



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	October	2019		30	September	2020

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				
8				
9				
10				
11				
12				
13				
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15				
16				
17				
18				
19				
20				

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

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)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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.

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

Major risks: this has included running a financial shortfall, but this is no longer considered a risk in the short term.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

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:

- 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.
- Such other means including (but not limited to) the provision of support or signposting to relevant information and other advisory

	services.
	<p>iii. And to provide such services with a Christian ethos, supported by established churches in the area of benefit.</p> <p>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.</p> <p>In all the charity's activities, the trustees have regard to the guidance issued by the Charity Commission on public benefit.</p>

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)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

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.

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).

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.....



CHARITY COMMISSION
FOR ENGLAND AND WALES

BEDFORD FOODBANK

1179538

Receipts and payments accounts

CC16a

For the period
from

01/10/2019


To

30/09/2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
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
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	183,362	15,600	-	198,962	58,533
A2 Asset and investment sales, (see table).					
Funds transferred from All Nations Church			-	-	37,985
	-	-	-	-	-
Sub total	-	-	-	-	37,985
Total receipts	183,362	15,600	-	198,962	96,518
A3 Payments					
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
	-	-	-	-	-
	-	-	-	-	-
Sub total	72,113	13,059	-	85,172	59,438
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	72,113	13,059	-	85,172	59,438
Net of receipts/(payments)	111,249	2,541	-	113,790	37,080
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	37,080	-	-	37,080	-
Cash funds this year end	148,329	2,541	-	150,870	37,080

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Building Society Deposit Account	50,000		-
	Bank Current Account	97,686	2,541	-
	Petty cash and Energy vouchers	643	-	-
	Total cash funds	148,329	2,541	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Gift aid recoverable	7,612	-	-
			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	PAYE 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