

# BEDFORD FOODBANK

England & Wales - Charity number 1179538

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2018-08-14

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

## Contact

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**Address** Bedford Foodbank  
8-9 Murdock Road  
Manton Industrial Estate  
Bedford  
MK41 7PE

**Phone** 01234268569

**Email** [info@bedford.foodbank.org.uk](mailto:info@bedford.foodbank.org.uk)

**Website** [www.bedford.foodbank.org.uk](http://www.bedford.foodbank.org.uk)

## Activities

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**Objects:** THE ORGANISATION'S PURPOSES ARE :THE RELIEF OF FINANCIAL HARDSHIP AMONGST PEOPLE IN BEDFORD AND THE SURROUNDING AREA, OR IN OTHER PARTS OF THE UNITED KINGDOM IN SUCH WAYS AS THE TRUSTEES FROM TIME TO TIME THINK FIT, IN PARTICULAR BUT NOT EXCLUSIVELY BYI. PROVIDING EMERGENCY FOOD, ESSENTIAL TOILETRIES, AND HOUSEHOLD ITEMS TO INDIVIDUALS AND FAMILIES IN NEED AND/OR FOR DISTRIBUTION Y CHARITIES AND OTHER ORGANISATIONS WORKING TO PREVENT OR RELIEVE POVERTYII. SUCH OTHER MEANS INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF SUPPORT OR SIGNPOSTING TO RELEVANT INFORMATION AND OTHER ADVISORY SERVICES.III. AND TO PROVIDE SUCH SERVICES WITH A CHRISTIAN ETHOS, SUPPORTED BY ESTABLISHED CHURCHES IN THE AREA OF BENEFIT

**Activities:** Bedford Foodbank is set up to benefit people who are in financial crisis and hungry due to reasons such as family breakdown, sudden unemployment,benefits problems ( such as delays or changes), debt, or any other eventualities by helping them through the crisis, through food parcels and signposting them to receive further help primarily in the area of Bedford Borough.

## Classification

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- **How:** Provides Services
- **What:** The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities

## Geography

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- Bedford

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-09-30	£623,205	£713,209	£424,838	7
2024-09-30	£678,815	£790,500	£514,842	7
2023-09-30	£864,365	£682,356	£626,527	5
2022-09-30	£609,016	£511,477	£444,518	4
2021-09-30	£268,000	£131,000	-	-
2020-09-30	£183,362	£72,113	-	-

## Trustees

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Name	Role	Appointed
<b>Graham Robert Moore</b>	Chair	2021-02-08
Emma Ponsonby		2025-01-20
Joanna Elizabeth Mary Hyne		2022-02-28
Justin Charles Wharton		2026-04-27

**BEDFORD FOODBANK**

England & Wales - Charity number 1179538

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# Accounts

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**BEDFORD FOODBANK**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2025**



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**BEDFORD FOODBANK**

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**BEDFORD FOODBANK**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

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**Trustees**                      Rev A L Davis (resigned 20 January 2025)  
   E Ponsonby (appointed 20 January 2025)  
   J E M Hyne  
   K Middleton  
   G R Moore, Chair

**Charity registered  
number**                      1179538

**Principal office**            8-9 Murdock Road  
   Manton Industrial Estate  
   Bedford  
   MK41 7PL

**Accountants**                Streets Chartered Accountants  
   Potton House  
   Wyboston Lakes  
   Great North Road  
   Wyboston  
   Bedford  
   MK44 3BZ

**Bankers**                      Natwest Bank plc  
   81 High Street  
   Bedford  
   MK40 1YN

   Buckinghamshire Building Society  
   High Street  
   Chalfont St Giles  
   Buckinghamshire  
   HP8 4QB

   CAF Bank Limited  
   25 Kings Hill Avenue  
   Kings Hill  
   West Malling  
   Kent  
   ME19 4JQ

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2025

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The Trustees present their annual report together with the financial statements of the Bedford Foodbank for the year from 1 October 2024 to 30 September 2025.

#### **Objectives and activities**

##### **a. Policies and objectives**

The purpose of the charity, as set out in its governing document, is:

The relief of financial hardship amongst people in Bedford and the surrounding area, or in other parts of the United Kingdom in such way as the Trustees from time to time think fit, in particular but not exclusively by:

- i) Providing emergency food, essential toiletries, and other household items to individuals and families in need and / or for distribution by charities and other organisations working to prevent or relieve poverty.
- ii) Such other means including (but not limited to) the provision of support or signposting to relevant information and other advisory services.
- iii) And to provide such services with a Christian ethos, supported by established churches in the area of benefit.
- iv) The benefit of our purpose to support people in need is to feed individuals and families who, for one reason or another, may have difficulties in feeding themselves and/or their families. Our service improves the ability of families to care for children and achieve goals of self-sufficiency.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

##### **b. Strategies for achieving objectives**

We exist to provide emergency help to local people in food poverty; we are satisfied that we have achieved this to the best of our ability.

##### **c. Activities undertaken to achieve objectives**

The charity manages Bedford Foodbank, providing three days' nutritionally balanced emergency food and support to local people who are referred to us in crisis. We are part of a nationwide network of foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK.

##### **d. Grant-making policies**

We do not offer grants to any individuals, groups or other charities other than limited donations to our clients who are food-poor, who may have identified a lack of funds for gas or electricity services, where small grants are available from time to time.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2025

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#### Objectives and activities (continued)

##### e. Main activities undertaken to further the Charity's purposes for the public benefit

Schools, churches, businesses and individuals donate non perishable, in-date food to the foodbank which is checked, sorted and packed into crates ready to be given to people in need. The organisation received a significant amount of financial donations in addition to food donations. Financial donations are used to purchase food for clients and to cover administration and running costs of the Charity.

Care professionals such as doctors, health visitors, social workers, Citizens Advice Bureau (CAB) and police amongst other organisations, including charities, identify people in crisis and issue them with a foodbank voucher.

Foodbank clients bring the voucher to a foodbank distribution centre where it is redeemed for approximately three days emergency food. Volunteers meet clients and are able to signpost them to agencies which are able to help solve the longer term problems.

##### f. Volunteers

Our volunteers are an absolutely key part of our work, and we could not achieve any of the objectives without their contribution.

Following some changes to the profile of our volunteer population partly related to the Covid pandemic, we have been pleased to welcome new volunteers and we have sufficient help to enable us to carry out our work.

#### Achievements and performance

##### a. Main achievements of the Charity

Bedford Foodbank ('The Foodbank') is an independent charity, operating as a member of Trussell Trust network of foodbanks and we follow the Trussell Trust's policies. The foodbank employs five paid full-time and part time staff and is supported by approximately 120 volunteers each week.

The Foodbank operates from a rented warehouse with offices close to Manton Lane in Bedford. November 2025 marked two years' operating out of the larger warehouse. The 11,000sqft (14,000sqft including offices and store rooms) has had a significant positive impact on our operation, providing a safer working environment, storage space for bulk purchase pallets, as well as social spaces for staff & volunteers.

With more space we have been able to offer more volunteering opportunities including Student Midwives, Student Health visitors and Prison Officers. The Foodbank provides emergency food and short-term support to local people who are experiencing food poverty. Food is distributed to clients through 7 distribution centers (mainly church premises) on working day afternoons.

Client numbers decreased by 17% during this year compared with last year. In the year ending September 2025 the Foodbank distributed 20,944 food parcels, which included 6927 to children, from 10,195 vouchers. This compares with 2024 where 24,864 food parcels, including 8,460 children, from 10,756 vouchers. The decrease has been due to a number of factors including excellent advice and support given by CAB, meeting regularly with Referral agencies to emphasize the emergency nature of the Foodbank parcels and the rise of the community supermarkets in the town.

The Charity's donors and supporters of food and cash have continued to be generous this year but there has been a noticeable decline in giving. During the past year, local charities and organisations have found fundraising increasingly difficult and Bedford Foodbank has been no different. The challenges are due in part to the increase in rising operational costs, economic pressures like inflation, reduction in local authority funding and intense

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2025

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#### **Achievements and performance (continued)**

competition for grants. Giving to the Bedford Foodbank has been down compared to last year, therefore next year the Foodbank will need to concentrate on "getting ready for fundraising", including not running a deficit budget, a revised reserves policy of 6 months or less and ensuring all policies and procedures are in place, documented and up to date.

The Foodbank continues to maintain a healthy financial state but increased purchasing costs mean that the Trustees continue to manage the funds with care. The cost of food being purchased monthly has slightly decreased during this year to £116,473 compared to £120,000 last year, spent on food and toiletry items. Joining together with other foodbanks to bulk buy stock items has reduced the buying costs. We now place regular orders from Sheffield Foodbank, who acts as a broker for other foodbanks, procuring full & half pallets at a competitive price, this has seen a saving of £25k in this financial year.

In the year ended 30 September 2025, 98 tonnes of food was donated to us (previous year 101 tonnes). The Trussell Trust uses a figure of £2.77 (2024 £2.77) as the value of 1kg of donated stock. This figure is nationally agreed by Trussell Trust in conjunction with the food industry, and these values have been used to estimate the value of donated goods in the financial statements. In addition, 80 tonnes of food was purchased. Food is donated through supermarket collection points across the town of Bedford and this accounts for approximately 50% of donations. The remaining donated food is collected through local churches, schools and generous individuals. Last year 42 schools and 33 churches and 1 wine club donated their Harvest Festival collections to the Foodbank making a grand total of 7,325kg of food.

Bedford Foodbank partners with over 240 statutory organisations, churches & charities who can act as referral agencies and are ideally placed in the community to identify individuals and families who are in need and are able to issue to E vouchers. All Bedford Foodbank Referral agencies will be working with the individuals, so will be aware of the background stories and what other help is being received. The Foodbank continues to have a good working relationship with Citizens Advice Bureau, who attends all 7 distribution centres, offering extra advice & support to our clients and issuing vouchers if a need is identified. Funding for this has come through Trussell Trust during the past 3 years. This funding has now ended but CAB have managed to secure additional funding from Bedford Borough Council (BBC) to continue this partnership. BBC has recognised how important the preventive intervention of BFB & CAB is and have agreed to give additional funding to continue this essential work.

To assist households during the cold weather and with increased fuel costs, the Foodbank is registered to issue fuel bank vouchers from the Fuelbank Foundation to clients accessing the Foodbank. This enables households to cook the food received and keep warm. During 24/25, 366 vouchers were issued by Bedford Foodbank. The value of a voucher is recalculated every month on the average cost for a household between £30 - £97.

In summary, the Foodbank continues to be very busy meeting the increased demands of their clients. The work could not continue without the support of donors, staff and volunteers, for whom they are very grateful. The Foodbank staff and Trustees continue to work towards providing for the growing need for food and finding the funding to support this. The outcome is that many thousands of people have received help from The Foodbank and it is a privilege to offer them support.

#### **Financial review**

##### **a. Review of the charity's financial position**

Details of the charity's income and expenditure are shown in the attached Statement of Financial Activities and the Balance Sheet. They include both monetary donations and estimated values for the donation of goods, using the standard measurement and valuation procedures adopted by the Trussell Trust. The vast majority of donations are received from individuals who make contributions via bank, online and cash donations or as gifts in kind from donated items of food, toiletries and other items.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2025

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The financial trends reflect a continuation of the generous giving from many sources supportive of Bedford Foodbank, but there has been a reduction in both monetary donations and gifts of food during the year. In the year ended 30 September 2025, financial contributions from donations, grant and other income amounted to £346,711 (2024 £389,709) and the value of donated goods received was estimated to be £270,587 (2024 £282,316).

The value of donated goods distributed in the year was estimated to be £469,248 (2024 £527,340). The vast majority of donated goods were distributed to clients, but stock with an estimated value of £6,249 (2024 £9,205) had to be scrapped as it was out of date at the time the charity received it.

The financial contributions received have enabled the charity to meet the increased demand from clients and the charity was in a strong financial position at the reporting date. However, the trustees are mindful that a significant number of one off donations have been received and there is a much smaller number of committed, regular donors so the levels of income may fall again in the forthcoming years.

#### **b. Reserves policy**

During the year the reserves policy was reviewed. It was agreed to retain the policy of aiming to hold the equivalent of twelve months' worth of our budget in reserve. This is to enable us to continue operating should we face a situation wherein we are unable to secure sufficient income to meet our needs; the expectation is that this should be sufficient to meet our needs until such time as funding can be secured.

The level of reserves takes into account

- the financial commitment of the lease agreement for the larger premises,
- the increased commitment around staffing costs,
- the fall in donations of food items and financial donations (both of which increased significantly during the covid-19 pandemic),
- the increased demand for support due to the increased cost of living

In 2025, the charity's expenditure from general funds was £86,202 higher than income, reducing the level of general funds from £511,040 to £424,838. At the reporting date, the actual level of reserves remained above the target reserves policy, but the trustees are forecasting a further deficit in 2025/26 in a planned use of funds for charitable purposes.

#### **c. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

#### **d. Principal risks and uncertainties**

We do continue to review risks. At present, we do not consider that these are substantial or grave.

We review the national and local economic climate regularly and as the financial year for Bedford Foodbank ended we were aware of both the energy crisis and general economic uncertainty caused by the cost of living crisis. We keep all these things uppermost in our minds as we review and adapt our procedures and policies.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2025

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#### **e. Principal funding**

The principal source of funding for the Foodbank is through financial donations made by the public, some in the form of occasional donations and other through regular, structured giving. The Foodbank structures its receipt of donations so as to capture any gift aid benefits accordingly. It is noted that the basis of the Foodbanks operation is around the donation of food, which is then distributed to the needy and hungry in Bedford Borough.

During the covid pandemic the charity saw an increase in financial donations compared to donated food items. The overall level of donations (food and finances) increased year on year from 2020 to 2023 but both sources of donations have fallen in 2025.

#### **Structure, governance and management**

##### **a. Constitution**

Bedford Foodbank is a registered charity, number 1179538, and is constituted under a Charitable Incorporated Organisation (CIO) Foundation Constitution.

##### **b. Methods of appointment or election of Trustees**

The management of the Charity is the responsibility of the Trustees who are elected and co opted under the terms of the constitution, and appointed by existing trustees.

##### **c. Organisational structure and decision-making policies**

The organisation structure of the Foodbank is based around the Board of Trustees, and reporting to the Board is the Project Manager/Director who has direct reports of seven employed staff members. The simple structure serves the Foodbank well being able to make swift and effective decisions at an operational level - complemented by detailed considerations and discussions by the Board of trustees for larger decisions and strategic matters.

Initiated in September 2023, the Board developed a Strategic Plan for the Foodbank that sets out a three to five year plan for operations, people and finances. The Trustees consulted with staff and volunteers on the process and took a number of external inputs into account. In 2024, the Trustees commissioned an independent HR review to look at and advise on structures and policies for the Foodbank which have now been implemented.

##### **d. Policies adopted for the induction and training of Trustees**

Appropriate training is given to trustees, including to new trustees. This includes but is not limited to the training offered to foodbanks by the Trussell Trust.

##### **e. Pay policy for key management personnel**

Pay policy for key staff employed by the Foodbank is under the control of a small remuneration committee comprising of two members of the Board of Trustees. Outside factors, market trends and inflationary pressures are all taken into account in setting pay levels, as performance levels on occasions. The timeliness of any pay changes is also addressed by the remuneration committee when assessing changes to staff pay.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2025

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#### Structure, governance and management (continued)

##### f. Related party relationships

As part of the Trussell Trust network, we follow their policies and benefit from their regional structure, where we benefit by learning with/from similar, local, Foodbanks. We enjoy good relationships with other charities and bodies in the local area who also seek to relieve poverty. These relationships are informal; we do not, for example, make grants to other charities, but may from time to time offer to share resources with other local foodbanks.

##### g. Decision-making process

The charity makes its larger decisions through a Board of Trustees within the context of regular Board Meetings that are scheduled in advance. Any decisions required are set out in advance of the meeting through an agreed agenda and any supporting documents are provided in advance. The Board of Trustees delegate smaller operational decision making to the Project Manager for Bedford Foodbank who has suitable experience and capability to support this delegation of authority. The Charity operate against a detailed annual budget and any financial decision is made in conjunction with the pre-approved budget. For operational matters the Project Manager is in regular contact with each of the Trustees, and in particular the Chair, and discusses more operational decisions always on a timely basis.

##### Plans for future periods

The Foodbank is committed to delivering a high standard of service to anyone who engages with our work. The Trustees believe that the best way to improve service is by learning from the people who use it so we welcome comments, compliments and complaints from clients, referral agencies, volunteers and anyone else Foodbank comes into contact with. These help the Trustees to see what the Foodbank is doing well and where it can make improvements for the future. To this end, the Foodbank has now successfully established itself into a new enlarged warehousing facility to cope with the extra food requirements and is now looking to bed this in to the operational procedure and establish improved efficiencies whilst maintaining a safe working environment and an engaging place to work for all staff and volunteers.

##### Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

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**BEDFORD FOODBANK**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

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**Statement of Trustees' responsibilities (CONTINUED)**

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



**G R Moore**  
Chair of trustees  
Date: 18 May 2026

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**BEDFORD FOODBANK**

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**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

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**Independent Examiner's Report to the Trustees of Bedford Foodbank ('the Charity')**

We report to the charity Trustees on our examination of the accounts of the Charity for the year ended 30 September 2025.

**Responsibilities and Basis of Report**

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

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

**Independent Examiner's Statement**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. We confirm that we are qualified to undertake the examination because we are a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

We have completed our examination. We confirm that no matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

We 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our work or for this report.

Signed:



Alan Endersby

Dated: 20/05/2026

FCA

**Streets Chartered Accountants**

Potton House, Wyboston Lakes, Great North Road, Wyboston, Bedford, MK44 3BZ

**BEDFORD FOODBANK**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
<b>Income from:</b>					
Donations and legacies	3	322,345	24,366	346,711	389,709
Charitable activities	4	270,587	-	270,587	282,816
Investments	5	5,907	-	5,907	6,290
<b>Total income</b>		<b>598,839</b>	<b>24,366</b>	<b>623,205</b>	<b>678,815</b>
<b>Expenditure on:</b>					
Raising funds	6	-	-	-	204
Charitable activities	7	673,408	39,801	713,209	790,296
<b>Total expenditure</b>		<b>673,408</b>	<b>39,801</b>	<b>713,209</b>	<b>790,500</b>
<b>Net expenditure</b>		<b>(74,569)</b>	<b>(15,435)</b>	<b>(90,004)</b>	<b>(111,685)</b>
Transfers between funds	16	(11,633)	11,633	-	-
<b>Net movement in funds</b>		<b>(86,202)</b>	<b>(3,802)</b>	<b>(90,004)</b>	<b>(111,685)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		511,040	3,802	514,842	626,527
Net movement in funds		(86,202)	(3,802)	(90,004)	(111,685)
<b>Total funds carried forward</b>		<b>424,838</b>	<b>-</b>	<b>424,838</b>	<b>514,842</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 27 form part of these financial statements.

