

CHILTERN FOODBANK CIO

TRUSTEES REPORT AND ACCOUNTS

YEAR ENDED 31 MARCH 2024

Charity Registration Number: 1181094

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REPORT OF THE TRUSTEES FOR YEAR ENDED 31 MARCH 2024

The Trustees present their annual report and charity accounts for the year ended 31st March 2024.

Charity Information

Chiltern Foodbank was registered with the Charity Commission on 10 December 2018 as a Charitable Incorporated Organisation (CIO), registered number 1181094.

Trustees

Rev. Louise Alice Webber, resigned as Trustee and Chair on 23 May 2023.

Varkey Abraham (also known as Roy Abraham), appointed as Trustee and Chair on 23 May 2023; resigned as Chair on 27 February 2024.

Michael John Ridout

Emma Burgham

Colin Osbaldeston FCA

John Shaw FCMA

Christopher Paul Kay

Rev. Louise Webber resigned from the Chair and as a Trustee (on 23 May 2023) and Roy Abraham was appointed to these positions on the same date. Subsequently Roy Abraham stepped down as Chair (on 27 February 2024) due to ill health but continues as a Trustee. Subsequent Trustee meetings have been chaired by Michael Ridout as agreed by the Trustees present. In the meantime, the trustees are actively seeking a suitable person to take up the position of Chair.

Subsequent to the year-end Jon Salkeld was appointed as a Trustee on 21 May 2024.

During the year the Trustees met on 5 occasions to discuss and review operations and policy.

Principal Address

Chiltern Foodbank CIO

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Chesham

HP5 1BX

Tel: 01494 775668

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Bankers

Barclays Bank, 32 Bridge St, Banbury, OX16 5PN

Independent Examiner:

Christopher Nisbet FCA

Azets Audit Services

Suites B and D

Burnham Yard

Beaconsfield

Bucks HP9 2JH

Annual report of the Trustees for the year ended 31 March 2024**Management and Governance Arrangements**

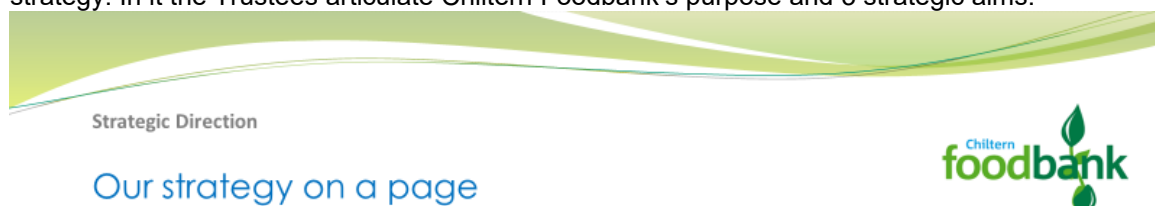
The CEO and Coordinator of the Foodbank is Diane Rutter and the Warehouse Manager is Kizzy Ross. Distribution centre team leaders during this year have been Helen Emmerson (Prestwood), John Shaw (Wendover) and James Simmons (Chalfont St Peter). The Treasurer is Colin Osbaldeston.

Change of personnel - Chair of Trustees

Lou Webber informed the Trustee board in November 2022 that she would be stepping down from the Trustee board in May 2023 as she was moving to a different part of the country. The Trustees are grateful to pro bono consultant Barry Clarke for facilitating their discussions to agree priorities, requirements, principles and process for recruiting a new Chair of Trustees, and for producing documentation and a timeline to support this. The role was advertised widely across local networks and via online volunteer recruitment portals including Reach Volunteering and Community Impact Bucks. The agreed selection process was followed with a successful outcome. The new Chair of Trustees, Roy Abraham, was identified during the year, and was appointed as Trustee and Chair from 23 May 2023. Subsequently Roy Abraham resigned as Chair on 27 February 2024 due to ill health but continues as a Trustee. Subsequent Trustee meetings have been chaired by Michael Ridout as agreed by the Trustees present. In the meantime, the trustees are actively seeking a suitable person to take up the position of Chair.

