

Swanley & District Foodbank

Annual Report and Financial Statements

for the year ended 31 March 2024

Contents

Trustees Annual Report 2023/24.....	3
Independent Examiner’s Report	4
Receipts and Payments & Balance Sheet.....	5

Swanley & District Foodbank

Trustees Annual Report 2023/24

Charity Name: Swanley & District Foodbank

Registration Number: 1176505

Address: 26 Wallis Close, Dartford DA2 7BE

Trustee Names:

John Kahan (Chair)

Jean McQuillan

Peter Matthews

Chrissy Hudson

Annual Report

This has been a difficult and challenging period for the Foodbank especially with the cost-of-living crisis and looking for new accommodation, due to our lease expiring from our present premises at Lynden Way, Swanley. Over the period we employed two Foodbank managers at separate times but due to various reasons they left the charity. Similarly, two excellent Trustees left the Governing Team for personal reasons, and we have found it difficult to replace the experience they brought to the Foodbank.

Our income for the period 2023 to 2024 has increased mainly due to the generosity of donations from the public, churches, local businesses and other organisations, plus the gift aid scheme. We also received Winter Support grants from the government funded Household Support Grant scheme on three occasions from Sevenoaks District Council. The grant money was used to replenish our storeroom and buy-in urgently needed food stock items during the ongoing cost of living crisis. Our regular client base has risen due the cost of living, but we have also observed an increase in homeless people requiring food parcels due to rent increases locally and the lack of affordable property available.

We have improved the layout of the reception area and storeroom, and this has improved the way we distribute the food to our clients as it reduces the log jam in the corridor to the main storeroom. The use of an extra weighing in machine and a laptop in the reception area has allowed inward stock to be handled more efficiently.

We commenced work on improving our 'request for help' procedures from our Referral Agencies to increase the use of the E-Voucher system which has made the old paper system redundant. We still have work to do on increasing the E-Vouchers usage and training the referrer's agencies to understand how to use the system correctly.

Our food collection points at ASDA Swanley and Waitrose Sevenoaks have provided us with regular weekly top-ups of food supplies, and during the period we saw a return in giving from the local churches and other organisations which fell away completely within COVID.

The Trustees would like to thank all our volunteers and donors for their continue support, and hard work in helping those in need, and thank them for their time and loyalty.

Approved by the Trustees on 11 July 2024

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 2024, 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

26 September 2024

Swanley & District Foodbank

Receipts and Payments & Balance Sheet for the year ended 31st March 2024

Balance - Brought forward at 31 March 2023	Bank A/c's Only	£89,348.42
	Petty Cash	£54.64
		<u>£89,403.06</u>
Receipts		
Donations	£15,701.76	
HMRC Gift Aid & GASDS received	£2,901.42	
Sevenoaks D.C. - Kent Household Support Fund [1]	£1,669.00	
Sevenoaks D.C. - Kent Household Support Fund [2]	£1,667.50	
Sevenoaks D.C. - Kent Household Support Fund [3]	£1,000.00	
Trussell Trust - Asda Top-up	£900.59	
TOTAL	<u>£23,840.27</u>	

Payments		
Communications	-£129.03	
Franchise Fee		
Gifts & Donations	-£133.47	
Independent Examiner	-£200.00	
Information Commissioner's Office [Data Protection]	-£35.00	
Insurance	-£403.36	
Office Equipment	-£182.88	
Printing & Stationery	-£407.44	
Relocation Costs	-£360.00	
Rent	-£6,375.00	
Repairs & maintenance	-£93.00	
Staffing Costs	-£4,431.48	
Utilities [Light & Heat / Water & Sewerage]	-£784.80	
Volunteer Expenses	-£321.90	
Food-Stock purchases [Foodbank Funds]	-£205.69	
Food-Stock purchases [SDC - KHSF]	-£3,577.95	
TOTAL	<u>-£17,641.00</u>	<u>£6,199.27</u>

Balance - Carried Forward at 31 March 2024	<u>£95,602.33</u>
Barclays Bank Unrestricted Funds:	£22,554.74
<u>Barclays Bank Designated Funds: [++]</u>	<u>£1,433.46</u>
<u>Barclays Bank Total Funds at 31 March 2024</u>	<u>£23,988.20</u>
Metro Bank Unrestricted Funds:	£39,721.15
Metro Bank Designated Funds: [^^]	£31,630.00
<u>Metro Bank Total Funds at 31 March 2024</u>	<u>£71,351.15</u>
Petty Cash:	£262.98
	<u>£95,602.33</u>

[^^] Sue Creedon Fund at Metro Bank	£30,630.00
[^^] Sevenoaks DC Household Support Grant at Metro Bank	£1,000.00
[++] Sevenoaks DC Household Support Grant at Barclays	£1,433.46
<u>Total Designated funds</u>	<u>£33,063.46</u>
<u>Total Unrestricted funds</u>	<u>£62,538.87</u>

Approved by the Trustees on the 23 May 2024

John Kahan – Chair of Trustee