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**BEDFORD FOODBANK**

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**BALANCE SHEET  
AS AT 30 SEPTEMBER 2025**

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	Note	2025 £	2024 £
<b>Fixed assets</b>			
Tangible assets	12	24,447	20,468
<b>Current assets</b>			
Stocks	13	98,967	84,471
Debtors	14	90,869	65,975
Cash at bank and in hand		234,630	374,327
		<u>424,466</u>	<u>524,773</u>
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	15	(24,075)	(30,399)
		<u>400,391</u>	<u>494,374</u>
<b>Net current assets</b>		<u>424,838</u>	<u>514,842</u>
<b>Total net assets</b>		<u><u>424,838</u></u>	<u><u>514,842</u></u>
<b>Charity funds</b>			
Restricted funds	16	-	3,802
Unrestricted funds	16	424,838	511,040
<b>Total funds</b>		<u><u>424,838</u></u>	<u><u>514,842</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



**G R Moore**  
Chair of Trustees  
Date: 18 May 2026

The notes on pages 13 to 27 form part of these financial statements.

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**BEDFORD FOODBANK**

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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

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	2025 £	2024 £
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	(134,189)	(82,603)
<b>Cash flows from investing activities</b>		
Dividends, interests and rents from investments	5,907	6,290
Purchase of tangible fixed assets	(11,415)	(6,078)
<b>Net cash (used in)/provided by investing activities</b>	(5,508)	212
<b>Cash flows from financing activities</b>		
<b>Net cash provided by financing activities</b>	-	-
<b>Change in cash and cash equivalents in the year</b>	(139,697)	(82,391)
Cash and cash equivalents at the beginning of the year	374,327	456,718
<b>Cash and cash equivalents at the end of the year</b>	<u>234,630</u>	<u>374,327</u>

The notes on pages 13 to 27 form part of these financial statements

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## BEDFORD FOODBANK

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2025

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#### 1. General information

As set out in the trustees' report, Bedford Foodbank is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission in England and Wales. The address of their registered office is 8-9 Murdock Road, Manton Industrial Estate, Bedford, MK41 7PL.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### 2. Accounting policies

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Bedford Foodbank meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

##### 2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation (using standard valuation procedures adopted by the Trussell Trust) and recognised as income when they are donated to the charity.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

##### 2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

The value of gifts in kind distributed by the charity are included at valuation (using standard valuation procedures adopted by the Trussell Trust).

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

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**2. Accounting policies (continued)**

**2.3 Expenditure (continued)**

All expenditure is inclusive of irrecoverable VAT.

**2.4 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.5 Tangible fixed assets and depreciation**

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Motor vehicles	-	25%	Reducing balance
Office equipment	-	33%	Straight line
Other equipment	-	10%	Straight line

**2.6 Stocks**

Stocks of donated and purchased goods are valued using the standard valuation procedures adopted by the Trussell Trust.

**2.7 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.9 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

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**2. Accounting policies (continued)**

**2.10 Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.11 Pensions**

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

**2.12 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**3. Income from donations and legacies**

	<b>Unrestricted funds 2025 £</b>	<b>Restricted funds 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Donations	217,573	-	<b>217,573</b>	210,306
Grants	102,505	24,366	<b>126,871</b>	173,595
Similar incoming resources	2,267	-	<b>2,267</b>	5,808
	<hr/> <b>322,345</b> <hr/>	<hr/> <b>24,366</b> <hr/>	<hr/> <b>346,711</b> <hr/>	<hr/> <b>389,709</b> <hr/>
<i>Total 2024</i>	<hr/> <b>316,042</b> <hr/>	<hr/> <b>73,667</b> <hr/>	<hr/> <b>389,709</b> <hr/>	

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

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**4. Income from charitable activities**

	<b>Unrestricted funds 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Donated goods	270,587	270,587	282,816

**5. Investment income**

	<b>Unrestricted funds 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Interest received	5,907	5,907	6,290

**6. Expenditure on raising funds**

**Costs of raising voluntary income**

	<b>Unrestricted funds 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Fundraising expenses	-	-	204

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

**7. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Unrestricted funds 2025 £</b>	<b>Restricted funds 2025 £</b>	<b>Total 2025 £</b>	<b>Total 2024 £</b>
Foodbank operations - Monetary expenditure	402,821	39,801	<b>442,622</b>	507,480
Donated goods	270,587	-	<b>270,587</b>	282,816
	<u>673,408</u>	<u>39,801</u>	<u><b>713,209</b></u>	<u>790,296</u>
<i>Total 2024</i>	<u><u>724,659</u></u>	<u><u>65,637</u></u>	<u><u>790,296</u></u>	

**Summary by expenditure type**

	<b>Staff costs 2025 £</b>	<b>Depreciation 2025 £</b>	<b>Other costs 2025 £</b>	<b>Total 2025 £</b>	<b>Total 2024 £</b>
Foodbank operations - Monetary expenditure	122,796	7,436	312,390	<b>442,622</b>	507,480
Donated goods	-	-	270,587	<b>270,587</b>	282,816
	<u>122,796</u>	<u>7,436</u>	<u>582,977</u>	<u><b>713,209</b></u>	<u>790,296</u>
<i>Total 2024</i>	<u><u>103,440</u></u>	<u><u>7,040</u></u>	<u><u>679,816</u></u>	<u><u>790,296</u></u>	

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

**8. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2025 £</b>	<b>Support costs 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Foodbank operations	266,060	176,562	<b>442,622</b>	507,480
Foodbank operations - Donated goods	270,587	-	<b>270,587</b>	282,816
	<u>536,647</u>	<u>176,562</u>	<u><b>713,209</b></u>	<u>790,296</u>
<i>Total 2024</i>	<u><u>532,938</u></u>	<u><u>257,358</u></u>	<u><u>790,296</u></u>	

**Analysis of direct costs**

	<b>Foodbank operations 2025 £</b>	<b>Donated goods 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Staff costs	122,796	-	<b>122,796</b>	103,440
Client energy vouchers and purchases	-	270,587	<b>270,587</b>	283,076
Purchases of food and toiletries	103,463	-	<b>103,463</b>	87,165
Support from CAB advisor	39,801	-	<b>39,801</b>	59,257
	<u>266,060</u>	<u>270,587</u>	<u><b>536,647</b></u>	<u>532,938</u>
<i>Total 2024</i>	<u><u>250,122</u></u>	<u><u>282,816</u></u>	<u><u>532,938</u></u>	

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

**8. Analysis of expenditure by activities (continued)**

**Analysis of support costs**

	<b>Foodbank operations 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Depreciation	7,436	<b>7,436</b>	7,040
Rent, rates and insurance	112,583	<b>112,583</b>	119,411
Premises costs	10,162	<b>10,162</b>	20,990
Travel, subsistence and other expenses	3,421	<b>3,421</b>	6,535
Equipment, office and sundry expenses	38,068	<b>38,068</b>	93,154
Legal and professional fees	1,583	<b>1,583</b>	7,468
Governance costs	3,309	<b>3,309</b>	2,760
	<u>176,562</u>	<u><b>176,562</b></u>	<u>257,358</u>

**9. Independent examiner's remuneration**

	<b>2025 £</b>	<i>2024 £</i>
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<b>2,937</b>	<i>2,760</i>
	<u>2,937</u>	<u><i>2,760</i></u>

**10. Staff costs**

	<b>2025 £</b>	<i>2024 £</i>
Wages and salaries	<b>115,738</b>	<i>98,142</i>
Contribution to defined contribution pension schemes	<b>7,058</b>	<i>5,298</i>
	<u><b>122,796</b></u>	<u><i>103,440</i></u>

The average number of persons employed by the Charity during the year was as follows:

	<b>2025 No.</b>	<i>2024 No.</i>
Staff	<b>7</b>	<i>7</i>
	<u>7</u>	<u><i>7</i></u>

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

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**10. Staff costs (continued)**

No employee received remuneration amounting to more than £60,000 in either year.

The charity's key management personnel are the trustees (who give their time voluntarily) and the Foodbank Manager. Total remuneration for key management personnel amounted to £32,605 (2024 £23,296).

**11. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the year ended 30 September 2025, no Trustee expenses have been incurred (2024 - £NIL).

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

**12. Tangible fixed assets**

	Motor vehicles £	Office equipment £	Total £
<b>Cost or valuation</b>			
At 1 October 2024	41,930	9,177	51,107
Additions	-	11,415	11,415
At 30 September 2025	41,930	20,592	62,522
<b>Depreciation</b>			
At 1 October 2024	26,962	3,677	30,639
Charge for the year	3,742	3,694	7,436
At 30 September 2025	30,704	7,371	38,075
<b>Net book value</b>			
At 30 September 2025	11,226	13,221	24,447

**13. Stocks**

	2025 £	2024 £
Goods available for distribution	98,967	84,471
	98,967	84,471

**14. Debtors**

	2025 £	2024 £
<b>Due within one year</b>		
Prepayments and accrued income	74,544	50,545
Gift aid recoverable	16,325	15,430
	90,869	65,975

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

**15. Creditors: Amounts falling due within one year**

	2025 £	2024 £
Other taxation and social security	1,557	1,624
Accruals and deferred income	22,518	28,775
	24,075	30,399

**16. Statement of funds**

**Statement of funds - current year**

	Balance at 1 October 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2025 £
<b>Unrestricted funds</b>					
General Fund	490,572	598,839	(665,972)	(23,048)	400,391
Fixed asset reserve	20,468	-	(7,436)	11,415	24,447
	511,040	598,839	(673,408)	(11,633)	424,838
<b>Restricted funds</b>					
Trussell Trust	3,802	24,366	(39,801)	11,633	-
	514,842	623,205	(713,209)	-	424,838

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

**16. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 October 2023 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2024 £</i>
<b>Unrestricted funds</b>					
General Fund	609,405	605,148	(717,823)	(6,158)	490,572
Fixed asset reserve	21,430	-	(7,040)	6,078	20,468
	<u>630,835</u>	<u>605,148</u>	<u>(724,863)</u>	<u>(80)</u>	<u>511,040</u>
<b>Restricted funds</b>					
Trussell Trust	(4,308)	67,367	(59,257)	-	3,802
Bedford Borough Council - Ward funds	-	6,300	(6,380)	80	-
	<u>(4,308)</u>	<u>73,667</u>	<u>(65,637)</u>	<u>80</u>	<u>3,802</u>
<b>Total of funds</b>	<u><u>626,527</u></u>	<u><u>678,815</u></u>	<u><u>(790,500)</u></u>	<u><u>-</u></u>	<u><u>514,842</u></u>

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

**16. Statement of funds (continued)**

**General Funds:**

The majority of the charity's income and expenditure is for the purpose of running the Bedford Foodbank and is, therefore, freely available to be used for any charitable purpose.

**Fixed Asset Reserve:**

The charity maintains a fixed asset reserve, equivalent to the value of fixed assets held for use by the charity. Depreciation is charged to the fixed asset reserve and additions are recognised by way of a transfer between funds.

**Restricted Funds:**

Trussell Trust: The charity continued to receive funding from the Trussell Trust amounting to £28,021 (2024 £77,472), of which £3,655 (2024 £10,105) was to be treated as an unrestricted contribution towards operational overheads and £24,366 (2024 £67,367) was to be treated as restricted funds, to enable the charity to receive support from the Citizens Advice Bureau (CAB). A CAB advisor attended each of the distribution centres during the year, offering advice on budgeting and debt management. Costs of the CAB advisor amounted to £39,801 (2024 £59,257) with the excess costs being met from the charity's own resources and reported by way of a transfer between funds.

Bedford Borough Council - Ward funds: In 2024, four wards within Bedford Borough Council contributed a total of £6,300 for the charity to purchase food. Purchases of food from these grants amounted to £6,380, hence £80 of the charity's own funds was used to cover the shortfall and reported by way of a transfer between funds.

**17. Summary of funds**

**Summary of funds - current year**

	<b>Balance at 1 October 2024 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers in/out £</b>	<b>Balance at 30 September 2025 £</b>
General funds	511,040	598,839	(673,408)	(11,633)	424,838
Restricted funds	3,802	24,366	(39,801)	11,633	-
	<u>514,842</u>	<u>623,205</u>	<u>(713,209)</u>	<u>-</u>	<u>424,838</u>

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

**17. Summary of funds (continued)**

**Summary of funds - prior year**

	<i>Balance at 1 October 2023 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2024 £</i>
General funds	630,835	605,148	(724,863)	(80)	511,040
Restricted funds	(4,308)	73,667	(65,637)	80	3,802
	<u>626,527</u>	<u>678,815</u>	<u>(790,500)</u>	<u>-</u>	<u>514,842</u>

**18. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Unrestricted funds 2025 £</b>	<b>Total funds 2025 £</b>
Tangible fixed assets	24,447	24,447
Current assets	424,466	424,466
Creditors due within one year	(24,075)	(24,075)
<b>Total</b>	<u>424,838</u>	<u>424,838</u>

**Analysis of net assets between funds - prior year**

	<i>Unrestricted funds 2024 £</i>	<i>Restricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Tangible fixed assets	20,468	-	20,468
Current assets	520,971	3,802	524,773
Creditors due within one year	(30,399)	-	(30,399)
<b>Total</b>	<u>511,040</u>	<u>3,802</u>	<u>514,842</u>

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

**19. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2025</b>	<b>2024</b>
	£	£
Net expenditure for the year (as per Statement of Financial Activities)	<b>(90,004)</b>	<b>(111,685)</b>
<b>Adjustments for:</b>		
Depreciation charges	<b>7,436</b>	<b>7,040</b>
Dividends, interests and rents from investments	<b>(5,907)</b>	<b>(6,290)</b>
Increase in stocks	<b>(14,496)</b>	<b>(36,734)</b>
Decrease/(increase) in debtors	<b>(24,894)</b>	<b>42,023</b>
Increase/(decrease) in creditors	<b>(6,324)</b>	<b>23,043</b>
<b>Net cash used in operating activities</b>	<b>(134,189)</b>	<b>(82,603)</b>

**20. Analysis of cash and cash equivalents**

	<b>2025</b>	<b>2024</b>
	£	£
Cash in hand	<b>234,630</b>	<b>374,327</b>
<b>Total cash and cash equivalents</b>	<b>234,630</b>	<b>374,327</b>

**21. Analysis of changes in net debt**

	<b>At 1 October 2024</b>	<b>Cash flows</b>	<b>At 30 September 2025</b>
	£	£	£
Cash at bank and in hand	<b>374,327</b>	<b>(139,697)</b>	<b>234,630</b>
	<b>374,327</b>	<b>(139,697)</b>	<b>234,630</b>

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2025**

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**22. Operating lease commitments**

At 30 September 2025 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Not later than 1 year	<b>93,600</b>	<b>93,600</b>
Later than 1 year and not later than 5 years	<b>374,400</b>	<b>374,400</b>
Later than 5 years	<b>265,200</b>	<b>358,800</b>
	<b>733,200</b>	<b>826,800</b>

**BEDFORD FOODBANK**

England & Wales - Charity number 1179538

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# Accounts

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**BEDFORD FOODBANK**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2024**

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**BEDFORD FOODBANK**

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## BEDFORD FOODBANK

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 30 SEPTEMBER 2024

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**Trustees**  
Rev A L Davis (resigned 20 January 2025)  
E Ponsonby (appointed 20 January 2025)  
D Fraser (resigned 17 February 2024)  
W Fradin (resigned 17 June 2024)  
J E M Hyne  
K Middleton  
G R Moore, Chair

**Charity registered number**  
1179538

**Principal office**  
8-9 Murdock Road  
Manton Industrial Estate  
Bedford  
MK41 7PL

**Accountants**  
Streets Chartered Accountants  
Potton House  
Wyboston Lakes  
Great North Road  
Wyboston  
Bedford  
MK44 3BZ

**Bankers**  
Natwest Bank plc  
81 High Street  
Bedford  
MK40 1YN  
  
Buckinghamshire Building Society  
High Street  
Chalfont St Giles  
Buckinghamshire  
HP8 4QB  
  
CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2024

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The Trustees present their annual report together with the financial statements of the Bedford Foodbank for the year from 1 October 2023 to 30 September 2024.

#### **Objectives and activities**

##### **a. Policies and objectives**

The purpose of the charity, as set out in its governing document, is:

The relief of financial hardship amongst people in Bedford and the surrounding area, or in other parts of the United Kingdom in such way as the Trustees from time to time think fit, in particular but not exclusively by:

- i) Providing emergency food, essential toiletries, and other household items to individuals and families in need and / or for distribution by charities and other organisations working to prevent or relieve poverty.
- ii) Such other means including (but not limited to) the provision of support or signposting to relevant information and other advisory services.
- iii) And to provide such services with a Christian ethos, supported by established churches in the area of benefit.
- iv) The benefit of our purpose to support people in need is to feed individuals and families who, for one reason or another, may have difficulties in feeding themselves and/or their families. Our service improves the ability of families to care for children and achieve goals of self-sufficiency.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

##### **b. Strategies for achieving objectives**

We exist to provide emergency help to local people in food poverty; we are satisfied that we have achieved this to the best of our ability.

##### **c. Activities undertaken to achieve objectives**

The charity manages Bedford Foodbank, providing three days' nutritionally balanced emergency food and support to local people who are referred to us in crisis. We are part of a nationwide network of foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK.

##### **d. Grant-making policies**

We do not offer grants to any individuals, groups or other charities other than limited donations to our clients who are food-poor, who may have identified a lack of funds for gas or electricity services, where small grants are available from time to time.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

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#### Objectives and activities (continued)

##### e. Main activities undertaken to further the Charity's purposes for the public benefit

Schools, churches, businesses and individuals donate non perishable, in-date food to the foodbank which is checked, sorted and packed into crates ready to be given to people in need. The organisation received a significant amount of financial donations in addition to food donations. Financial donations are used to purchase food for clients and to cover administration and running costs of the Charity.

Care professionals such as doctors, health visitors, social workers, Citizens Advice Bureau (CAB) and police amongst other organisations, including charities, identify people in crisis and issue them with a foodbank voucher.

Foodbank clients bring the voucher to a foodbank distribution centre where it is redeemed for approximately three days emergency food. Volunteers meet clients and are able to signpost them to agencies which are able to help solve the longer term problems.

##### f. Volunteers

Our volunteers are an absolutely key part of our work, and we could not achieve any of the objectives without their contribution.