Strategy

Activity during the year was guided by the 3-year strategic plan which aligns with the Trussell Trust's strategy. In it the Trustees articulate Chiltern Foodbank's purpose and 3 strategic aims.

**Our strategy on a page**

Purpose	Ensure that nobody in our communities has to wonder where their next meal is coming from		
Specific Aims	Enable everyone in our communities to access food when they need it	Reduce the need for clients to return to the foodbank	Help address the causes of extreme poverty
Actions	Increase awareness among those who may need our service	Support other services that help our clients	Build public awareness of food poverty and its causes
	Ensure that our services are accessible at time of need	Improve our understanding of our clients and their needs	Gather data & generate evidence to influence national and local policy
	Develop effective partnerships and networks		
	Attract, retain and motivate the volunteers on whom our service depends		
Values	Compassion – Justice – Community - Dignity		

Statement of Trustees' Responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year, which show a true and fair view of the state of affairs of the charity, and its financial activities for that year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

REPORT ON ACTIVITIES OF CHILTERN FOODBANK CIO FOR THE YEAR ENDED 31ST MARCH 2024

Chiltern Foodbank CIO (CFB) continues to be grateful to the general public and many organisations and businesses that have supported it with food and financial donations to enable it to meet the high volume of need amongst our clients and to keep our volunteers safe.

Chiltern Foodbank CIO & The Trussell Trust

Chiltern Foodbank CIO continues to be a member of the Foodbank Network run by Salisbury based The Trussell Trust (TT) in which there are over 1,400 food bank centres across the country. Chiltern Foodbank CIO has a franchise agreement with TT. TT continues to be involved in lobbying national government about inadequacies, inefficiencies and unfairness in the benefits system as well undertaking significant media coverage which has a very beneficial effect on food and financial donations to individual Foodbanks, including CFB, as well as increasing the number of volunteers willing to work at Foodbanks. TT is a campaigning organisation against poverty in the UK, and Chiltern Foodbank CIO's data contributes to the evidence base about food poverty in the UK.

Premises

CFB continues to use 71 Broadway, Chesham as its principal warehouse and distribution centre supported by satellite distribution centres in Wendover, Prestwood and Chalfont St Peter.

The lease on the Chesham property expired on 31 July 2019 and a verbal agreement was made between the then Foodbank Coordinator, Dave Worrall, and the landlord that the arrangements could continue until 31 July 2024 on the same terms and conditions. However, the Foodbank has outgrown the current premises and a search for new premises was initiated in 2021, looking for somewhere that is safe for our volunteers and fit for purpose in which to deliver an enhanced service for our clients. Many properties have been viewed and possibilities explored, with one in particular looking a strong possibility. An informal community alliance was established with other community groups and partners with a view to co-locating to this particular property and creating a new community hub which would include the Foodbank. However, after a year of negotiations, the owners decided in 2023 to sell the property to another interested party. Another suitable property was identified in summer of 2023, and another community alliance initiated with other interested charities. However, the owners have subsequently decided not to rent to charities. Meanwhile we utilise the space within the current premises to best effect. Since 31 July 2024 CFB is currently in negotiation with the landlord for a further extension under the same terms and conditions.

Numbers Fed

2023/24 saw a 23.4% decrease in the number of people fed from the previous year.

	Vouchers redeemed	% Increase (decrease)	Adults Fed	% Increase (decrease)	Children Fed	% Increase (decrease)	Total Fed	% Increase (decrease)
2021/22 April - March	2090	-23.8%	3043	-29.7%	1849	-29.9%	4892	-29.7%
2022/23 April - March	2288	9.5%	3335	9.6%	2205	19.3%	5540	13.2%
2023/24 April - March	1794	-21.6%	2573	-22.8%	1671	-24.2%	4244	-23.4%

Food Donations and Distribution

There was a reduction in amount of food received this year. There was also a reduction in the food distributed because of a lower number of referrals from our partners.

