

Swanley & District Foodbank

Annual Report and Financial Statements

for the year ended 31 March 2023

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Swanley & District Foodbank

Trustees Annual Report 2022/23

Charity Name: Swanley & District Foodbank

Registration Number: 1176505

Address: 26 Wallis Close, Dartford DA2 7BE

Trustee Names:

John Kahan (Chair)

Pauline Annetts (Secretary)

Jean McQuillan

Elizabeth Davies

Colin Annetts (Treasurer)

Peter Matthews

Chrissy Hudson

Annual Report

This was a very challenging year for the Foodbank after coming out of COVID-19 restrictions. Our long-serving volunteer Foodbank Manager and Trustee retired after 8 years, and so we recruited our first ever employee, a part-time Manager who took up position in August 2022. The Manager left after three months, and a new Manager was appointed in December 2022.

Our income for the period year 2022 to 2023 has grown due to generous donations from the public and local businesses and applying for 4 years of back-dated Gift Aid. We also received a Winter Support Grant from the Trussell Trust, and a government funded Household Support Grant from Sevenoaks District Council. These donations and grants helped us to replenish our storeroom and buy-in urgently needed food stock items during the on-going cost of living crises.

To improve our stock control and handling we changed the layout of our reception area, we added some additional shelving and purchased a further weighing machine, we also purchased a laptop and printer. This allowed inward stock to be handled more efficiently and avoided a log jam by the stock room dispatching area for outgoing food parcels.

We made a huge start on modernising the 'request for help' procedures from Referral Agencies, such as West Kent Housing, Social Services, and local schools, by increasing the use of the on-line electronic E-Voucher system, which has reduced the number of manual paper-vouchers that we receive.

Our food-collection points at ASDA Swanley and Waitrose Sevenoaks, provided us with regular top-ups, but the giving of food items from other sources, especially from the local churches and organisations, had not recovered to pre-COVID levels.

We would like to thank our volunteers and donors for their support, and hard work in helping those in need, and we are grateful for their time, efforts and dedication.

Approved by the Trustees on 4 October 2023

John Kahan – Chair of Trustees

Swanley & District Foodbank

Independent Examiner's Report

This report on the financial statements of Swanley & District Foodbank for the year ended 31 March 2023, which are set out on page 6, is in respect of an examination carried out in accordance with section 145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the trustees and examiner

As trustees of the Charity you are responsible for the preparation of the financial statements; you consider that the audit requirements of the Regulations and section 144 (2) of the Act does not apply and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145 (5)(b) of the Act. That examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations;have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Keith Scudder
42 Frobisher Way,
Gravesend,
Kent. DA12 4RA

6 November 2023

Swanley & District Foodbank

Receipts and Payments & Balance Sheet for the year ended 31st March 2023

SWANLEY & DISTRICT FOODBANK									
RECEIPTS & PAYMENTS ACCOUNT									
For Period 1 April 2022 to 31 March 2023									
Balance - Brought forward						Bank A/c Only		£61,893.08	
						Petty Cash		£123.37	
Receipts								£62,016.45	
Donations						£33,845.35			
Sevenoaks D.C. - Household Support Grant						£3,250.00			
Trussell Trust - Asda Top-up						£865.01			
Trussell Trust - Winter Support Grant						£5,000.00			
Gift Aid received [HMRC]						£6,562.58			
Sale of Bale crates						£81.00			
					TOTAL		£49,603.94		
Payments									
Communications						-£124.80			
Franchise Fee						£0.00			
Gifts & Donations						-£158.99			
Information Commissioner's Office [Data Protection]						-£75.00			
Insurance						-£393.36			
Light & Heat						-£320.68			
Printing & Stationery						-£508.40			
Rent						-£8,500.00			
Repairs & maintenance						-£572.89			
Sevenoaks D.C. - Household Support Grant						-£1,575.09			
Staffing Costs						-£4,140.30			
Volunteer Expenses						-£749.95			
Water & Sewerage						-£97.87			
Winter Support Grant [Trussell Trust]						-£5,000.00			
					TOTAL		-£22,217.33		£27,386.61
Balance - Carried Forward at 31 March 2023								£89,403.06	
Barclays Bank						Unrestricted Funds:		£38,651.33	
Barclays Bank						Designated Funds: [++]		£32,304.91	
Barclays Bank						Total Funds as at 31 March 2023		£70,956.24	
						Metro Bank [Unrestricted Funds]:		£18,392.18	
						Petty Cash:		£54.64	
								£89,403.06	
						[++] Sue Creedon Fund		£30,630.00	
						[++] Sevenoaks DC Household Support Grant		£1,674.91	
						Total Designated funds		£32,304.91	

Approved by the Trustees on the 4 October 2023 signed on their behalf below

John Kahan – Chair of Trustee