Following some changes to the profile of our volunteer population partly related to the Covid pandemic, we have been pleased to welcome new volunteers and we have sufficient help to enable us to carry out our work.

#### Achievements and performance

##### a. Main achievements of the Charity

Bedford Foodbank ('The Foodbank') is an independent charity, operating as a member of Trussell Trust network of foodbanks and we follow the Trussell Trust's policies. The foodbank employs five paid full-time and part time staff and is supported by approximately 120 volunteers each week.

The Foodbank operates from a rented warehouse with offices close to Manton Lane in Bedford. In November 2023 the Foodbank moved into a larger warehouse in Manton Lane giving more operating space. The Foodbank works with over 280 referral agencies in and around Bedford. The foodbank provides emergency food and short-term support to local people who are experiencing food poverty. Food is distributed to clients through 7 distribution centres (mainly church premises) on working day afternoons.

Client numbers increased by 4% during this year but not as significantly as the previous year. In the year ending September 2024 The Foodbank fed 24,864 clients, which included 8,460 children, from 11,693 vouchers. This compares with 2023 where 24,108 clients were fed, including 8,492 children, from 10,756 vouchers.

The Charity's donors and supporters of food and cash have continued to be generous this year but there has been a noticeable decline in giving, probably due to the cost-of-living crisis. The Foodbank continues to maintain a healthy financial state but increased purchasing costs mean that the Trustees continue to manage the funds with care. The cost of food being purchased monthly has increased due to lower contributions and rising food costs. During this last year £120,000 was spent on food and toiletry items. There are plans to join with other foodbanks in order to buy stock items in bulk to try and reduce the buying costs.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

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#### Achievements and performance (continued)

In the year ended 30 September 2024, 101 tonnes of food was donated to us (previous year 178 tonnes). The Trussell Trust uses a figure of £2.77 (2023 £2.37) as the value of 1kg of donated stock. This figure is nationally agreed by Trussell Trust in conjunction with the food industry, and these values have been used to estimate the value of donated goods in the financial statements. In addition, 115 tonnes of food was purchased. Food is donated through supermarket collection points across the town of Bedford and this accounts for approximately 50% of donations. The remaining donated food is collected through local churches, schools and generous individuals. Last year 39 schools and 33 churches donated their Harvest Festival collections to the Foodbank making a grand total of 8,042kg of food.

Bedford Foodbank partners with over 230 statutory organisations, churches & charities who can act as referral agencies who are ideally placed in the community to identify individuals and families who are in need and are able to issue to E-vouchers. All Bedford Foodbank Referral agencies will be working with the individuals, so will be aware of the background stories and what other help is being received. The Foodbank continues to have a good working relationship with Citizen's Advice Bureau, who attends all 7 distribution centres, offering extra advice & support to our clients and issuing vouchers if a need is identified. Funding for this has come through Trussell Trust during this last year.

To assist households during the cold weather and with increased fuel costs, the Foodbank is registered to issue Fuel bank vouchers from the Fuelbank Foundation, to clients accessing the Foodbank. This enables households to cook the food received and keep warm. A maximum of 4 vouchers per household per year can be issued with a voucher worth £49. Bedford Borough Council has also provided funding for the Foodbank to purchase hot water bottles, fleece blankets, socks, flasks, hats and gloves to give to clients in need.

In summary, The Foodbank continues to be very busy meeting the increased demands of their clients. The work could not continue without the support of donors, staff and volunteers, for whom they are very grateful. The Foodbank staff and Trustees continue to work towards providing for the growing need for food and finding the funding to support this. The outcome is that many thousands of people have received help from The Foodbank and it is a privilege to offer them support.

#### Financial review

##### a. Review of the charity's financial position

Details of the charity's income and expenditure are shown in the attached Statement of Financial Activities and the Balance Sheet. They include both monetary donations and estimated values for the donation of goods, using the standard measurement and valuation procedures adopted by the Trussell Trust. The vast majority of donations are received from individuals who make contributions via bank, online and cash donations or as gifts in kind from donated items of food, toiletries and other items.

The financial trends reflect a continuation of the generous giving from many sources supportive of Bedford Foodbank, but there has been a reduction in both monetary donations and gifts of food during the year. In the year ended 30 September 2024, financial contributions from donations, grant and other income amounted to £389,709 (2023 £439,801) and the value of donated goods received was estimated to be £282,816 (2023 £422,600).

The value of donated goods distributed in the year was estimated to be £527,340 (2023 £478,747). The vast majority of donated goods were distributed to clients, but stock with an estimated value of £9,205 (2023 £5,707) had to be scrapped as it was out of date at the time the charity received it.

The financial contributions received have enabled the charity to meet the increased demand from clients and the charity was in a strong financial position at the reporting date. However, the trustees are mindful that a significant number of one off donations have been received and there is a much smaller number of committed, regular donors so the levels of income may fall again in the forthcoming years.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

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In August 2023 the Foodbank entered into a long term lease agreement concerning the provision of warehousing space. The move to a new 14,000 square foot warehouse location, which is close to the previous facility was successfully completed in early November 2023 without disruption to services to our clients and the Foodbank is now fully operational out of this new larger facility. This now allows the Foodbank to manage the storage and distribution of larger volumes of food to meet the increasing demand as well as operate in a safe environment for employees and volunteers. This has been achieved whilst establishing a significant financial commitment from the Foodbank, the Foodbank has successfully negotiated and avoided any excess liability related to the old smaller facility. A number of one off move related costs were incurred and recognised in the year ending 30 September 2023. Some residual removal costs have been included in the 2023-24 financial year. Now that the move has been made trustees anticipate further reviews of our services to ensure that we support clients in their best use of the food we offer them.

#### **b. Reserves policy**

During the year the reserves policy was reviewed. It was agreed to retain the policy of aiming to hold the equivalent of twelve months' worth of our budget in reserve. This is to enable us to continue operating should we face a situation wherein we are unable to secure sufficient income to meet our needs; the expectation is that this should be sufficient to meet our needs until such time as funding can be secured.

The level of reserves takes into account

- the financial commitment of the lease agreement for the larger premises,
- the increased commitment around staffing costs as the Foodbank's employed staff numbers continued to rise in 2023 and 2024
- the fall in donations of food items and financial donations (both of which increased significantly during the covid-19 pandemic)
- the increased demand for support due to the increased cost of living

In 2024, the charity's expenditure from general funds was £118,833 higher than income, reducing the level of general funds from £609,405 to £490,572. At the reporting date, the actual level of reserves remained above the target reserves policy, but the trustees are forecasting a further deficit in 2024/25 in a planned use of funds for charitable purposes.

#### **c. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

#### **d. Principal risks and uncertainties**

We do continue to review risks. At present, we do not consider that these are substantial or grave.

We review the national and local economic climate regularly and as the financial year for Bedford Foodbank ended we were aware of both the energy crisis and general economic uncertainty caused by the cost of living crisis. We keep all this things uppermost in our minds as we review and adapt our procedures and policies.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

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#### **e. Principal funding**

The principal source of funding for the Foodbank is through financial donations made by the public, some in the form of occasional donations and other through regular, structured giving. The Foodbank structures its receipt of donations so as to capture any gift aid benefits accordingly. It is noted that the basis of the Foodbanks operation is around the donation of food, which is then distributed to the needy and hungry in Bedford Borough.

During the covid pandemic the charity saw an increase in financial donations compared to donated food items. The overall level of donations (food and finances) increased year on year from 2020 to 2023 but both sources of donations have fallen in 2024.

#### **Structure, governance and management**

##### **a. Constitution**

Bedford Foodbank is a registered charity, number 1179538, and is constituted under a Charitable Incorporated Organisation (CIO) Foundation Constitution.

##### **b. Methods of appointment or election of Trustees**

The management of the Charity is the responsibility of the Trustees who are elected and co opted under the terms of the constitution, and appointed by existing trustees.

##### **c. Organisational structure and decision-making policies**

The organisation structure of the Foodbank is based around the Board of Trustees, and reporting to the Board is the Project Manager/Director who has direct reports of seven employed staff members. The simple structure serves the Foodbank well being able to make swift and effective decisions at an operational level - complemented by detailed considerations and discussions by the Board of trustees for larger decisions and strategic matters.

Initiated in September 2023, the Board developed a Strategic Plan for the Foodbank that sets out a three to five year plan for operations, people and finances. The Trustees consulted with staff and volunteers on the process and took a number of external inputs into account. In 2024, the Trustees commissioned an independent HR review to look at and advise on structures and policies for the Foodbank which have now been implemented.

##### **d. Policies adopted for the induction and training of Trustees**

Appropriate training is given to trustees, including to new trustees. This includes but is not limited to the training offered to foodbanks by the Trussell Trust.

##### **e. Pay policy for key management personnel**

Pay policy for key staff employed by the Foodbank is under the control of a small remuneration committee comprising of two members of the Board of Trustees. Outside factors, market trends and inflationary pressures are all taken into account in setting pay levels, as performance levels on occasions. The timeliness of any pay changes is also addressed by the remuneration committee when assessing changes to staff pay.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2024

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#### Structure, governance and management (continued)

##### f. Related party relationships

As part of the Trussell Trust network, we follow their policies and benefit from their regional structure, where we benefit by learning with/from similar, local, Foodbanks. We enjoy good relationships with other charities and bodies in the local area who also seek to relieve poverty. These relationships are informal; we do not, for example, make grants to other charities, but may from time to time offer to share resources with other local foodbanks.

##### g. Decision-making process

The charity makes its larger decisions through a Board of Trustees within the context of regular Board Meetings that are scheduled in advance. Any decisions required are set out in advance of the meeting through an agreed agenda and any supporting documents are provided in advance. The Board of Trustees delegate smaller operational decision making to the Project Manager for Bedford Foodbank who has suitable experience and capability to support this delegation of authority. The Charity operate against a detailed annual budget and any financial decision is made in conjunction with the pre-approved budget. For operational matters the Project Manager is in regular contact with each of the Trustees, and in particular the Chair, and discusses more operational decisions always on a timely basis.

##### Plans for future periods

The Foodbank is committed to delivering a high standard of service to anyone who engages with our work. The Trustees believe that the best way to improve service is by learning from the people who use it so we welcome comments, compliments and complaints from clients, referral agencies, volunteers and anyone else Foodbank comes into contact with. These help the Trustees to see what the Foodbank is doing well and where it can make improvements for the future. To this end, the Foodbank has now successfully established itself into a new enlarged warehousing facility to cope with the extra food requirements and is now looking to bed this in to the operational procedure and establish improved efficiencies whilst maintaining a safe working environment and an engaging place to work for all staff and volunteers.

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**BEDFORD FOODBANK**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

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**Statement of Trustees' responsibilities**

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



**G R Moore**  
Chair of trustees  
Date: 31 March 2025

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## BEDFORD FOODBANK

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2024

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#### Independent Examiner's Report to the Trustees of Bedford Foodbank ('the Charity')

We report to the charity Trustees on our examination of the accounts of the Charity for the year ended 30 September 2024.

#### Responsibilities and Basis of Report

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

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

#### Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. We confirm that we are qualified to undertake the examination because we are a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

We have completed our examination. We confirm that no matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

We 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our work or for this report.

Signed:



Alan Endersby

Dated: 10/04/2025

FCA

#### Streets Chartered Accountants

Potton House, Wyboston Lakes, Great North Road, Wyboston, Bedford, MK44 3BZ

**BEDFORD FOODBANK**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Income from:</b>					
Donations and legacies	3	73,667	316,042	389,709	439,801
Charitable activities	4	-	282,816	282,816	422,600
Investments	5	-	6,290	6,290	1,964
<b>Total income</b>		<b>73,667</b>	<b>605,148</b>	<b>678,815</b>	<b>864,365</b>
<b>Expenditure on:</b>					
Raising funds	6	-	204	204	2,272
Charitable activities	7	65,637	724,659	790,296	680,084
<b>Total expenditure</b>		<b>65,637</b>	<b>724,863</b>	<b>790,500</b>	<b>682,356</b>
<b>Net income/(expenditure)</b>		<b>8,030</b>	<b>(119,715)</b>	<b>(111,685)</b>	<b>182,009</b>
Transfers between funds	15	80	(80)	-	-
<b>Net movement in funds</b>		<b>8,110</b>	<b>(119,795)</b>	<b>(111,685)</b>	<b>182,009</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		(4,308)	630,835	626,527	444,518
Net movement in funds		8,110	(119,795)	(111,685)	182,009
<b>Total funds carried forward</b>		<b>3,802</b>	<b>511,040</b>	<b>514,842</b>	<b>626,527</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 24 form part of these financial statements.

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**BEDFORD FOODBANK**

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**BALANCE SHEET  
AS AT 30 SEPTEMBER 2024**

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	Note	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	11	20,468	21,430
<b>Current assets</b>			
Stocks	12	84,471	47,737
Debtors	13	65,975	107,998
Cash at bank and in hand		374,327	456,718
		<u>524,773</u>	<u>612,453</u>
Creditors: amounts falling due within one year	14	<u>(30,399)</u>	<u>(7,356)</u>
<b>Net current assets</b>		<b>494,374</b>	<b>605,097</b>
<b>Total net assets</b>		<b><u>514,842</u></b>	<b><u>626,527</u></b>
<b>Charity funds</b>			
Restricted funds	15	3,802	(4,308)
Unrestricted funds	15	511,040	630,835
<b>Total funds</b>		<b><u>514,842</u></b>	<b><u>626,527</u></b>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



**G R Moore**  
Chair of Trustees  
Date: 31 March 2025

The notes on pages 13 to 24 form part of these financial statements.

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**BEDFORD FOODBANK**

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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

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	2024 £	2023 £
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	<b>(82,603)</b>	97,615
	<hr/>	<hr/>
<b>Cash flows from investing activities</b>		
Dividends, interests and rents from investments	<b>6,290</b>	1,964
Purchase of tangible fixed assets	<b>(6,078)</b>	(1,656)
	<hr/>	<hr/>
<b>Net cash provided by investing activities</b>	<b>212</b>	<b>308</b>
	<hr/>	<hr/>
<b>Cash flows from financing activities</b>		
	<hr/>	<hr/>
<b>Net cash provided by financing activities</b>	<b>-</b>	<b>-</b>
	<hr/>	<hr/>
<b>Change in cash and cash equivalents in the year</b>	<b>(82,391)</b>	<b>97,923</b>
Cash and cash equivalents at the beginning of the year	<b>456,718</b>	358,795
	<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	<b>374,327</b>	456,718
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 13 to 24 form part of these financial statements

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## BEDFORD FOODBANK

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

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#### 1. General information

As set out in the trustees' report, Bedford Foodbank is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission in England and Wales. The address of their registered office is 8-9 Murdock Road, Manton Industrial Estate, Bedford, MK41 7PL.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### 2. Accounting policies

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Bedford Foodbank meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

##### 2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation (using standard valuation procedures adopted by the Trussell Trust) and recognised as income when they are donated to the charity.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

##### 2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

The value of gifts in kind distributed by the charity are included at valuation (using standard valuation procedures adopted by the Trussell Trust).

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## BEDFORD FOODBANK

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

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#### 2. Accounting policies (continued)

##### 2.3 Expenditure (continued)

All expenditure is inclusive of irrecoverable VAT.

##### 2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

##### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Motor vehicles	-	25%	Reducing balance
Office equipment	-	33%	Straight line

##### 2.6 Stocks

Stocks of donated and purchased goods are valued using the standard valuation procedures adopted by the Trussell Trust.

##### 2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### 2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### 2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

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**2. Accounting policies (continued)**

**2.10 Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.11 Pensions**

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

**2.12 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**3. Income from donations and legacies**

	<b>Restricted funds 2024 £</b>	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Donations	-	210,306	<b>210,306</b>	286,874
Grants	73,667	99,928	<b>173,595</b>	150,105
Similar incoming resources	-	5,808	<b>5,808</b>	2,822
	<u>73,667</u>	<u>316,042</u>	<u><b>389,709</b></u>	<u>439,801</u>
<i>Total 2023</i>	<u>38,077</u>	<u>401,724</u>	<u>439,801</u>	

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

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**4. Income from charitable activities**

	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Foodbank operations - Donated goods	282,816	<b>282,816</b>	422,600

**5. Investment income**

	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Interest received	6,290	<b>6,290</b>	1,964

**6. Expenditure on raising funds**

**Costs of raising voluntary income**

	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Fundraising expenses	204	<b>204</b>	2,272

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

**7. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Restricted funds 2024 £</b>	<b>Unrestricted funds 2024 £</b>	<b>Total 2024 £</b>	<i>Total 2023 £</i>
Foodbank operations - Monetary expenditure	65,637	441,843	<b>507,480</b>	257,484
Foodbank operations - Donated goods	-	282,816	<b>282,816</b>	422,600
	<u>65,637</u>	<u>724,659</u>	<u><b>790,296</b></u>	<u>680,084</u>
<i>Total 2023</i>	<u>55,036</u>	<u>625,048</u>	<u>680,084</u>	

**Summary by expenditure type**

	<b>Staff costs 2024 £</b>	<b>Depreciation 2024 £</b>	<b>Other costs 2024 £</b>	<b>Total 2024 £</b>	<i>Total 2023 £</i>
Foodbank operations - Monetary expenditure	103,440	7,040	397,000	<b>507,480</b>	257,484
Foodbank operations - Donated goods	-	-	282,816	<b>282,816</b>	422,600
	<u>103,440</u>	<u>7,040</u>	<u>679,816</u>	<u><b>790,296</b></u>	<u>680,084</u>
<i>Total 2023</i>	<u>69,141</u>	<u>7,006</u>	<u>603,937</u>	<u>680,084</u>	

**8. Independent examiner's remuneration**

	<b>2024 £</b>	<i>2023 £</i>
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<b>2,760</b>	2,670

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

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**9. Staff costs**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>98,142</b>	<b>64,881</b>
Contribution to defined contribution pension schemes	<b>5,298</b>	<b>4,260</b>
	<b>103,440</b>	<b>69,141</b>

The average number of persons employed by the Charity during the year was as follows:

	<b>2024</b>	<b>2023</b>
	<b>No.</b>	<b>No.</b>
Staff	<b>7</b>	<b>5</b>

No employee received remuneration amounting to more than £60,000 in either year.

The charity's key management personnel are the trustees (who give their time voluntarily) and the Foodbank Manager. Total remuneration for key management personnel amounted to £23,296 (2023 £19,563).

**10. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 30 September 2024, no Trustee expenses have been incurred (2023 - £NIL).