Donated stock and purchases in 2023/24 was 60,792.73kg (2022/23 was 73,154.34kg).

Stock out to clients & other distributions in 2023/24 was 60,146.90kg (2022/23 was 69,222.79kg)

The value attributed to food donated to CFB and food given to clients is determined at a fixed unit price of £2.37 per kg, as advised by TT.

CFB continues to be generously supported by the local community with the donations made by the customers of the Amersham Tesco Superstore being the main contributor. Tesco also provide a

financial top up based on the weight of goods donated by their customers.

Permanent collection bins are also found in the supermarket branches of Sainsbury's, Waitrose and Tesco in Chesham, Sweeneys in Wendover, Sainsbury's in Prestwood and Co-op in Great Missenden and Prestwood. In addition, community shops at the Wigginton Village Store and at The Lee Village Shop are doing regular collections. Customers of all stores made important donations.

Fairtrade has consistently delivered good quality products to us, purchased with donations from their customers. This is an all-round win, for our clients and for Fairtrade's producers.

Special collections have been carried out by various communities and organisations including the Little Chalfont community, Wendover Youth Centre, Welcome to Running and many schools and churches.

We continue to have a network of Food Champions in the Amersham area who collect food donations from their neighbours, churches and workplace, and bring them to the Foodbank. A benefit of this is that people who purchase online groceries and no longer visit a supermarket, are still able to donate to the Foodbank. Food Champions collected 699.98 kg throughout the year. The Trustees are grateful to all the Food Champions, and to Susan Bosher, their volunteer team leader who pioneered this scheme. We also utilise an app called Bank the Food, which pings when people with the app enter one of our food collection points and lets them know what the Foodbank currently needs. Donations via this route are very low, but it is a means for people who wish to engage by app to do so.

At times we have more stock coming in than we can safely store at our premises. While we want to have sufficient stock to give out to everyone referred to us, we do not wish to stockpile large quantities as it has been given for people in food crisis and we want to keep it flowing out to those who need it. We have guidelines for when our stock levels reach the capacity of our warehouse, or when we have excess of particular items. Throughout the year we have donated excess stock to other charities serving local people in poverty:

- a. First priority: groups serving people in food crisis within our own geographical area, because the food was given for local people in food crisis – e.g. Family Food Hub at Little Chalfont <https://www.facebook.com/familyfoodhub.uk>
- b. Second priority: other groups who are serving people in need in our communities, who might be facing poverty issues and could potentially be our clients – e.g. Holiday lunch clubs, events for elderly residents, warm spaces etc.
- c. Third priority: adjacent Foodbanks who do similar work to ourselves supporting people who are local to us although not directly in our catchment area – e.g. One Can Trust <https://onecantrust.org.uk/>
- d. Fourth Priority: Foodbanks and charities supporting people in need in Northwest London as we know that they face high levels of need and many of the people they support are homeless and have gravitated there from outside London, including from our own area - e.g. Sufra <https://www.sufra-nwlondon.org.uk/>

As well as provision of products to clients, CFB provided food to a number of local initiatives which we promoted to our clients such as Welcome Spaces, and a cooking course on making nutritious food at a low cost. These activities were in partnership with Chesham United Reform Church, Chesham Library, Hope Church Chesham, the Mayor of Chesham, Chesham Asian Welfare Society, and Oasis Bagnall. Other initiatives that we supported with food, toiletries and other items where appropriate were Meet and Eat (a child holiday lunch provision run by Chesham United Reform Church), Chesham Community Fridge, Chesham Christmas Day Lunch Party for the Elderly, Family Food Hub (St George's Little Chalfont), One Can Trust (High Wycombe), Care4Calais (supporting refugees), Christians Against Poverty, Chesham Library Warm Space (now called Welcoming Space); Holy Trinity Lunch Club (Prestwood); Hope Church Chesham Pop up Cafe & Warm Space, RSPCA, Women's Refuge (Aylesbury), and Inspire GB (soup kitchen).

