	<b>191,427</b>	<b>47,920</b>	<b>-</b>	<b>239,347</b>	<b>104,086</b>

## 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 £
<b>B1 Cash funds</b>	Natwest	181,593	47,920	-
	debtors (below)	12,013	-	-
	creditors (below)	- 2,179	-	-
	<b>Total cash funds</b>	<b>191,427</b>	<b>47,920</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	Debtors	12,013	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
	PAYE & Pensions	2179.13	-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	<b>Signature</b>	<b>Print Name</b>	<b>Date of approval</b>	
		Micheal Morris		