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

**11. Tangible fixed assets**

	Motor vehicles £	Office equipment £	Total £
<b>Cost or valuation</b>			
At 1 October 2023	41,930	3,099	45,029
Additions	-	6,078	6,078
At 30 September 2024	41,930	9,177	51,107
<b>Depreciation</b>			
At 1 October 2023	21,973	1,626	23,599
Charge for the year	4,989	2,051	7,040
At 30 September 2024	26,962	3,677	30,639
<b>Net book value</b>			
At 30 September 2024	14,968	5,500	20,468

**12. Stocks**

	2024 £	2023 £
Goods available for distribution	84,471	47,737

**13. Debtors**

	2024 £	2023 £
<b>Due within one year</b>		
Prepayments and accrued income	50,545	70,418
Gift aid recoverable	15,430	37,580
	65,975	107,998

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

**14. Creditors: Amounts falling due within one year**

	2024 £	2023 £
Other taxation and social security	1,624	908
Accruals and deferred income	28,775	6,448
	30,399	7,356

**15. Statement of funds**

**Statement of funds - current year**

	Balance at 1 October 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2024 £
<b>Unrestricted funds</b>					
General Fund	609,405	605,148	(717,823)	(6,158)	490,572
Fixed asset reserve	21,430	-	(7,040)	6,078	20,468
	630,835	605,148	(724,863)	(80)	511,040
<b>Restricted funds</b>					
Trussell Trust	(4,308)	67,367	(59,257)	-	3,802
Bedford Borough Council - Ward funds	-	6,300	(6,380)	80	-
	(4,308)	73,667	(65,637)	80	3,802
<b>Total of funds</b>	<b>626,527</b>	<b>678,815</b>	<b>(790,500)</b>	<b>-</b>	<b>514,842</b>

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

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**15. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 October 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2023 £</i>
<b>Unrestricted funds</b>					
General Fund	405,087	826,288	(620,314)	(1,656)	609,405
Fixed asset reserve	26,780	-	(7,006)	1,656	21,430
	<u>431,867</u>	<u>826,288</u>	<u>(627,320)</u>	<u>-</u>	<u>630,835</u>
<b>Restricted funds</b>					
Trussell Trust	12,651	38,077	(55,036)	-	(4,308)
	<u>444,518</u>	<u>864,365</u>	<u>(682,356)</u>	<u>-</u>	<u>626,527</u>

**General Funds:**

The majority of the charity's income and expenditure is for the purpose of running the Bedford Foodbank and is, therefore, freely available to be used for any charitable purpose.

**Fixed Asset Reserve:**

The charity maintains a fixed asset reserve, equivalent to the value of fixed assets held for use by the charity. Depreciation is charged to the fixed asset reserve and additions are recognised by way of a transfer between funds.

**Restricted Funds:**

Trussell Trust: The charity continued to receive funding from the Trussell Trust amounting to £77,472 (2023 £43,788), of which £10,105 (2023 £5,711) was to be treated as an unrestricted contribution towards operational overheads and £67,367 (2023 £38,077) was to be treated as restricted funds, to enable the charity to receive support from the Citizens Advice Bureau (CAB). A CAB advisor attended each of the distribution centres during the year, offering advice on budgeting and debt management. Costs of the CAB advisor amounted to £59,257 and has continued beyond the reporting date.

Bedford Borough Council - Ward funds: during the year, four wards within Bedford Borough Council contributed a total of £6,300 for the charity to purchase food. Purchases of food from these grants amounted to £6,380, hence £80 of the charity's own funds was used to cover the shortfall and reported by way of a transfer between funds.

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

**16. Summary of funds**

**Summary of funds - current year**

	Balance at 1 October 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2024 £
General funds	630,835	605,148	(724,863)	(80)	511,040
Restricted funds	(4,308)	73,667	(65,637)	80	3,802
	<u>626,527</u>	<u>678,815</u>	<u>(790,500)</u>	<u>-</u>	<u>514,842</u>

**Summary of funds - prior year**

	Balance at 1 October 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2023 £
General funds	431,867	826,288	(627,320)	-	630,835
Restricted funds	12,651	38,077	(55,036)	-	(4,308)
	<u>444,518</u>	<u>864,365</u>	<u>(682,356)</u>	<u>-</u>	<u>626,527</u>

**17. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	-	20,468	20,468
Current assets	3,802	520,971	524,773
Creditors due within one year	-	(30,399)	(30,399)
<b>Total</b>	<u>3,802</u>	<u>511,040</u>	<u>514,842</u>

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

**17. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior period**

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Tangible fixed assets	-	21,430	21,430
Current assets	(4,308)	616,761	612,453
Creditors due within one year	-	(7,356)	(7,356)
<b>Total</b>	<u>(4,308)</u>	<u>630,835</u>	<u>626,527</u>

**18. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2024 £</b>	<b>2023 £</b>
Net income/expenditure for the period (as per Statement of Financial Activities)	<u>(111,685)</u>	<u>182,009</u>
<b>Adjustments for:</b>		
Depreciation charges	7,040	7,006
Dividends, interests and rents from investments	(6,290)	(1,964)
Increase in stocks	(36,734)	(18,756)
Decrease/(increase) in debtors	42,023	(70,968)
Increase in creditors	23,043	288
<b>Net cash provided by/(used in) operating activities</b>	<u>(82,603)</u>	<u>97,615</u>

**19. Analysis of cash and cash equivalents**

	<b>2024 £</b>	<b>2023 £</b>
Cash in hand	374,327	456,718
<b>Total cash and cash equivalents</b>	<u>374,327</u>	<u>456,718</u>

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2024**

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**20. Analysis of changes in net debt**

	At 1 October 2023	Cash flows	At 30 September 2024
	£	£	£
Cash at bank and in hand	456,718	(82,391)	374,327
	<u>456,718</u>	<u>(82,391)</u>	<u>374,327</u>

**21. Operating lease commitments**

At 30 September 2024 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024	2023
	£	£
Not later than 1 year	93,600	86,000
Later than 1 year and not later than 5 years	374,400	312,000
Later than 5 years	358,800	377,000
	<u>826,800</u>	<u>775,000</u>

**BEDFORD FOODBANK**

England & Wales - Charity number 1179538

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# Accounts

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Charity number: 1179538

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**BEDFORD FOODBANK**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2023**

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**BEDFORD FOODBANK**

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**BEDFORD FOODBANK**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

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<b>Trustees</b>	Rev A L Davis W Fradin D Fraser (appointed 1 April 2023, resigned 17 February 2024) J E M Hyne K Middleton (appointed 1 April 2023) G R Moore, Chair
<b>Charity registered number</b>	1179538
<b>Principal office</b>	8-9 Murdock Road Manton Industrial Estate Bedford MK41 7PL
<b>Accountants</b>	Streets Chartered Accountants Potton House Wyboston Lakes Great North Road Wyboston Bedford MK44 3BZ
<b>Bankers</b>	Natwest Bank plc 81 High Street Bedford MK40 1YN  Buckinghamshire Building Society High Street Chalfont St Giles Buckinghamshire HP8 4QB  CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2023

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The Trustees present their annual report together with the financial statements of the Bedford Foodbank for the year from 1 October 2022 to 30 September 2023.

#### Objectives and activities

##### a. Policies and objectives

The purpose of the charity, as set out in its governing document, is:

The relief of financial hardship amongst people in Bedford and the surrounding area, or in other parts of the United Kingdom in such way as the Trustees from time to time think fit, in particular but not exclusively by:

- i) Providing emergency food, essential toiletries, and other household items to individuals and families in need and / or for distribution by charities and other organisations working to prevent or relieve poverty.
- ii) Such other means including (but not limited to) the provision of support or signposting to relevant information and other advisory services.
- iii) And to provide such services with a Christian ethos, supported by established churches in the area of benefit.
- iv) The benefit of our purpose to support people in need is to feed individuals and families who, for one reason or another, may have difficulties in feeding themselves and/or their families. Our service improves the ability of families to care for children and achieve goals of self-sufficiency.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

##### b. Strategies for achieving objectives

We exist to provide emergency help to local people in food poverty; we are satisfied that we have achieved this to the best of our ability.

##### c. Activities undertaken to achieve objectives

The charity manages Bedford Foodbank, providing three days' nutritionally balanced emergency food and support to local people who are referred to us in crisis. We are part of a nationwide network of foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK.

##### d. Grant-making policies

We do not offer grants to any individuals, groups or other charities other than limited donations to our clients who are food-poor, who may have identified a lack of funds for gas or electricity services, where small grants are available from time to time.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

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#### Objectives and activities (continued)

##### e. Main activities undertaken to further the Charity's purposes for the public benefit

Schools, churches, businesses and individuals donate non perishable, in-date food to the foodbank which is checked, sorted and packed into crates ready to be given to people in need. The organisation received a significant amount of financial donations in addition to food donations. Financial donations are used to purchase food for clients and to cover administration and running costs of the Charity.

Care professionals such as doctors, health visitors, social workers, Citizens Advice Bureau (CAB) and police amongst other organisations, including charities, identify people in crisis and issue them with a foodbank voucher.

Foodbank clients bring the voucher to a foodbank distribution centre where it is redeemed for approximately three days emergency food. Volunteers meet clients and are able to signpost them to agencies which are able to help solve the longer term problems.

##### f. Volunteers

Our volunteers are an absolutely key part of our work, and we could not achieve any of the objectives without their contribution.

Following some changes to the profile of our volunteer population partly related to the Covid pandemic, we have been pleased to welcome new volunteers and we have sufficient help to enable us to carry out our work.

#### Achievements and performance

##### a. Main achievements of the Charity

Bedford Foodbank ('The Foodbank') is an independent charity; operating as a member of Trussell Trust network of foodbanks and we follow the Trussell Trust's policies. The Foodbank employs five paid full-time and part time staff and is supported by approximately 120 volunteers each week.

The Foodbank operates from a rented warehouse with offices close to Manton Lane in Bedford and works with approximately 280 referral agencies. The Foodbank provides emergency food and short term support to local people who are experiencing food poverty. Food is distributed to clients at 7 distribution centres (mainly church premises) on working-day afternoons. We also work with the Red Cross who offer home delivery services to clients who cannot get to a distribution centre, and we are investigating other options to ensure maximum access to our services.

Client numbers have risen very significantly during the year. In the year ending September 2022 the Foodbank fed 17,367 clients measured by numbers of vouchers fulfilled. By the end of the reporting year to September 2023, the Foodbank had fed 24,108 clients from 10,756 fulfilled vouchers, 35% of these clients being children. The numbers continue to rise. There has been a 39% increase over the year in total client numbers served, the proportion being children remaining consistent year on year.

The Charity's donors and supporters of food and of cash have continued to be extraordinarily generous. The Foodbank is in a healthy state financially and the trustees have given due consideration to the appropriate use of our funds. The Foodbank continue to buy a substantial amount of food every month; as the in-kind donations of food has not covered the increased demand, as last year. We now regularly buy food to supplement donated goods. The cost of living crisis meant that we needed to be cautious in our spending as we were unsure whether our donors would be able to continue their generous donations. That fear has not been realised and we consider ourselves blessed by our supporters continuing generosity.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

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#### Achievements and performance (continued)

In the year ended 30 September 2023, 218 tonnes of food had been donated to us (prior year 172 tonnes). The Trussell Trust uses a figure of £2.37 (2022 £2.37) as the value of 1kg of donated stock. This figure is nationally agreed by the Trussell Trust in conjunction with the food industry, and these values have been used to estimate the value of donated goods for inclusion in the financial statements.

Of the 218 tonnes of food donated 52% is collected through the supermarkets across the town of Bedford where the general public typically donate through specific collection points at the exit of the supermarket. 9% of the food donations are collected through the local churches, however 16% of the food is required to be purchased by the Foodbank from financial donations. As a % this has fallen from the previous year but remains at a high level currently and continues to be closely monitored as this creates a significant drain on the financial resources of the Foodbank. In the year ended 30 September 2023 stores donated approximately 40 tonnes of food directly, not from the public, in the previous year this source of donation had been negligible.

Across the year the Foodbank has seen 158 different partner agencies across the town of Bedford issue vouchers for clients to bring to the Foodbank. There are 283 partner agencies recorded on the Foodbank books. The transition to E Vouchers has been successful with over 99% of total vouchers being E Vouchers. Over 16% of vouchers in the year came through the Citizens Advice Bureau (CAB) where the Foodbank has now developed a very close, and successful relationship. The Foodbank is finding great benefits from the presence of CAB on site at the larger distributions centres being able to offer direct and immediate advice to clients facing financial hardship. The funding for this CAB provision has come through the Trussell Trust during the year ended 30 September 2023. Other notable partner agencies providing vouchers included the Polish British Integration Board (16%) and the Local Welfare Provision of Bedford Bough Council (13%).

Focusing on hardship during the winter months in particular the Foodbank in the year receive notable support in donations around the Harvest Festival time particularly from local Schools and Christmas time many local businesses, educational establishment and Churches collect and make significant donations of Food to the Foodbank. The Foodbank has also worked closely with The FuelBank Foundation and have been able to provide Fuel Vouchers to many clients across the Winter months. An emergency fund has been set up to provide clients in urgent need of additional warming products during the coldest period of winter.

In summary it has been a busy year coming out of the Covid 19 pandemic. The increased demand has been met and managed through constantly reviewing our procedures and by the continued generosity of donors. The contribution of our staff and volunteers has been invaluable. Many thousands of local people have received help from us; it is our continuing privilege to offer it to them.

#### Financial review

##### a. Review of the charity's financial position

Details of the charity's income and expenditure are shown in the attached Statement of Financial Activities and the Balance Sheet. They include both monetary donations and estimated values for the donation of goods, using the standard measurement and valuation procedures adopted by the Trussell Trust. The vast majority of donations are received from individuals who make contributions via bank, online and cash donations or as gifts in kind from donated items of food, toiletries and other items.

The financial trends for the Bedford Foodbank from 2019 onwards reflect a continuation of the generous giving from many sources supportive of Bedford Foodbank. The operations of the Foodbank have continued to control expenditure during this time of rapid increases in income and have focused expenditure on just the essentials required to support the ongoing objectives of the Foodbank.

In the year ended 30 September 2023, financial contributions reached £439,801 (2022 £305,813) and the value of donated goods received was estimated to be £422,600 (2022 £302,603).

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

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The value of donated goods expended in the year amounted to £422,600 (2022 £287,663). The vast majority of donated goods were distributed to clients, but stock valued at £5,707 (2022 £5,183) had to be scrapped as it was out of date at the time the charity received it.

The financial contributions received have enabled the charity to meet the increased demand from clients and the charity was in a strong financial position at the reporting date. However, the trustees are mindful that a significant number of one off donations have been received and there is a much smaller number of committed, regular donors so the levels of income may fall again in the forthcoming years.

In August 2023 the Foodbank entered into a long term lease agreement concerning the provision of warehousing space. The move to a new 14,000 square foot warehouse location, which is close to the previous facility was successfully completed in early November 2023 without disruption to services to our clients and the Foodbank is now fully operational out of this new larger facility. This now allows the Foodbank to manage the storage and distribution of larger volumes of food to meet the increasing demand as well as operate in a safe environment for employees and volunteers. This has been achieved whilst establishing a significant financial commitment from the Foodbank, the Foodbank has successfully negotiated and avoided any excess liability related to the old smaller facility. A number of one off move related costs were incurred and recognised in the year ending 30 September 2023. Some residual removal costs are expected to show in the 2023-24 financial year. Now that the move has been made trustees anticipate further reviews of our services to ensure that we support clients in their best use of the food we offer them.

#### **b. Reserves policy**

We operate a reserves policy whereby we aim to hold the equivalent of twelve months' worth of our budget in reserve. This is to enable us to continue operating should we face a situation wherein we are unable to secure sufficient income to meet our needs; the expectation is that this should be sufficient to meet our needs until such time as funding can be secured. This takes into account the financial commitment now evident with the lease agreement for a larger premises as well as the increased commitment around staff as the Foodbank's employed staff numbers continue to rise in 2023 and 2024. The move to larger (more expensive) warehouse unit will require us to review our reserves policy in the coming year.

At the reporting date, the actual level of reserves is higher than the reserves policy, resulting from the level of donations received. The trustees continue to look at how the funds can be used for the benefit of clients, without committing the charity to levels of expenditure which cannot be maintained in the long term.

#### **c. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

#### **d. Principal risks and uncertainties**

We do continue to review risks. At present, we do not consider that these are substantial or grave.

We review the national and local economic climate regularly and as the financial year for Bedford Foodbank ended we were aware of both the energy crisis and general economic uncertainty caused by the cost of living crisis. We keep all these things uppermost in our minds as we review and adapt our procedures and policies.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

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#### **e. Principal funding**

The principal source of funding for the Foodbank is through financial donations made by the public, some in the form of occasional donations and other through regular structured giving. The Foodbank structures its receipt of donations so as to capture any gift aid benefits accordingly. It is noted that the basis of the Foodbanks operation is around the donation of food, which is then distributed to the needy and hungry in Bedford Borough. Over recent years the split of donations has moved towards financial compared to food although the overall level of donations (food and finances) has continued to rise yearly since 2020.

#### **Structure, governance and management**

##### **a. Constitution**

Bedford Foodbank is a registered charity, number 1179538, and is constituted under a Charitable Incorporated Organisation (CIO) Foundation Constitution.

##### **b. Methods of appointment or election of Trustees**

The management of the Charity is the responsibility of the Trustees who are elected and co opted under the terms of the constitution, and appointed by existing trustees.

##### **c. Organisational structure and decision-making policies**

The organisation structure of the Foodbank is based around the Board of Trustees, and reporting to the Board is the Project Manager/Director who has direct reports of four employed staff members. The simple structure serves the Foodbank well being able to make swift and effective decisions at an operational level – complemented by detailed considerations and discussions by the Board of trustees for larger decisions and strategic matters.

Initiated in September 2023 the Board have been developing a new Strategic Plan for the Foodbank expected to set out a three to five year plan for operations, people and finances. The Trustees are consulting with staff and volunteers on the process and taking a number of external inputs. The Trustees have commissioned an independent HR review to look at and advise on structures and polices for the Foodbank. The Strategic Planning process is expected to take approximately six months.

##### **d. Policies adopted for the induction and training of Trustees**

Appropriate training is given to trustees, including to new trustees. This includes but is not limited to the training offered to foodbanks by the Trussell Trust.

##### **e. Pay policy for key management personnel**

Pay policy for key staff employed by the Foodbank is under the control of a small remuneration committee comprising of two members of the Board of Trustees. Outside factors, market trends and inflationary pressures are all taken into account in setting pay levels, as performance levels on occasions. The timeliness of any pay changes is also addressed by the remuneration committee when assessing changes to staff pay.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

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#### Structure, governance and management (continued)

##### f. Related party relationships

As part of the Trussell Trust network, we follow their policies and benefit from their regional structure, where we benefit by learning with/from similar, local, Foodbanks. We enjoy good relationships with other charities and bodies in the local area who also seek to relieve poverty. These relationships are informal; we do not, for example, make grants to other charities, but may from time to time offer to share resources with other local foodbanks.