Out of date stock (OOD) was disposed of by offering it to the Chesham Community Fridge, and a *help yourself* facility to volunteers, however, some items had to be binned. Most of the products found to be out of date were already past their *best before* dates when received by us.

Referral Partners

CFB has 109 referral partners (voucher issuers) registered with us, of whom 62 have actively issued vouchers in the year 2023/24. (Previously 107 in 2022/23 of whom 74 were active). The breakdown by referral partner type is:

Statutory Agency	63
Charity	18
Church	18
Voluntary Agency	4
Community Group	6
Total	109

Citizens Advice Buckinghamshire was the largest issuer of vouchers in 2023/24, (518) with substantial numbers also issued from Community Support for Bucks (Buckinghamshire Council's Helping Hands) (401) and Paradigm Housing (290). Other referral partners each issued less than 100, with most issuing less than 10.

Volunteers

The Foodbank continues to be supported by a well-trained and enthusiastic group of 96 volunteers. These support the work of CFB at its main warehouse in Chesham and its distribution centres in Chesham, Chalfont St Peter, Prestwood and Wendover, and through local food collections. The Trustees are truly grateful for the very hard work that all volunteers give in ensuring that the most vulnerable in our community are fed. CFB would like to acknowledge and thank Kizzy Ross, our warehouse manager and her team of warehouse volunteers, all the front of house volunteers, all van drivers, all delivery drivers, plus the many other volunteers who perform vital functions in the life of the Foodbank.

Fundraising

Our communities have been very generous and we saw a continued generosity in financial donations from individuals and organisations, many of whom undertook self-initiated fundraising activities.

We are particularly grateful to Elizabeth Shepherd, the Mayor of Amersham, for making us her charity of the year. This generated donation of money, products and also raised awareness of food poverty in our area and how to get help.

CFB has not needed to undertake any additional fundraising activities.

IT and Digital Support

We make significant use of IT in the running of the Foodbank. Most notable is that all our data concerning our stock, our clients and food distributed is held on the Trussell Trust's cloud-based Data Collection System. The data and statistics are overseen by our volunteer Margaret Irvine. All our files and information are held on the Trussell Trust's cloud based Google Drive. These are secure systems that are GDPR compliant.

The CFB website is a generic one based on the Trussell Trust format. Our volunteer Robert Pender has been regularly updating our website with improvements and news items throughout the year.

There is a "Donate" button on the CFB website and access to a giving portal run by Enthuse/Charity Checkout.

We have a Just Giving account, used mainly by Corporate partners and overseen by Kate Turnock, our Lead volunteer for Corporate Liaison.

During the year, CFB received donations via Enthuse/Charity Checkout totalling £30,454.55, a marked decrease from £65,244.91 in the previous year. A further £6,608.93 was claimed in Gift Aid (£13,131.02 in the previous year).

We have an Instagram account, developed and managed by our volunteer Lucy Chapman, which enables us to share information, campaigns, thanks and insights via social media.

IT support was provided by Tim Pye and Nigel Brand. Subsequent to the year-end we have contracted a local IT support provider at a charity preferential rate.

The Trustees are grateful to Margaret, Robert, Kate, Lucy, Tim and Nigel for their data, IT and digital support.

Financial

CFB continues to be blessed with healthy financial reserves as income from gifts and grants exceeded expenditure in 2023/24 by £46,213.

Buckinghamshire Council continued to support CFB through its grants to support the work of providing emergency food to local people. In particular they enable Foodbank volunteers to have access to parking permits enabling them to park for free when volunteering at the Foodbank.

During the year the following payments were made to Trustees in reimbursement of expenses personally incurred in running CFB:

- Colin Osbaldeston £650.94
- John Shaw £553.37
- Roy Abraham £25.05

No other Trustees were reimbursed any expenses.

As well as emergency food distribution, Chiltern Foodbank awards discretionary grants to help to alleviate poverty. During the year 2023/24 the following grants were made:

- £1,618 in Hardship grants to assist individual clients in need.
- £29,666 to Citizens Advice Buckinghamshire, our main referral partner, to run a dedicated freephone food crisis line that allows clients to access food vouchers. This is coupled with the provision of expert advice for all callers designed to address the underlying issues contributing to their financial insecurity which in turn drives their need for food vouchers.
- £12,500 to Big Community Takeaway, to provide two-course hot meals to our clients who live in Chesham, Amersham and the surrounding villages.
- £6,000 to Restore Hope Latimer, to enable them to provide fresh fruit, vegetables and eggs to some of our clients.
- £6,000 to Christians Against Poverty for supporting many of our clients in their journey to becoming debt free.
- £1,000 to Chesham United Reform Church to run summer sessions of Meet & Eat providing food and activities in a safe and fun environment for families trying to manage on a tight budget during the holidays.
- £785 to Holy Trinity Prestwood to fund their Make Lunch Club sessions from May-December to enable families who have children that are eligible for free school meals to access a hot and nutritious two-course meal once a week in each school holiday.
- £200 to Southend Foodbank towards their van replacement.

The purchase of all equipment was written off by 100% during the year. The reception area was refurbished at a cost of £5,678 in May 2019 and this amount has been fully depreciated over five years. The part time CEO and Coordinator, Diane Rutter, is the only paid member of staff.

TaxAssist in Chesham continue to provide payroll services on a pro bono basis which they have done since 2021 for which the Trustees are most grateful.

Reserves

The Trustees considered the Charity's reserves target, in accordance with its reserves policy, when developing and approving financial plans and budgets for 2024/25. The purpose of the reserves policy is to ensure the stability of the delivery of the mission and ongoing operations of the Chiltern Foodbank. Unrestricted general fund reserves are intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated reduction in funding, or uninsured losses.

The current target range for unrestricted general fund reserves is based on a risk-based approach. When assessed this equates to a minimum fund balance of between £105,000 to £140,000, which represents approximately 9 to 12 months of planned expenditure.

The Trustees have considered the level of General Funds, including designated funds for hardship and dilapidations, held at the end of the financial year. The level of these funds is £546,588, which is £406,588 in excess of the top of reserves target range. This has arisen due to the generosity of donors and grant makers and without any specific effort being put into fundraising in the previous years. Last year the Trustees undertook a review of the delivery of the strategy of the charity to achieve its objects over the following 3 to 5 years and agreed to increase the value of the Designated Fund for delivery of the Strategy to £350,000. In again reviewing plans going forward, the Trustees confirmed that this level of Designated Fund remains appropriate to support the delivery of the strategy. It continues to be expected to be expended over that period. It is anticipated that the balance of excess reserves of

£56,588 will be spent over the next three years in the context of the ongoing impact of the recent cost of living crisis during which time income is likely to be lower than planned and expenditure higher.

In addition, there are Designated Reserves for Dilapidations and for the Hardship Fund. During the year the Trustees set aside out of General Reserve Funds an amount of £2,000 to the Dilapidations Reserve and £3,000 to the Hardship Fund. The resulting balances at the year-end were £10,000 and £3,269 respectively.

Foodbank Van

The van purchased by the Buckinghamshire Building Society in 2013 continues to be well used for the collection of goods from Tesco, Sainsbury's and Waitrose as well as the delivery of boxes to the distribution centres at Prestwood and Chalfont St Peter. However, annual mileage is low and a replacement will hopefully not be required for a number of years.

The Trustees are grateful to Oakleigh Garage in Chesham for the free provision of servicing and MOT inspection of the van during the year.

Chiltern Foodbank Fuel Bank

In October 2019 CFB set up a Fuel Bank. The Fuel Bank was jointly financed by the Paradigm Foundation and CFB, each of whom contributed £3,000 and a separate bank account was established for these funds. The aim of the Fuel Bank was to provide small grants (£28 for single people and £49 for couples and families) to contribute towards energy costs.