##### g. Decision-making process

The charity makes its larger decisions through a Board of Trustees within the context of regular Board Meetings that are scheduled in advance. Any decisions required are set out in advance of the meeting through an agreed agenda and any supporting documents are provided in advance. The Board of Trustees delegate smaller operational decision making to the Project Manager for Bedford Foodbank who has suitable experience and capability to support this delegation of authority. The Charity operate against a detailed annual budget and any financial decision is made in conjunction with the pre-approved budget. For operational matters the Project Manager is in regular contact with each of the Trustees, and in particular the Chair, and discusses more operational decisions always on a timely basis.

##### Plans for future periods

The Foodbank is committed to delivering a high standard of service to anyone who engages with our work. The Trustees believe that the best way to improve service is by learning from the people who use it so we welcome comments, compliments and complaints from clients, referral agencies, volunteers and anyone else Foodbank comes into contact with. These help the Trustees to see what the Foodbank is doing well and where it can make improvements for the future. To this end, the Foodbank has now successfully established itself into a new enlarged warehousing facility to cope with the extra food requirements and is now looking to bed this in to the operational procedure and establish improved efficiencies whilst maintaining a safe working environment and an engaging place to work for all staff and volunteers.

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**BEDFORD FOODBANK**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

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**Statement of Trustees' responsibilities**

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



**G R Moore**

Chair of trustees

Date: 23/05/2024

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## BEDFORD FOODBANK

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2023

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#### Independent Examiner's Report to the Trustees of Bedford Foodbank ('the Charity')

We report to the charity Trustees on our examination of the accounts of the Charity for the year ended 30 September 2023.

#### Responsibilities and Basis of Report

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

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

#### Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. We confirm that we are qualified to undertake the examination because we are a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

We have completed our examination. We confirm that no matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

We 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our work or for this report.

Signed:



Alan Endersby

Dated: 23/05/2024

FCA

#### Streets Chartered Accountants

Potton House, Wyboston Lakes, Great North Road, Wyboston, Bedford, MK44 3BZ

BEDFORD FOODBANK

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
<b>Income from:</b>					
Donations and legacies	3	38,077	401,724	439,801	305,813
Charitable activities	4	-	422,600	422,600	302,603
Investments	5	-	1,964	1,964	600
<b>Total income</b>		<b>38,077</b>	<b>826,288</b>	<b>864,365</b>	<b>609,016</b>
<b>Expenditure on:</b>					
Raising funds	6	-	2,272	2,272	-
Charitable activities	7	55,036	625,048	680,084	511,477
<b>Total expenditure</b>		<b>55,036</b>	<b>627,320</b>	<b>682,356</b>	<b>511,477</b>
<b>Net movement in funds</b>		<b>(16,959)</b>	<b>198,968</b>	<b>182,009</b>	<b>97,539</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		12,651	431,867	444,518	346,979
Net movement in funds		(16,959)	198,968	182,009	97,539
<b>Total funds carried forward</b>		<b>(4,308)</b>	<b>630,835</b>	<b>626,527</b>	<b>444,518</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 24 form part of these financial statements.

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**BEDFORD FOODBANK**

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**BALANCE SHEET  
AS AT 30 SEPTEMBER 2023**

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	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	11	21,430	26,780
<b>Current assets</b>			
Stocks	12	47,737	28,981
Debtors	13	107,998	37,030
Cash at bank and in hand		456,718	358,795
		<u>612,453</u>	<u>424,806</u>
Creditors: amounts falling due within one year	14	(7,356)	(7,068)
<b>Net current assets</b>		<u>605,097</u>	<u>417,738</u>
<b>Total net assets</b>		<u><u>626,527</u></u>	<u><u>444,518</u></u>
<b>Charity funds</b>			
Restricted funds	15	(4,308)	12,651
Unrestricted funds	15	630,835	431,867
<b>Total funds</b>		<u><u>626,527</u></u>	<u><u>444,518</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

  
G R Moore  
Chair of Trustees  
Date: 23/05/2024

The notes on pages 13 to 24 form part of these financial statements.

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**BEDFORD FOODBANK**

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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

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	2023 £	2022 £
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	97,615	79,251
<b>Cash flows from investing activities</b>		
Dividends, interests and rents from investments	1,964	600
Purchase of tangible fixed assets	(1,656)	-
<b>Net cash provided by investing activities</b>	308	600
<b>Cash flows from financing activities</b>		
<b>Net cash provided by financing activities</b>	-	-
<b>Change in cash and cash equivalents in the year</b>	97,923	79,851
Cash and cash equivalents at the beginning of the year	358,795	278,944
<b>Cash and cash equivalents at the end of the year</b>	456,718	358,795

The notes on pages 13 to 24 form part of these financial statements

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## BEDFORD FOODBANK

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

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#### 1. General information

As set out in the trustees' report, Bedford Foodbank is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission in England and Wales. The address of their registered office is 71 Murdock Road, Manton Industrial Estate, Bedford, MK41 7PL.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### 2. Accounting policies

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Bedford Foodbank meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

##### 2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation (using standard valuation procedures adopted by the Trussell Trust) and recognised as income when they are donated to the charity.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

##### 2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

The value of gifts in kind distributed by the charity are included at valuation (using standard valuation procedures adopted by the Trussell Trust).

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## BEDFORD FOODBANK

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

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#### 2. Accounting policies (continued)

##### 2.3 Expenditure (continued)

All expenditure is inclusive of irrecoverable VAT.

##### 2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

##### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Motor vehicles	-	25% Reducing balance
Office equipment	-	33% Straight line

##### 2.6 Stocks

Stocks of donated and purchased goods are valued using the standard valuation procedures adopted by the Trussell Trust.

##### 2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### 2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### 2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

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**2. Accounting policies (continued)**

**2.10 Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.11 Pensions**

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

**2.12 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**3. Income from donations and legacies**

	<b>Restricted funds 2023 £</b>	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Donations	-	286,874	<b>286,874</b>	259,437
Grants	38,077	112,028	<b>150,105</b>	46,078
Similar incoming resources	-	2,822	<b>2,822</b>	298
	<hr/>	<hr/>	<hr/>	<hr/>
	38,077	401,724	<b>439,801</b>	305,813
	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total 2022</i>	<i>37,954</i>	<i>267,859</i>	<i>305,813</i>	
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BEDFORD FOODBANK

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023

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4. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Foodbank operations - Donated goods	422,600	422,600	302,603

5. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Interest received	1,964	1,964	600

6. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2023 £	Total funds 2023 £
Fundraising events	2,272	2,272

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

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**7. Analysis of expenditure on charitable activities**

**Summary by fund type**

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total 2023 £	Total 2022 £
Foodbank operations - Monetary expenditure	55,036	202,448	<b>257,484</b>	218,661
Foodbank operations - Donated goods	-	422,600	<b>422,600</b>	292,816
	<u>55,036</u>	<u>625,048</u>	<u><b>680,084</b></u>	<u>511,477</u>
<i>Total 2022</i>	<u><u>25,303</u></u>	<u><u>486,174</u></u>	<u><u>511,477</u></u>	

**Summary by expenditure type**

	Staff costs 2023 £	Depreciation 2023 £	Other costs 2023 £	Total 2023 £	Total 2022 £
Foodbank operations - Monetary expenditure	69,141	7,006	181,337	<b>257,484</b>	218,661
Foodbank operations - Donated goods	-	-	422,600	<b>422,600</b>	292,816
	<u>69,141</u>	<u>7,006</u>	<u>603,937</u>	<u><b>680,084</b></u>	<u>511,477</u>
<i>Total 2022</i>	<u><u>51,688</u></u>	<u><u>9,346</u></u>	<u><u>450,443</u></u>	<u><u>511,477</u></u>	

**8. Independent examiner's remuneration**

	2023 £	2022 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<b>2,670</b>	2,120
	<u><u>2,670</u></u>	<u><u>2,120</u></u>

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

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**9. Staff costs**

	2023 £	2022 £
Wages and salaries	64,881	48,816
Contribution to defined contribution pension schemes	4,260	2,872
	<u>69,141</u>	<u>51,688</u>

The average number of persons employed by the Charity during the year was as follows:

	2023 No.	2022 No.
Staff	<u>5</u>	<u>4</u>

No employee received remuneration amounting to more than £60,000 in either year.

The charity's key management personnel are the trustees (who give their time voluntarily) and the Foodbank Manager. Total remuneration for key management personnel amounted to £19,563 (2022 £18,119).

**10. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 30 September 2023, no Trustee expenses have been incurred (2022 - £NIL).

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

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**11. Tangible fixed assets**

	Motor vehicles £	Office equipment £	Total £
<b>Cost or valuation</b>			
At 1 October 2022	41,930	1,443	43,373
Additions	-	1,656	1,656
At 30 September 2023	41,930	3,099	45,029
<b>Depreciation</b>			
At 1 October 2022	15,321	1,272	16,593
Charge for the year	6,652	354	7,006
At 30 September 2023	21,973	1,626	23,599
<b>Net book value</b>			
At 30 September 2023	19,957	1,473	21,430

**12. Stocks**

	2023 £	2022 £
Goods available for distribution	47,737	28,981

**13. Debtors**

	2023 £	2022 £
<b>Due within one year</b>		
Prepayments and accrued income	70,418	17,746
Gift aid recoverable	37,580	19,284
	107,998	37,030

BEDFORD FOODBANK

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023

14. Creditors: Amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	908	638
Accruals and deferred income	6,448	6,430
	7,356	7,068
	7,356	7,068

15. Statement of funds

Statement of funds - current year

	Balance at 1 October 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2023 £
<b>Unrestricted funds</b>					
General Fund	405,087	826,288	(620,314)	(1,656)	609,405
Fixed asset reserve	26,780	-	(7,006)	1,656	21,430
	431,867	826,288	(627,320)	-	630,835
<b>Restricted funds</b>					
Trussell Trust	12,651	38,077	(55,036)	-	(4,308)
	444,518	864,365	(682,356)	-	626,527
<b>Total of funds</b>	444,518	864,365	(682,356)	-	626,527

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

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**15. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 October 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 30 September 2022 £</i>
<b>Unrestricted funds</b>				
General Fund	310,853	268,459	(174,225)	405,087
Fixed asset reserve	36,126	-	(9,346)	26,780
	<u>346,979</u>	<u>268,459</u>	<u>(183,571)</u>	<u>431,867</u>
<b>Restricted funds</b>				
Trussell Trust	-	37,954	(25,303)	12,651
	<u>-</u>	<u>37,954</u>	<u>(25,303)</u>	<u>12,651</u>
<b>Total of funds</b>	<u>346,979</u>	<u>306,413</u>	<u>(208,874)</u>	<u>444,518</u>

**General Funds:**

The majority of the charity's income and expenditure is for the purpose of running the Bedford Foodbank and is, therefore, freely available to be used for any charitable purpose.

**Fixed Asset Reserve:**

The charity maintains a fixed asset reserve, equivalent to the value of fixed assets held for use by the charity. Depreciation is charged to the fixed asset reserve and additions are recognised by way of a transfer between funds.

**Restricted Funds:**

Trussell Trust - The charity was awarded a grant of £43,788 (2022 £43,647), of which £5,711 (2022 £5,693) was to be treated as an unrestricted contribution towards operational overheads and £38,077 (2022 £39,754) was to be treated as restricted funds, to enable the charity to receive support from the Citizens Advice Bureau (CAB). A CAB advisor attended each of the distribution centres during the year, offering advice on budgeting and debt management. Costs of the CAB advisor exceeded income by £4,308 at the reporting date but the project was ongoing and a further grant was made by the Trussell Trust after the year end.

**16. Summary of funds**

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

**16. Summary of funds (continued)**

**Summary of funds - current year**

	Balance at 1 October 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2023 £
General funds	431,867	826,288	(627,320)	-	630,835
Restricted funds	12,651	38,077	(55,036)	-	(4,308)
	<u>444,518</u>	<u>864,365</u>	<u>(682,356)</u>	<u>-</u>	<u>626,527</u>

**Summary of funds - prior year**

	<i>Balance at 1 October 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 30 September 2022 £</i>
General funds	346,979	268,459	(183,571)	431,867
Restricted funds	-	37,954	(25,303)	12,651
	<u>346,979</u>	<u>306,413</u>	<u>(208,874)</u>	<u>444,518</u>

**17. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	-	21,430	21,430
Current assets	-	612,453	612,453
Creditors due within one year	-	(7,356)	(7,356)
Difference	(4,308)	4,308	-
<b>Total</b>	<u>(4,308)</u>	<u>630,835</u>	<u>626,527</u>

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

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**17. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	<i>Restricted funds 2022 £</i>	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Tangible fixed assets	-	26,780	26,780
Current assets	12,651	412,155	424,806
Creditors due within one year	-	(7,068)	(7,068)
<b>Total</b>	<u>12,651</u>	<u>431,867</u>	<u>444,518</u>

**18. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2023 £</b>	<b>2022 £</b>
Net income for the year (as per Statement of Financial Activities)	<u>182,009</u>	<u>97,539</u>
<b>Adjustments for:</b>		
Depreciation charges	7,006	9,346
Dividends, interests and rents from investments	(1,964)	(600)
Increase in stocks	(18,756)	(9,787)
Increase in debtors	(70,968)	(20,154)
Increase in creditors	288	2,907
<b>Net cash provided by operating activities</b>	<u>97,615</u>	<u>79,251</u>

**19. Analysis of cash and cash equivalents**

	<b>2023 £</b>	<b>2022 £</b>
Cash in hand	<u>456,718</u>	<u>358,795</u>
<b>Total cash and cash equivalents</b>	<u>456,718</u>	<u>358,795</u>

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

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**20. Analysis of changes in net debt**

	At 1 October 2022 £	Cash flows £	At 30 September 2023 £
Cash at bank and in hand	358,795	97,923	456,718
	<u>358,795</u>	<u>97,923</u>	<u>456,718</u>

**21. Operating lease commitments**

At 30 September 2023 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Not later than 1 year	86,000	16,000
Later than 1 year and not later than 5 years	312,000	8,000
Later than 5 years	390,000	-
	<u>788,000</u>	<u>24,000</u>

**BEDFORD FOODBANK**

England & Wales - Charity number 1179538

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# Accounts

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**BEDFORD FOODBANK**

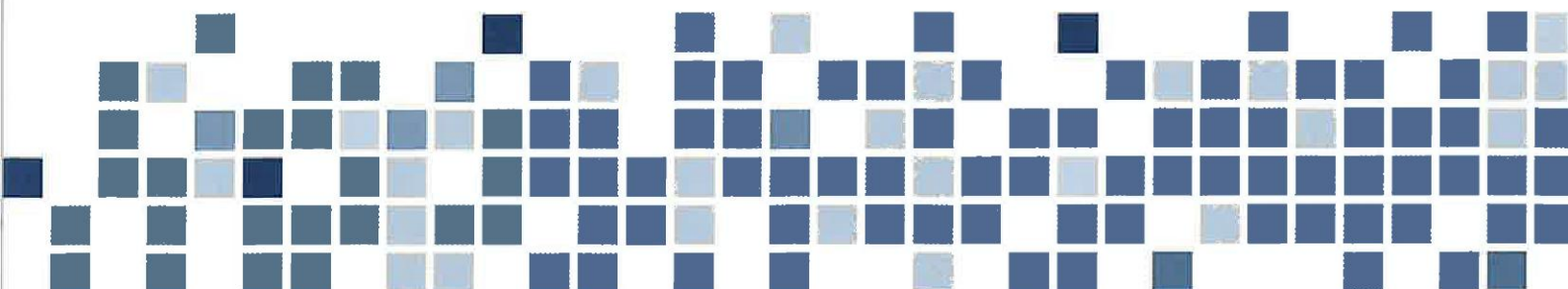
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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**STREETS**<sup>®</sup>  
CHARTERED ACCOUNTANTS





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**BEDFORD FOODBANK**

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## BEDFORD FOODBANK

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 30 SEPTEMBER 2022

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**Trustees**                    S D M Danes (resigned 12 October 2022)  
                                     Rev A L Davis (appointed 28 February 2022)  
                                     C J Dwan (retired 7 September 2022)  
                                     W Fradin  
                                     D Fraser (appointed 1 April 2023)  
                                     J E M Hyne (appointed 28 February 2022)  
                                     L Long (retired 7 September 2022)  
                                     K Middleton (appointed 1 April 2023)  
                                     G R Moore, Chairman from March 2021

**Charity registered  
number**                    1179538

**Principal office**            71 Murdock Road  
                                     Manton Industrial Estate  
                                     Bedford  
                                     MK41 7PL

**Accountants**                Streets Chartered Accountants  
                                     Potton House  
                                     Wyboston Lakes  
                                     Great North Road  
                                     Wyboston  
                                     Bedford  
                                     MK44 3BZ

**Bankers**                    Natwest Bank plc  
                                     81 High Street  
                                     Bedford  
                                     MK40 1YN

                                     Buckinghamshire Building Society  
                                     High Street  
                                     Chalfont St Giles  
                                     Buckinghamshire  
                                     HP8 4QB

                                     CAF Bank Limited  
                                     25 Kings Hill Avenue  
                                     Kings Hill  
                                     West Malling  
                                     Kent  
                                     ME19 4JQ

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

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The Trustees present their annual report together with the financial statements of the Bedford Foodbank for the year from 1 October 2021 to 30 September 2022.

#### **Objectives and activities**

##### **a. Policies and objectives**

The purpose of the charity, as set out in its governing document, is:

The relief of financial hardship amongst people in Bedford and the surrounding area, or in other parts of the United Kingdom in such way as the Trustees from time to time think fit, in particular but not exclusively by:

- i) Providing emergency food, essential toiletries, and other household items to individuals and families in need and / or for distribution by charities and other organisations working to prevent or relieve poverty.
- ii) Such other means including (but not limited to) the provision of support or signposting to relevant information and other advisory services.
- iii) And to provide such services with a Christian ethos, supported by established churches in the area of benefit.
- iv) The benefit of our purpose to support people in need is to feed individuals and families who, for one reason or another, may have difficulties in feeding themselves and/or their families. Our service improves the ability of families to care for children and achieve goals of self-sufficiency.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

##### **b. Strategies for achieving objectives**

We exist to provide emergency help to local people in food poverty; we are satisfied that we have achieved this to the best of our ability.

##### **c. Activities undertaken to achieve objectives**

The charity manages Bedford Foodbank, providing three days' nutritionally balanced emergency food and support to local people who are referred to us in crisis. We are part of a nationwide network of foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK.

##### **d. Grant-making policies**

We do not offer grants to any individuals or groups, other than limited donations to our clients who are food poor, who may have identified a lack of funds for gas or electricity services, where small grants are available from time to time.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2022

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#### Objectives and activities (continued)

##### e. Main activities undertaken to further the Charity's purposes for the public benefit

Schools, churches, businesses and individuals donate non perishable, in date food to the foodbank which is checked, sorted and packed into crates ready to be given to people in need.

Care professionals such as doctors, health visitors, social workers, CAB and police identify people in crisis and issue them with a foodbank voucher.

Foodbank clients bring the voucher to a foodbank centre where it can be redeemed for days emergency food. Volunteers meet clients and are able to signpost them to agencies which are able to help solve the longer term problems.

##### f. Volunteers

Our volunteers are an absolutely key part of our work, and we could not achieve any of the objectives without their contribution.

At the start of the pandemic, some of our volunteers were in the at risk age group; they were asked to stand down. Some have now returned to us; others have decided not to. Our procedures ensure that they are as safe as possible with regard to Covid. We have been pleased to welcome new volunteers and we have sufficient help to enable us to carry out our work.

Currently our volunteer activities are spread across a number of vital activities, drivers and drivers assistant typically offer 95 hours a week, warehouse volunteers offer 170 hours per week, distribution centre volunteers 138 hours a week and admin support 6 hours per week. On a typical week the Bedford FB and its clients benefit from excess of 400 hours per week.

#### Achievements and performance

##### a. Main achievements of the Charity

Bedford Foodbank ('The Foodbank') is an independent charity; operating as a member of Trussell Trust network of foodbanks and we follow the Trust's policies. The Trust employs four paid part time staff and is supported by some 120 volunteers each week.

The Foodbank operates from a rented warehouse in Manton Lane in Bedford and works with 224 referral agencies. The Foodbank provides emergency food and short term support to local people who are experiencing food poverty.

Over the year The Foodbank has been migrating back to a post pandemic 'normality'. The Trustees continued to review procedures and endeavour in every way to keep all clients and volunteers safe.

Client numbers have risen very significantly during the year. In the year ending Oct '21 The Trust fed 10,448 clients. By the end of the reporting year, in September 2022, the Trust had fed 17,367 clients. The numbers continue to rise. There has been a 69% increase in need over the year.

Donors of food and of cash have continued to be extraordinarily generous. The Trust is in a healthy state financially and the trustees have given due consideration to the appropriate use of our funds. We continue to buy a substantial amount of food every month; the in kind donations of food has not covered the increased demand.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2022

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#### **Achievements and performance (continued)**

The charity's financial reports show that the levels of donations increased significantly from April 2020 onwards, coinciding with the impact of the pandemic across the UK. These extraordinary high levels of giving have now levelled out but have provided the Charity with a high level of funds available to support the ongoing requirements. Expenditure also shows an increase as food was purchased to cover the shortfall between need and food donated during this time and staff overtime was required.

In the year ended 30 September 2022, 172 tonnes of food had been donated to us (prior year 128 tonnes). The Trussell Trust uses a figure of £2.37 (2021 £1.75) as the value of 1kg of donated stock. This figure is nationally agreed by the Trussell Trust in conjunction with the food industry, including Tesco, and these values have been used to estimate the value of donated goods for inclusion in the financial statements.

In summary it has been a busy year coming out of the Covid 19 pandemic. The increased demand has been met and managed through constantly reviewing our procedures and by the continued generosity of donors. The contribution of our staff and volunteers has been invaluable. Many thousands of local people have received help from us; it is our continuing privilege to offer it to them.

#### **Financial review**

##### **a. Review of the charity's financial position**

Details of the charity's income and expenditure are shown in the attached Statement of Financial Activities and the Balance Sheet. They include both monetary donations and estimated values for the donation of goods, using the standard measurement and valuation procedures adopted by the Trussell Trust. The vast majority of donations are received from individuals who make contributions via bank, online and cash donations or as gifts in kind from donated items of food, toiletries and other items.

The financial trends for the Bedford Foodbank from 2019 onwards reflect a continuation of the generous giving from many sources supportive of Bedford Foodbank. The operations of the Foodbank have continued to control expenditure during this time of rapid increases in income and have focused expenditure on just the essentials required to support the ongoing objectives of the Foodbank.

In the year ended 30 September 2022, financial contributions reached £305,813 (2021 £278,236) and the value of donated goods received was estimated to be £302,603 (2021 £210,612).

The value of donated goods expended in the year amounted to £287,633 (2021 £236,938). The vast majority of donated goods were distributed to clients, but stock valued at £5,183 (2021 £3,116) had to be scrapped as it was out of date at the time the charity received it.

The increase in financial contributions received during the pandemic has enabled the charity to meet the increased demand from clients and the charity was in a strong financial position at the reporting date. However, the trustees are mindful that a significant number of one off donations have been received and there is a much smaller number of committed, regular donors so the levels of income maybe expected to fall again in the forthcoming years.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2022

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#### **b. Reserves policy**

The Foodbank operate a reserves policy whereby we aim to hold the equivalent of six months' worth of budget in reserve. This is to enable the Foodbank to continue operating should it face a situation wherein it is unable to secure sufficient income to meet its needs; the expectation is that this should be sufficient to meet all needs until such time as funding can be secured.

At the reporting date, the actual level of reserves is higher than the reserves policy, resulting from the level of donations received during the pandemic. The Trustees continue to look at how the funds can be used for the benefit of clients, without committing the charity to levels of expenditure which cannot be maintained in the long term.

#### **c. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

#### **d. Principal risks and uncertainties**

We do continue to review risks. At present, we do not consider that these are substantial or grave.

Risks and uncertainties are regularly reviewed and discussed by the Board of Trustees and include the appropriate stewardship of funds held by the Foodbank, the safety environment within which many of our staff and volunteers work and the increasing demand for food provision from clients in the town of Bedford. Mitigating action plans are put in place against the risks and these include, reviews of financial controls appropriate to a charity of this size, robust budgeting and financial management, strategic planning around the deployment of higher than normal levels of funds and demand for food, as well as regular discussions and improvements on the safety and safeguarding policies written and deployed.

We review the national and local economic climate regularly and as the financial year for Bedford Foodbank ended we were aware of both the energy crisis and general economic uncertainty caused by the Cost of Living Crisis. We keep all these things uppermost in our minds as we review and adapt our procedures and policies.

#### **e. Principal funding**

The principal source of funding for the Charity is through financial donations made by the public, some in the form of occasional donations and other through regular structured giving. The charity structures its receipt of donations so as to capture any gift aid benefits accordingly. It is noted that the basis of the foodbank's operation around the donation of food, which is then distributed to the needy and hungry in Bedford. Over recent years the split of donations has moved more towards financial compared to food although the overall level of donation (food and finances) has risen significantly since 2020.

### **Structure, governance and management**

#### **a. Constitution**

Bedford Foodbank is a registered charity, number 1179538, and is constituted under a Charitable Incorporated Organisation (CIO) Foundation Constitution.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2022

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#### **Structure, governance and management (continued)**

##### **b. Methods of appointment or election of Trustees**

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the constitution, and appointed by existing Trustees.

##### **c. Organisational structure and decision-making policies**

The organisation structure of the Charity is based around the Board of Trustees, and reporting to the Board is the Project Manager who has as direct reports three to four employed staff members. The simple structure serves the Charity well being able to make swift and effective decisions at the operational level – supplemented by detailed consideration and discussions by the Board of Trustees for larger decisions and strategic matters.

##### **d. Policies adopted for the induction and training of Trustees**

Appropriate training is given to trustees, including to new trustees. This includes but is not limited to the training offered to foodbanks by the Trussell Trust.

##### **e. Pay policy for key management personnel**

Pay policy for key staff employed by the Charity is under the control of a small remuneration committee comprising of two members of the Board of Trustees. Outside factors, market trends and inflationary pressures are all taken into account in setting pay levels, as is performance levels on occasions. The timeliness of any pay changes is also addressed by the remuneration committee when assessing changes to staff pay.

##### **f. Related party relationships**

As part of the Trussell Trust network, we follow their policies. We enjoy good relationships with other charities and bodies in the local area who also seek to relieve poverty. These relationships are informal; we do not, for example, make grants to other charities, but may from time to time offer to share resources with other local foodbanks..

##### **g. Decision-making process**

The charity makes its larger decisions through a Board of Trustees within the context of regular Board Meetings that are scheduled in advance. Any decisions required are set out in advance of the meeting through an agreed agenda and any supporting documents are provided in advance. The Board of Trustees delegate smaller operational decision making to the Project Manager for Bedford Foodbank who has suitable experience and capability to support this delegation of authority. The Charity operate against a detailed annual budget and any financial decision is made in conjunction with the pre-approved budget. For operational matters the Project Manager is in regular contact with each of the Trustees, and in particular the Chair, and discusses more operational decisions always on a timely basis.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2022

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#### Plans for future periods

The Foodbank is committed to delivering a high standard of service to anyone who engages with our work. We believe that the best way to improve our service is by learning from the people who use it so we welcome comments, compliments and complaints from clients, referral agencies, volunteers and others we come into contact with in our work. These help us to see what we are doing well and where we can make improvements for the future. To this end, we see the need to expand our warehousing facility to cope with the extra food requirements and have been actively pursuing options.

With demand for the Foodbank increasing significantly year on year the Foodbank is seeking to secure larger warehouse premises at a significantly higher annual cost before the end of the current reporting year. The Trustees expect the level of excess reserves to reduce during the coming year.

#### Statement of Trustees' responsibilities


The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



**G R Moore**  
Chair of trustees  
Date: 6 July 2023

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## BEDFORD FOODBANK

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

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#### Independent Examiner's Report to the Trustees of Bedford Foodbank ('the Charity')

We report to the charity Trustees on our examination of the accounts of the Charity for the year ended 30 September 2022.

#### Responsibilities and Basis of Report

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

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

#### Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. We confirm that we are qualified to undertake the examination because we are a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

We have completed our examination. We confirm that no matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

We 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our work or for this report.

Signed:



Alan Endersby

Dated: 7 July 2023

ACA

#### Streets Chartered Accountants

Potton House, Wyboston Lakes, Great North Road, Wyboston, Bedford, MK44 3BZ

**BEDFORD FOODBANK**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
<b>Income from:</b>					
Donations and legacies	3	37,954	267,859	305,813	278,236
Charitable activities	4	-	302,603	302,603	210,612
Investments	5	-	600	600	176
<b>Total income</b>		<b>37,954</b>	<b>571,062</b>	<b>609,016</b>	<b>489,024</b>
<b>Expenditure on:</b>					
Charitable activities	6	25,303	486,174	511,477	345,771
<b>Total expenditure</b>		<b>25,303</b>	<b>486,174</b>	<b>511,477</b>	<b>345,771</b>
<b>Net movement in funds</b>		<b>12,651</b>	<b>84,888</b>	<b>97,539</b>	<b>143,253</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		-	346,979	346,979	203,726
Net movement in funds		12,651	84,888	97,539	143,253
<b>Total funds carried forward</b>		<b>12,651</b>	<b>431,867</b>	<b>444,518</b>	<b>346,979</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 12 to 22 form part of these financial statements.

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**BEDFORD FOODBANK**

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**BALANCE SHEET  
AS AT 30 SEPTEMBER 2022**

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	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	10	26,780	36,126
<b>Current assets</b>			
Stocks	11	28,981	19,194
Debtors	12	37,030	16,876
Cash at bank and in hand		358,795	278,944
		<u>424,806</u>	<u>315,014</u>
Creditors: amounts falling due within one year	13	<u>(7,068)</u>	<u>(4,161)</u>
<b>Net current assets</b>		<b>417,738</b>	<b>310,853</b>
<b>Total net assets</b>		<b><u>444,518</u></b>	<b><u>346,979</u></b>
<b>Charity funds</b>			
Restricted funds	14	12,651	-
Unrestricted funds	14	431,867	346,979
<b>Total funds</b>		<b><u>444,518</u></b>	<b><u>346,979</u></b>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



**G R Moore**  
Chair of Trustees  
Date: 6 July 2023

The notes on pages 12 to 22 form part of these financial statements.

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**BEDFORD FOODBANK**

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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

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	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	<b>79,251</b>	<b>169,828</b>
	<hr/>	<hr/>
<b>Cash flows from investing activities</b>		
Dividends, interests and rents from investments	<b>600</b>	<b>176</b>
Purchase of tangible fixed assets	<b>-</b>	<b>(41,930)</b>
	<hr/>	<hr/>
<b>Net cash provided by/(used in) investing activities</b>	<b>600</b>	<b>(41,754)</b>
	<hr/>	<hr/>
<b>Cash flows from financing activities</b>		
	<hr/>	<hr/>
<b>Net cash provided by financing activities</b>	<b>-</b>	<b>-</b>
	<hr/>	<hr/>
<b>Change in cash and cash equivalents in the year</b>	<b>79,851</b>	<b>128,074</b>
Cash and cash equivalents at the beginning of the year	<b>278,944</b>	<b>150,870</b>
	<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	<b>358,795</b>	<b>278,944</b>
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 12 to 22 form part of these financial statements

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## BEDFORD FOODBANK

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

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#### 1. General information

As set out in the trustees' report, Bedford Foodbank is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission in England and Wales. The address of their registered office is 71 Murdock Road, Manton Industrial Estate, Bedford, MK41 7PL.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### 2. Accounting policies

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Bedford Foodbank meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

##### 2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation (using standard valuation procedures adopted by the Trussell Trust) and recognised as income when they are donated to the charity.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

##### 2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

The value of gifts in kind distributed by the charity are included at valuation (using standard valuation procedures adopted by the Trussell Trust).

All expenditure is inclusive of irrecoverable VAT.

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## BEDFORD FOODBANK

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

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#### 2. Accounting policies (continued)

##### 2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

##### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Motor vehicles	-	25%	Reducing balance
Office equipment	-	33%	Straight line

##### 2.6 Stocks

Stocks of donated and purchased goods are valued using the standard valuation procedures adopted by the Trussell Trust.

##### 2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### 2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### 2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

##### 2.10 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

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**2. Accounting policies (continued)**

**2.11 Pensions**

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

**2.12 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**3. Income from donations and legacies**

	<b>Restricted funds 2022 £</b>	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Donations	-	259,437	<b>259,437</b>	234,872
Grants	37,954	8,124	<b>46,078</b>	39,392
Similar incoming resources	-	298	<b>298</b>	3,972
	<u>37,954</u>	<u>267,859</u>	<u><b>305,813</b></u>	<u>278,236</u>
<i>Total 2021</i>	<u>-</u>	<u>278,236</u>	<u>278,236</u>	

**4. Income from charitable activities**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Foodbank operations - Donated goods	302,603	<b>302,603</b>	210,612

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**5. Investment income**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<i>Total funds 2021 £</i>
Interest received	600	600	176

**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Restricted funds 2022 £</b>	<b>Unrestricted funds 2022 £</b>	<b>Total 2022 £</b>	<i>Total 2021 £</i>
Foodbank operations - Monetary expenditure	25,303	193,358	<b>218,661</b>	108,833
Foodbank operations - Donated goods	-	292,816	<b>292,816</b>	236,938
	<u>25,303</u>	<u>486,174</u>	<u><b>511,477</b></u>	<u>345,771</u>
<i>Total 2021</i>	<u>2,541</u>	<u>343,230</u>	<u>345,771</u>	

**Summary by expenditure type**

	<b>Staff costs 2022 £</b>	<b>Depreciation 2022 £</b>	<b>Other costs 2022 £</b>	<b>Total 2022 £</b>	<i>Total 2021 £</i>
Foodbank operations - Monetary expenditure	51,688	9,346	157,627	<b>218,661</b>	108,833
Foodbank operations - Donated goods	-	-	292,816	<b>292,816</b>	236,938
	<u>51,688</u>	<u>9,346</u>	<u>450,443</u>	<u><b>511,477</b></u>	<u>345,771</u>
<i>Total 2021</i>	<u>44,092</u>	<u>6,927</u>	<u>294,752</u>	<u>345,771</u>	

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

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**7. Independent examiner's remuneration**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<b>2,120</b>	<b>1,920</b>

**8. Staff costs**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>48,816</b>	<b>43,265</b>
Contribution to defined contribution pension schemes	<b>2,872</b>	<b>827</b>
	<b>51,688</b>	<b>44,092</b>

The average number of persons employed by the Charity during the year was as follows:

	<b>2022</b>	<b>2021</b>
	<b>No.</b>	<b>No.</b>
Staff	<b>4</b>	<b>3</b>

No employee received remuneration amounting to more than £60,000 in either year.

The charity's key management personnel are the trustees (who give their time voluntarily) and the Foodbank Manager. Total remuneration for key management personnel amounted to £18,119 (2021 £19,019).

**9. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 30 September 2022, no Trustee expenses have been incurred (2021 - £NIL).

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**10. Tangible fixed assets**

	Motor vehicles £	Office equipment £	Total £
<b>Cost or valuation</b>			
At 1 October 2021	41,930	1,443	43,373
At 30 September 2022	41,930	1,443	43,373
<b>Depreciation</b>			
At 1 October 2021	6,451	796	7,247
Charge for the year	8,870	476	9,346
At 30 September 2022	15,321	1,272	16,593
<b>Net book value</b>			
At 30 September 2022	26,609	171	26,780

**11. Stocks**

	2022 £	2021 £
Goods available for distribution	28,981	19,194
	28,981	19,194

**12. Debtors**

	2022 £	2021 £
<b>Due within one year</b>		
Prepayments and accrued income	17,746	6,662
Gift aid recoverable	19,284	10,214
	37,030	16,876

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**13. Creditors: Amounts falling due within one year**

	2022 £	2021 £
Other taxation and social security	638	307
Accruals and deferred income	6,430	3,854
	7,068	4,161
	7,068	4,161

**14. Statement of funds**

**Statement of funds - current year**

	Balance at 1 October 2021 £	Income £	Expenditure £	Balance at 30 September 2022 £
<b>Unrestricted funds</b>				
General Fund	310,853	268,459	(174,225)	405,087
Fixed asset reserve	36,126	-	(9,346)	26,780
	346,979	268,459	(183,571)	431,867
	346,979	268,459	(183,571)	431,867
<b>Restricted funds</b>				
Trussell Trust	-	37,954	(25,303)	12,651
	-	37,954	(25,303)	12,651
	-	37,954	(25,303)	12,651
<b>Total of funds</b>	346,979	306,413	(208,874)	444,518
	346,979	306,413	(208,874)	444,518

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**14. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 October 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 30 September 2021 £</i>
<b>Unrestricted funds</b>					
General Fund	200,062	489,024	(336,303)	(41,930)	310,853
Fixed asset reserve	1,123	-	(6,927)	41,930	36,126
	<u>201,185</u>	<u>489,024</u>	<u>(343,230)</u>	<u>-</u>	<u>346,979</u>
<b>Restricted funds</b>					
Panacea Trust	<u>2,541</u>	<u>-</u>	<u>(2,541)</u>	<u>-</u>	<u>-</u>
<b>Total of funds</b>	<u><u>203,726</u></u>	<u><u>489,024</u></u>	<u><u>(345,771)</u></u>	<u><u>-</u></u>	<u><u>346,979</u></u>

**General Funds:**

The majority of the charity's income and expenditure is for the purpose of running the Bedford Foodbank and is, therefore, freely available to be used for any charitable purpose.

**Fixed Asset Reserve:**

The charity maintains a fixed asset reserve, equivalent to the value of fixed assets held for use by the charity. Depreciation is charged to the fixed asset reserve and additions are recognised by way of a transfer between funds.

**Restricted Funds:**

Trussell Trust - The charity was awarded a grant totalling £43,647 in 2022, £5,693 to be treated as an unrestricted contribution towards operational overheads and £39,754 to be treated as restricted funds, to enable the charity to receive support from the Citizens Advice Bureau (CAB). A CAB advisor now attends each of the distribution centres, offering advice on budgeting and debt management. At the reporting date, £25,303 of the grant had been used and the remaining funds have been used in 2022/23, with an extension of the funding being promised for the following year.

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**15. Summary of funds**

**Summary of funds - current year**

	Balance at 1 October 2021 £	Income £	Expenditure £	Balance at 30 September 2022 £
General funds	346,979	268,459	(183,571)	431,867
Restricted funds	-	37,954	(25,303)	12,651
	<u>346,979</u>	<u>306,413</u>	<u>(208,874)</u>	<u>444,518</u>

**Summary of funds - prior year**

	Balance at 1 October 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2021 £
General funds	201,185	489,024	(343,230)	-	346,979
Restricted funds	2,541	-	(2,541)	-	-
	<u>203,726</u>	<u>489,024</u>	<u>(345,771)</u>	<u>-</u>	<u>346,979</u>

**16. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	-	26,780	26,780
Current assets	12,651	412,155	424,806
Creditors due within one year	-	(7,068)	(7,068)
<b>Total</b>	<u>12,651</u>	<u>431,867</u>	<u>444,518</u>

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**16. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	36,126	36,126
Current assets	315,014	315,014
Creditors due within one year	(4,161)	(4,161)
<b>Total</b>	<u>346,979</u>	<u>346,979</u>

**17. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2022 £</b>	<b>2021 £</b>
Net income for the year (as per Statement of Financial Activities)	<u>97,539</u>	<u>143,253</u>
<b>Adjustments for:</b>		
Depreciation charges	9,346	6,927
Dividends, interests and rents from investments	(600)	(176)
Decrease/(increase) in stocks	(9,787)	26,326
Increase in debtors	(20,154)	(6,761)
Increase in creditors	2,907	259
<b>Net cash provided by operating activities</b>	<u>79,251</u>	<u>169,828</u>

**18. Analysis of cash and cash equivalents**

	<b>2022 £</b>	<b>2021 £</b>
Cash in hand	358,795	278,944
<b>Total cash and cash equivalents</b>	<u>358,795</u>	<u>278,944</u>

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

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**19. Analysis of changes in net debt**

	At 1 October 2021 £	Cash flows £	At 30 September 2022 £
Cash at bank and in hand	278,944	79,851	358,795
	<u>278,944</u>	<u>79,851</u>	<u>358,795</u>

**20. Operating lease commitments**

At 30 September 2022 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	16,000	16,000
Later than 1 year and not later than 5 years	40,000	56,000
	<u>56,000</u>	<u>72,000</u>



**BEDFORD FOODBANK**

England & Wales - Charity number 1179538

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# Accounts

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**BEDFORD FOODBANK**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**



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**BEDFORD FOODBANK**

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**BEDFORD FOODBANK**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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<b>Trustees</b>	C Hall, Chairman (Died 21 March 2021) S D M Danes C J Dwan W Fradin L Long G R Moore, Chairman from March 2021 (appointed as trustee 8 February 2021)
<b>Charity registered number</b>	1179538
<b>Principal office</b>	71 Murdock Road Manton Industrial Estate Bedford MK41 7PL
<b>Accountants</b>	Streets Chartered Accountants Potton House Wyboston Lakes Great North Road Wyboston Bedford MK44 3BZ
<b>Bankers</b>	Natwest Bank plc 81 High Street Bedford MK40 1YN  Buckinghamshire Building Society High Street Chalfont St Giles Buckinghamshire HP8 4QB  CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2021

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The Trustees present their annual report together with the financial statements of the Bedford Foodbank for the year from 1 October 2020 to 30 September 2021.

#### Objectives and activities

##### a. Policies and objectives

The purpose of the charity, as set out in its governing document, is:

The relief of financial hardship amongst people in Bedford and the surrounding area, or in other parts of the United Kingdom in such way as the Trustees from time to time think fit, in particular but not exclusively by:

- i) Providing emergency food, essential toiletries, and other household items to individuals and families in need and / or for distribution by charities and other organisations working to prevent or relieve poverty.
- ii) Such other means including (but not limited to) the provision of support or signposting to relevant information and other advisory services.
- iii) And to provide such services with a Christian ethos, supported by established churches in the area of benefit.
- iv) The benefit of our purpose to support people in need is to feed individuals and families who, for one reason or another, may have difficulties in feeding themselves and/or their families. Our service improves the ability of families to care for children and achieve goals of self- sufficiency.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

##### b. Strategies for achieving objectives

We exist to provide emergency help to local people in food poverty; we are satisfied that we have achieved this to the best of our ability.

##### c. Activities undertaken to achieve objectives

The charity manages Bedford Foodbank, providing three days' nutritionally balanced emergency food and support to local people who are referred to us in crisis. We are part of a nationwide network of foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK.

##### d. Grant-making policies

We do not offer grants to any individuals or groups, other than limited donations to our clients who are food-poor, who may have identified a lack of funds for gas or electricity services, where small grants are available from time to time.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2021

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#### Objectives and activities (continued)

##### e. Main activities undertaken to further the Charity's purposes for the public benefit

Schools, churches, businesses and individuals donate non-perishable, in-date food to the foodbank which is checked, sorted and packed into crates ready to be given to people in need.

Care professionals such as doctors, health visitors, social workers, CAB and polic identify people in crisis and issue them with a foodbank voucher.

Foodbank clients bring the voucher to a foodbank centre where it can be redeemed for days emergency food. Volunteers meet clients and are able to signpost them to agencies which are able to help solve the longer-term problems.

##### f. Volunteers

Our volunteers are an absolutely key part of our work, and we could not achieve any of the objectives without their contribution.

At the start of the pandemic, some of our volunteers were in the at-risk age group; they were asked to stand down. Some have now returned to us; others have decided not to. Our procedures ensure that they are as safe as possible with regard to Covid. We have been pleased to welcome new volunteers and we have sufficient help to enable us to carry out our work.

#### Achievements and performance

##### a. Main achievements of the Charity

Bedford Foodbank is an independent charity; operating as a member of Trussell Trust network of foodbanks and we follow the Trust's policies. We have three paid part-time staff; they are supported by some 100 volunteers each week.

We operate from a rented warehouse in Manton Lane in Bedford. We work with 224 referral agencies; they refer clients to us. We provide emergency food and short-term support to local people who are experiencing food poverty.

The pandemic presented us with a real challenge. We were legally able to continue operating during lockdowns with the majority of our distribution centres remaining operational, though we ensured that volunteers and clients were operating in as safe an environment as possible. We continue to review our procedures in the light of changes in situation with the pandemic, both nationally and locally.

Client numbers have risen significantly during the year; we expect this trend to continue. At the start of this reporting year (1st October 2020), we were feeding some 838 clients per month; by the end of the reporting year, in September 2021, we were feeding 1,012 clients per month. The numbers continue to rise.

Even so, we have been able to meet this challenge. Donors of food and of cash have been extraordinarily generous; this was especially true at the start of the pandemic, we had sufficient funds to enable us to help everyone who came to us. We are in a healthy state financially and the trustees have given due consideration to the appropriate use of our funds. Nevertheless, as food needs increased, it became necessary for us to buy a substantial amount of food every month; the in-kind donations of food has not covered the increased demand. Some staff overtime was also deemed necessary to meet the increased numbers of clients.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2021

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#### Achievements and performance (continued)

The figures below (stated on a receipts basis) show that the levels of donations increased significantly from April 2020 onwards coinciding with the impacts of the pandemic across the UK. These extraordinary high levels of giving have now levelled out but have provided the Charity with a high level of funds available to support the ongoing requirements. Expenditure also shows an increase as food was purchased to cover the shortfall between need and food donated during this time and staff overtime was required:

Year	Income		Expenditure	
	October - March	April - Sept	October - March	April - Sept
2019 – 2020	£74.2k	£124.4k	£39.7k	£45.6k
2020 – 2021	£164.0k	£104.8k	£46.4k	£85.2k

We received generous donations from individuals and businesses. As a result of their generosity, and for the first time for us, we have not needed to undertake many fundraising activities. In any case, many of these would have had to have been suspended because of the pandemic.

In the year ended 30 September 2021, 128 tonnes of food had been donated to us (prior year 121 tonnes). The Trussell Trust uses a figure of £1.75 as the value of 1kg of donated stock. This figure is nationally agreed by the Trussell Trust in conjunction with the food industry, including Tesco, and these values have been used to estimate the value of donated goods for inclusion in the financial statements.

In summary, it has been a challenging year for all of us. We have been able to meet the increased demand by constantly reviewing our procedures, and by the generosity of donors. The contribution of our staff and volunteers has been invaluable. Thousands of local people have received help from us; it continues to be our privilege to offer it to them.

#### Financial review

##### a. Review of the charity's financial position

Details of the charity's income and expenditure are shown in the attached Statement of Financial Activities and the Balance Sheet. They include both monetary donations and estimated values for the donation of goods, using the standard measurement and valuation procedures adopted by the Trussell Trust.

The financial trends for the Bedford Foodbank from 2019 onwards reflect a continuation of the generous giving from many sources supportive of Bedford Foodbank. The operations of the foodbank have continued to control expenditure during this time of rapid increases in income and have focussed expenditure on just the essentials required to support the ongoing objectives of the foodbank.

In the year ended 30 September 2021, financial contributions reached £278,236 (2020 £205,282) and the value of donated goods was estimated to be £210,612 (2020 £209,922).

The value of donated goods expended in the year amounted to £236,938 (2020 £188,059). The vast majority of donated goods were distributed to clients, but stock valued at £3,116 (2020 £3,639) had to be scrapped as it was out of date at the time the charity received it.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2021

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The increase in financial contributions received during the pandemic has enabled the charity to meet the increased demand from clients and the charity was in a strong financial position at the reporting date. However, the trustees are mindful that a significant number of one-off donations have been received and there is a much smaller number of committed, regular donors so the levels of income may fall again in the forthcoming years.

#### **b. Reserves policy**

We operate a reserves policy whereby we aim to hold the equivalent of six months' worth of our budget in reserve. This is to enable us to continue operating should we face a situation wherein we are unable to secure sufficient income to meet our needs; the expectation is that this should be sufficient to meet our needs until such time as funding can be secured.

At the reporting date, the actual level of reserves is higher than the reserves policy, resulting from the unprecedented level of donations received during the pandemic. The trustees continue to look at how the additional funds can be used for the benefit of clients, without committing the charity to levels of expenditure which cannot be maintained in the long-term.

#### **c. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

#### **d. Principal risks and uncertainties**

We do continue to review risks. At present, we do not consider that these are substantial or grave. Without succumbing to complacency, we are confident within reason that we have the capacity to respond appropriately to any increase in poverty in the local area; we continue to monitor the economic and social situation locally and nationally. We will amend our procedures and policies in the light of any developments.

### **Structure, governance and management**

#### **a. Constitution**

Bedford Foodbank is a registered charity, number 1179538, and is constituted under a Charitable Incorporated Organisation (CIO) Foundation Constitution.

#### **b. Methods of appointment or election of Trustees**

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the constitution, and appointed by existing trustees.

#### **c. Policies adopted for the induction and training of Trustees**

Appropriate training is given to trustees, including to new trustees. This includes but is not limited to the training offered to foodbanks by the Trussell Trust.

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## BEDFORD FOODBANK

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2021

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#### Structure, governance and management (continued)

##### d. Related party relationships

As part of the Trussell Trust network, we follow their policies. We enjoy good relationships with other charities and bodies in the local area who also seek to relieve poverty. These relationships are informal; we do not, for example, make grants to other charities, but may from time to time offer to share resources with other local foodbanks.

##### Plans for future periods

The foodbank is committed to delivering a high standard of service to anyone who engages with our work. We believe that the best way to improve our service is by learning from the people who use it so we welcome comments, compliments and complaints from clients, referral agencies, volunteers and anyone else we come into contact with in our work. These help us to see what we are doing well and where we can make improvements for the future.

##### Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



**G R Moore**  
Chair of trustees  
Date: 16/05/2022

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## BEDFORD FOODBANK

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2021

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#### Independent Examiner's Report to the Trustees of Bedford Foodbank ('the Charity')

We report to the charity Trustees on our examination of the accounts of the Charity for the year ended 30 September 2021.

#### Responsibilities and Basis of Report

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

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

#### Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. We confirm that we are qualified to undertake the examination because we are a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

We have completed our examination. We confirm that no matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

We 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our work or for this report.

Signed:



Dated: 24/05/2022

Alan Endersby

ACA

#### Streets Chartered Accountants

Potton House, Wyboston Lakes, Great North Road, Wyboston, Bedford, MK44 3BZ

**BEDFORD FOODBANK**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

	Note	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>					
Donations and legacies	3	-	278,236	278,236	205,282
Charitable activities	4	-	210,612	210,612	209,922
Investments	5	-	176	176	-
<b>Total income</b>		-	<b>489,024</b>	<b>489,024</b>	<b>415,204</b>
<b>Expenditure on:</b>					
Charitable activities	6	2,541	343,230	345,771	271,844
<b>Total expenditure</b>		<b>2,541</b>	<b>343,230</b>	<b>345,771</b>	<b>271,844</b>
<b>Net movement in funds</b>		<b>(2,541)</b>	<b>145,794</b>	<b>143,253</b>	<b>143,360</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		2,541	201,185	203,726	60,366
Net movement in funds		(2,541)	145,794	143,253	143,360
<b>Total funds carried forward</b>		-	<b>346,979</b>	<b>346,979</b>	<b>203,726</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 10 to 19 form part of these financial statements.

**BEDFORD FOODBANK**

**BALANCE SHEET  
AS AT 30 SEPTEMBER 2021**

	Note		2021 £	2020 £
<b>Fixed assets</b>				
Tangible assets	10		36,126	1,123
<b>Current assets</b>				
Stocks	11	19,194	45,520	
Debtors	12	16,876	10,115	
Cash at bank and in hand		278,944	150,870	
		<u>315,014</u>	<u>206,505</u>	
Creditors: amounts falling due within one year	13	(4,161)	(3,902)	
<b>Net current assets</b>			<u>310,853</u>	202,603
<b>Total net assets</b>			<u><u>346,979</u></u>	<u><u>203,726</u></u>
<b>Charity funds</b>				
Restricted funds	14		-	2,541
Unrestricted funds	14		346,979	201,185
<b>Total funds</b>			<u><u>346,979</u></u>	<u><u>203,726</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



**G R Moore**  
Chair of Trustees  
Date: 16/05/2022

The notes on pages 10 to 19 form part of these financial statements.

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## BEDFORD FOODBANK

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2021

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#### 1. General information

As set out in the trustees' report, Bedford Foodbank is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission in England and Wales. The address of their registered office is 71 Murdock Road, Manton Industrial Estate, Bedford, MK41 7PL.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### 2. Accounting policies

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Bedford Foodbank meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

##### 2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation (using standard valuation procedures adopted by the Trusell Trust) and recognised as income when they are donated to the charity.

##### 2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

The value of gifts in kind distributed by the charity are included at valuation (using standard valuation procedures adopted by the Trusell Trust).

All expenditure is inclusive of irrecoverable VAT.

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## BEDFORD FOODBANK

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2021

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#### 2. Accounting policies (continued)

##### 2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

##### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Motor vehicles	-	25%	Reducing balance
Office equipment	-	33%	Straight line

##### 2.6 Stocks

Stocks of donated and purchased goods are valued using the standard valuation procedures adopted by the Trusell Trust.

##### 2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### 2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### 2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

##### 2.10 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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**2. Accounting policies (continued)**

**2.11 Pensions**

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

**2.12 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**3. Income from donations and legacies**

	<b>Restricted funds 2021 £</b>	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<b>Total funds 2020 £</b>
Donations	-	234,872	<b>234,872</b>	187,337
Grants	-	39,392	<b>39,392</b>	17,945
Similar incoming resources	-	3,972	<b>3,972</b>	-
	-	278,236	<b>278,236</b>	205,282
<i>Total 2020</i>	<b>15,600</b>	<b>189,682</b>	<b>205,282</b>	

**4. Income from charitable activities**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<b>Total funds 2020 £</b>
Foodbank operations - Donated goods	210,612	<b>210,612</b>	209,922

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

**5. Investment income**

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Interest received	176	176	-

**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Foodbank operations - Monetary expenditure	2,541	106,292	108,833	83,785
Foodbank operations - Donated goods	-	236,938	236,938	188,059
	<u>2,541</u>	<u>343,230</u>	<u>345,771</u>	<u>271,844</u>
<i>Total 2020</i>	<u>13,059</u>	<u>258,785</u>	<u>271,844</u>	

**Summary by expenditure type**

	Staff costs 2021 £	Depreciation 2021 £	Other costs 2021 £	Total funds 2021 £	Total funds 2020 £
Foodbank operations - Monetary expenditure	44,092	6,927	57,814	108,833	83,785
Foodbank operations - Donated goods	-	-	236,938	236,938	188,059
	<u>44,092</u>	<u>6,927</u>	<u>294,752</u>	<u>345,771</u>	<u>271,844</u>
<i>Total 2020</i>	<u>43,865</u>	<u>320</u>	<u>227,659</u>	<u>271,844</u>	

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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**7. Independent examiner's remuneration**

	2021 £	2020 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<u>1,920</u>	<u>2,748</u>

**8. Staff costs**

	2021 £	2020 £
Wages and salaries	43,265	43,186
Contribution to defined contribution pension schemes	827	679
	<u>44,092</u>	<u>43,865</u>

The average number of persons employed by the Charity during the year was as follows:

	2021 No.	2020 No.
Staff	<u>3</u>	<u>3</u>

No employee received remuneration amounting to more than £60,000 in either year.

The charity's key management personnel are the trustees (who give their time voluntarily) and the Foodbank Manager. Total remuneration for key management personnel amounted to £19,019 (2020 £26,691).

**9. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 30 September 2021, no Trustee expenses have been incurred (2020 - £NIL).

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

**10. Tangible fixed assets**

	Motor vehicles £	Office equipment £	Total £
<b>Cost or valuation</b>			
At 1 October 2020	-	1,443	1,443
Additions	41,930	-	41,930
At 30 September 2021	<u>41,930</u>	<u>1,443</u>	<u>43,373</u>
<b>Depreciation</b>			
At 1 October 2020	-	320	320
Charge for the year	6,451	476	6,927
At 30 September 2021	<u>6,451</u>	<u>796</u>	<u>7,247</u>
<b>Net book value</b>			
At 30 September 2021	<u><u>35,479</u></u>	<u><u>647</u></u>	<u><u>36,126</u></u>

**11. Stocks**

	2021 £	2020 £
Goods available for distribution	<u>19,194</u>	<u>45,520</u>

**12. Debtors**

	2021 £	2020 £
<b>Due within one year</b>		
Prepayments and accrued income	6,662	2,550
Gift aid recoverable	10,214	7,565
	<u>16,876</u>	<u>10,115</u>

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

**13. Creditors: Amounts falling due within one year**

	2021 £	2020 £
Other taxation and social security	307	103
Accruals and deferred income	3,854	3,799
	4,161	3,902
	4,161	3,902

**14. Statement of funds**

**Statement of funds - current year**

	Balance at 1 October 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2021 £
<b>Unrestricted funds</b>					
General Fund	200,062	489,024	(336,303)	(41,930)	310,853
Fixed asset reserve	1,123	-	(6,927)	41,930	36,126
	201,185	489,024	(343,230)	-	346,979
	201,185	489,024	(343,230)	-	346,979
<b>Restricted funds</b>					
Panacea Trust	2,541	-	(2,541)	-	-
	2,541	-	(2,541)	-	-
	2,541	-	(2,541)	-	-
<b>Total of funds</b>	203,726	489,024	(345,771)	-	346,979
	203,726	489,024	(345,771)	-	346,979

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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**14. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 October 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 30 September 2020 £</i>
<b>Unrestricted funds</b>				
General Fund	<u>60,366</u>	<u>408,884</u>	<u>(268,065)</u>	<u>201,185</u>
<b>Restricted funds</b>				
BLCF	-	5,600	(5,600)	-
Panacea Trust	-	10,000	(7,459)	2,541
	<u>-</u>	<u>15,600</u>	<u>(13,059)</u>	<u>2,541</u>
<b>Total of funds</b>	<u><u>60,366</u></u>	<u><u>424,484</u></u>	<u><u>(281,124)</u></u>	<u><u>203,726</u></u>

**General Funds:**

The majority of the charity's income and expenditure is for the purpose of running the Bedford Foodbank and is, therefore, freely available to be used for any charitable purpose.

**Fixed Asset Reserve:**

The charity maintains a fixed asset reserve, equivalent to the value of fixed assets held for use by the charity. Depreciation is charged to the fixed asset reserve and additions are recognised by way of a transfer between funds.

**Restricted Funds:**

Panacea Trust - In 2020, the charity received a £10,000 grant from the Panacea Trust, for the charity to purchase additional food for distributions to clients. The grant was used in part at 30 September 2020 and the remaining balance was used in the current financial year.

BLCF - In 2020, the charity was awarded two grants by Bedfordshire & Luton Community Foundation, totalling £5,600. £4,712 was given to support staff overtime and £888 was given for the purchase of equipment. Both had been fully utilised at 30 September 2020.

**BEDFORD FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

**15. Summary of funds**

**Summary of funds - current year**

	Balance at 1 October 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 September 2021 £
General funds	201,185	489,024	(343,230)	-	346,979
Restricted funds	2,541	-	(2,541)	-	-
	<u>203,726</u>	<u>489,024</u>	<u>(345,771)</u>	<u>-</u>	<u>346,979</u>

**Summary of funds - prior year**

	Balance at 1 October 2019 £	Income £	Expenditure £	Balance at 30 September 2020 £
General funds	60,366	408,884	(268,065)	201,185
Restricted funds	-	15,600	(13,059)	2,541
	<u>60,366</u>	<u>424,484</u>	<u>(281,124)</u>	<u>203,726</u>

**16. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	36,126	36,126
Current assets	315,014	315,014
Creditors due within one year	(4,161)	(4,161)
<b>Total</b>	<u>346,979</u>	<u>346,979</u>

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**BEDFORD FOODBANK**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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**16. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	<i>Restricted funds 2020 £</i>	<i>Unrestricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Tangible fixed assets	-	1,123	1,123
Current assets	2,541	203,964	206,505
Creditors due within one year	-	(3,902)	(3,902)
<b>Total</b>	<u>2,541</u>	<u>201,185</u>	<u>203,726</u>

**17. Operating lease commitments**

At 30 September 2021 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	<b>2021 £</b>	<b>2020 £</b>
Not later than 1 year	<b>16,000</b>	<b>16,000</b>
Later than 1 year and not later than 5 years	<b>56,000</b>	<b>72,000</b>
	<u><b>72,000</b></u>	<u><b>88,000</b></u>

**BEDFORD FOODBANK**

England & Wales - Charity number 1179538

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# Accounts

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Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	01	October	2019		30	September

**Section A Reference and administration details**

**Charity name** Bedford Foodbank

**Other names charity is known by**

**Registered charity number (if any)** 1179538

**Charity's principal address**

71 Murdock Road  
Manton Industrial Estate  
Bedford  
**Postcode** MK41 7PL

**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	Christopher Hall (deceased 2021)	Chair		
2	Carol Dwan			
3	Leanne Long			
4	William Fradin			
5	Simon Danes			
6	Graham Moore			
7				
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

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**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

Sarah Broughton, Project Manager
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**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	CIO Foundation Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustee

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>We are an independent CIO, operating within the Trussell Trust network. We use their database and systems, and generally follow their policies and procedures, including induction.</p> <p>We operate relationships with a very wide range of organisations and individuals across Bedford Borough and informally with adjacent districts and boroughs. We rely on a large number of statutory and voluntary bodies to identify people in need to whom support should be offered. We donate food only to clients coming to us with a referral from one of these bodies, or, exceptionally, we refer our clients to these bodies</p> <p>Major risks: this has included running a financial shortfall, but this is no longer considered a risk in the short term.</p>
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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

<p>The relief of financial hardship amongst people in Bedford and the surrounding area, or in other parts of the United Kingdom in such way as the Trustees from time to time think fit, in particular but not exclusively by:</p> <ol style="list-style-type: none"> <li>Providing emergency food, essential toiletries, and other household items to individuals and families in need and / or for distribution by charities and other organisations working to prevent or relieve poverty.</li> <li>Such other means including (but not limited to) the provision of support or signposting to relevant information and other advisory</li> </ol>
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services.

- iii. And to provide such services with a Christian ethos, supported by established churches in the area of benefit.
- iv. The benefit of our purpose to support people in need is to feed individuals and families who, for one reason or another, may have difficulties in feeding themselves and / or their families. Our service improves the ability of families to care for children and achieve goals of self- sufficiency.

In all the charity's activities, the trustees have regard to the guidance issued by the Charity Commission on public benefit.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

We do not offer grants to any individuals or groups, other than limited donations to our clients who are food-poor, who may have identified a lack of funds for gas or electricity services, where small grants are available from time to time.

We have no investments

Our volunteers are an absolutely key part of our work, and we could not achieve any of the objectives without their contributions. Many however were in the at-risk age group and were asked to stand down at the start of the pandemic. Whilst occasional emailed newsletters are circulated, we are not yet in a place where we are able to consider how they might (should they wish) to return to volunteer with us.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Bedford Foodbank is part of the Trussell Trust national network of Foodbanks and operates as its own independent charity status. Bedford Foodbank is staffed mainly by 130 volunteers each week (although fewer worked during lockdowns) and three part time paid staff.

Bedford Foodbank operates out of a rented warehouse in Manton Lane in Bedford.

The Foodbank works with 224 referral agencies to provide emergency food and support for local people in food poverty.

This year, the first year of the pandemic, we faced new and very real challenges. Rapid decisions had to be made about a number of key policies. Thus, volunteers aged over 70 were immediately asked at the time of the first lockdown to stand down from volunteering. Our food distribution was able to continue during lockdowns, as specifically excepted in the Covid regulations.

A 'Covid protected environment' had to be set up at the warehouse and at distribution centres (in others' buildings). We regret that we are no longer able to offer to our clients a social supporting environment that we offered previously, but that was inevitable with the regulations. We hope to reinstate that at the earliest but currently undetermined time.

Our client numbers rose significantly. In our case, although our client numbers rose, so did our donated food and funds (the latter by an extraordinary amount). Our donors, it should be noted, continued to donate even such necessities as toilet rolls during the shortages of late March 2020, such was their commitment to us and our clients.

The figures below (£000) show that the normal pattern of higher donations in the autumn / winter (harvest and Christmas), was completely changed. Expenditure also changed as some income was restricted (primarily for food) and significant staff overtime was required.

	Income - - - - ->		Expenditure - - - - ->	
	Oct-Mar	Apr-Sep	Oct-Mar	Apr-Sep
2018-19	£65.7	£30.2	£29.4	£29.7
2019-20	£74.2	£124.4	£39.7	£45.6

(2018-19 was typical year)

A number of grant awarding charities, who have awarded us with grants in the past, approached us see if additional help was required. In addition, the borough council was able to offer us grants and has made available further warehouse facilities to us, at no cost, during the height of the pandemic, which was much appreciated. Other donations were received from generous local and national companies, charities and individuals.

In addition, our warehouse operations have had to change to ensure a Covid-safe working environment. This has meant a change to the hours worked and to the numbers of our volunteers.

Serious consideration had to be given as to whether the warehouse did give us the space needed (for the Covid-safe environment), although we finally decided against a change. Further work is required to ensure we have enough warehousing space, which is an ongoing issue.

We were extremely fortunate that the trustees had decided, in September

2019, that our manager needed to be on payroll as we would have certainly have struggled with only two on the payroll.

We remain convinced that our priority is emergency food provision, and are taking the view that there should be no change to this, and we are counting Pandemic environment as a single continuing emergency.

Last year our stocks of food and other incidentals showed that 121 tonnes had been donated to us during the year and 109 tonnes had been donated to our clients. The Trussell Trust use a figure of £1.75 as the value of 1kg of stock. This is a figure agreed nationally by the Trussell Trust in conjunction with the food industry (including companies such as Tesco).

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## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Bedford Foodbank holds unrestricted and restricted funds. Our overall policy, for the time period of this report, was for unrestricted funds only to increase reserves to a minimum threshold necessary to operate the organisation (not more than 12 months' expenditure) or where specific projects were being planned for subsequent years.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Whilst the charity had been expecting to have to fundraise during the year, there had been adequate income during the first part of the year, and fundraising had been delayed until the second half of the year. But as the pandemic restrictions came into force, an immediate and magnificently generous response from our supporters meant that there was no need for additional fundraising.

Key Objectives: In past years we have operated the charity as if income were very limited, but the sudden surge in donations has meant that we have been able to review how we are working systems to make us more effective and efficient in a number of ways.

We do not hold any investments.

## Section F



## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Graham Robert Moore	William Patrick Fradin
Position (eg Secretary, Chair, etc)	Trustee	Trustee
Date	25/05/21	

Streets Chartered Accountants  
Potton House  
Wyboston Lakes  
Great North Road  
Wyboston  
Bedford  
MK44 3BZ

May 2021

Dear Sirs

This representation letter is provided in connection with your independent examination of the financial statements of the charity for the period ended 30 September 2020.

We confirm that the following representations are made to the best of our knowledge and belief, having made appropriate enquiries of other trustees, management and staff with relevant knowledge and experience and, where appropriate, inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the following representations to you:-

- 1) We have fulfilled our responsibilities as trustees under the Charities Act 2011 for preparing financial statements, in accordance with the applicable financial reporting framework, the FRS 102 Charity SORP, and for making accurate representations to you as independent examiner.

We confirm that in our opinion the financial statements give a true and fair view and in particular that where any additional information must be disclosed in order to give a true and fair view that information has in fact been disclosed. We further confirm that the selection and application of the accounting policies used in the preparation of the financial statements are appropriate, and we approve the financial statements.

- 2) We confirm that all accounting records have been made available to you for the purpose of your independent examination, in accordance with your terms of engagement, and that all transactions undertaken by the charity have been properly reflected and recorded in the accounting records. We confirm all other records and related information, including minutes of all management and trustees' meetings, have been made available to you. We confirm that we have given you unrestricted access to persons within the charity in order to obtain information and have provided any additional information that you have requested for the purposes of your independent examination. We further confirm the financial statements are free from material misstatements, including omissions.
- 3) We confirm that all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for and disclosed in accordance with the applicable financial reporting framework.
- 4) We confirm that the charity had no other liabilities or contingent liabilities other than those disclosed in the financial statements.
- 5) We confirm that there have been no events since the balance sheet date which require disclosing or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.
- 6) We confirm that the charity has had, at no time during the year, any arrangement, transaction or agreement to provide credit facilities (including advances and credits granted by the charity for trustees), nor to provide guarantees of any kind, including providing security for such matters, except as disclosed in the financial statements.

- 7) We confirm that we have disclosed to you the identity of the charity's related parties and all related party relationships and transactions of which we are aware and they have been appropriately accounted for and disclosed in the financial statements in accordance with the applicable financial reporting framework. We confirm that we are not aware of any further related party matters that require disclosure.

We confirm that we are aware that a related party of the charity includes a person or organisation which either (directly or indirectly) controls, has a joint control of, or significantly influences the charity or vice versa and as a result will include: members (as a guide with more than 20% of the voting rights), trustees, other key management, close family and other business interests of these.

We confirm that we are aware that close family are those family members who may be expected to influence, or be influenced by, that person and include: that person's children and spouse or domestic partner; children of that person's spouse or domestic partner; and dependants of that person or that person's spouse or domestic partner.

- 8) We confirm the charity has satisfactory title to all assets and there are no liens or encumbrances on the assets, except for those disclosed in the financial statements.
- 9) We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the financial statements.
- 10) We confirm that we have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.
- 11) We confirm that we are not aware of any possible or actual instances of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its business and which are central to the charity's ability to conduct its business and the charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, except as explained to you and disclosed in the financial statements.
- 12) We acknowledge our responsibility for the design, implementation and maintenance of internal controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our own risk assessment of the risk of fraud within the charity.
- 13) We confirm that there have been no actual or suspected instances of fraud, or other irregularities, involving trustees, management or employees who have a significant role in internal control, or others where the fraud, or other irregularity, could have a material effect on the financial statements. We further confirm that we are not aware of any allegations of fraud, or suspected fraud, or other irregularities affecting the company's financial statements communicated to us by former trustees, employees, former employees, analysts, regulators or others.
- 14) We confirm that, in our opinion, the charity's financial statements should be prepared on the going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. In reaching this conclusion, we have taken into account all relevant matters of which we are aware, including the availability of working capital and have considered a future period of at least one year from the date on which the financial statements will be approved.
- 15) We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- 16) We have not received any reports in respect of fraud and error from the service organisation used by the charity.

- 17) We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purposes or specifically designated for particular purposes by the Trustees, have been notified to you and correctly disclosed in the financial statements. We further confirm that there have been no breaches of terms or conditions during the period regarding the application of such income.
- 18) We confirm that we are not aware of any matters of material significance that should be reported to the Charity Commission.
- 19) We confirm the following specific representations made to you during the course of your independent examination, relating to:
- *We confirm that the figure for gift aid recoverable at 30 September 2020 is supported by gift aid declarations from the respective donors and has been calculated on the basis of donations made to the charity since its formation.*
  - *We confirm that pension contributions are expected to be paid on the full salary earned by staff and that we will correct the underpayment of pensions noted in the preparation of these accounts.*

Yours faithfully

Signed by:-



Trustee G R Moore.....

Date 10/5/21.....



## Receipts and payments accounts


CC16a

For the period from	01/10/2019	To	30/09/2020
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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 £
<b>A1 Receipts</b>					
Grants	7,945	10,000	-	17,945	8,000
Regular donations	13,617	-	-	13,617	4,092
Other donations	161,800	5,600	-	167,400	46,441
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>183,362</b>	<b>15,600</b>	<b>-</b>	<b>198,962</b>	<b>58,533</b>
<b>A2 Asset and investment sales, (see table).</b>					
Funds transferred from All Nations Church			-	-	37,985
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,985</b>
<b>Total receipts</b>	<b>183,362</b>	<b>15,600</b>	<b>-</b>	<b>198,962</b>	<b>96,518</b>
<b>A3 Payments</b>					
Client energy vouchers	3,588	2,083	-	5,671	5,471
Wages and salaries	37,786	5,521	-	43,307	22,615
Travel, subsistence and other expenses	2,513	-	-	2,513	4,444
Rent, rates and insurance	18,690	-	-	18,690	18,634
Premises costs	3,318	-	-	3,318	3,635
Equipment, office and sundry expenses	4,664	5,455	-	10,119	3,769
Professional fees	1,554	-	-	1,554	870
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>72,113</b>	<b>13,059</b>	<b>-</b>	<b>85,172</b>	<b>59,438</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>72,113</b>	<b>13,059</b>	<b>-</b>	<b>85,172</b>	<b>59,438</b>
<b>Net of receipts/(payments)</b>	<b>111,249</b>	<b>2,541</b>	<b>-</b>	<b>113,790</b>	<b>37,080</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>37,080</b>	<b>-</b>	<b>-</b>	<b>37,080</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>148,329</b>	<b>2,541</b>	<b>-</b>	<b>150,870</b>	<b>37,080</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>	Building Society Deposit Account	50,000		-
	Bank Current Account	97,686	2,541	-
	Petty cash and Energy vouchers	643	-	-
	<b>Total cash funds</b>	<b>148,329</b>	<b>2,541</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>
	Gift aid recoverable	7,612	-	-
			-	-
		-	-	-
		-	-	-
		-	-	-
<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 liabilities	107	-	
	Pension liabilities	1051	-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		G R Moore	10/5/21	