The Fuel Bank activities were suspended during 2021 as Buckinghamshire Council's Helping Hands scheme is issuing fuel vouchers and they are able to give other fuel related support – so it is in the client's best interests to access the enhanced levels of fuel support from them rather than from us. CFB continues to have regular meetings with Buckinghamshire Council to update on the status of this support for our clients, which has continued throughout the year. As our fuel bank has not been needed for several years now, the Trustees decided during the year to wind up the Fuel Bank and to close our account, which has been done. Paradigm allowed us to absorb any remaining money which they had provided (£661) into the Foodbank's unrestricted funds.

Vodafone sim cards

Throughout the year CFB continued to have access to Vodafone sim cards through a partnership with the Trussell Trust and Vodafone, which provided 6 months of free data, calls and texts. This year 16 were given out to clients when requested by our referral partners. This offer expired at the end of March 2024.

Gift cards

In spring/summer 2023 we distributed £7,500 worth of Tesco gift cards that had been purchased in the previous financial year. We subsequently purchased a further £12,500 (at a discounted cost of £12,187.50) worth of gift cards that we distributed to clients along with their first food parcel in the run up to Christmas and January. These gift cards were well received and eased pressure on household budgets of our clients, helping to reduce the need for them to return to the Foodbank.

Risk Management

The principal risks and uncertainties considered by the Trustees included:

- **Health & Safety** – Risk assessments and Health and Safety policy reviewed and updated in July 2023 (and again in July 2024), with mitigations put in place as appropriate to ensure that staff, volunteers and clients were protected. **Safeguarding** – The Safeguarding Policy and associated procedures were reviewed and updated and approved by the Trustees in July 2023 (and again in July 2024). One safeguarding concern was raised during the year with the Safeguarding Buckinghamshire's first response team.
- **Financial** – As the report and accounts show, the Chiltern Foodbank had a healthy financial position at the end of the year. The Trustees reviewed and agreed the Charity's reserves policy on 23 May 2023 (and again in May 2024), which, along with ongoing financial reporting and planning, will help ensure that financial risks are managed effectively. In addition, the Trustees have ensured that key financial controls are in place, particularly dual authorisation of payments from any of the bank accounts.
- **Data Protection** – The Data Protection policy was reviewed and approved by Trustees in September 2023 along with the related Privacy policy and statements. Guidance was also reviewed to help Trustees, staff and volunteers comply with this policy and relevant data

protection legislation. No data breaches were reported to the ICO during the year, or since then to the date of this report.

Returners Project

Our Returners Project in partnership with the Trussell Trust and Citizens Advice Buckinghamshire has continued throughout the year. Funded through a Financial Inclusion grant from the Trussell Trust this project helps us to address our second strategic aim to *reduce the need for people to keep returning to the Foodbank*. We pay Citizens Advice Buckinghamshire for caseworker time to provide direct support to Foodbank clients who have had more than 3 parcels in a 6-month period. This enables a review of their finances and help to access any additional income they are entitled to or support with debts etc., to ensure that they receive the maximum income possible. Volunteer Nicola Raher is the project lead for the Foodbank and the Trustees are grateful for her help in establishing communications and addressing initial challenges as this approach is put in place.

Future Plans

In line with our strategy, we will continue to develop partnerships with others to address our second and third strategic aims. We will also explore partnership opportunities for relocation to more suitable premises.

Approved by the Trustees on 27th November 2024 and signed on their behalf by:



.....
Christopher Kay
Trustee

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

		Unrestric ted Funds	Designated Funds	Restricted Funds	Year to 31 March 2024	Year to 31 March 2023
		£	£	£	£	£
INCOMING RESOURCES FROM GENERATED FUNDS						
	Note					
Income from donations and legacies	3a	£302,437	£0	£0	£302,437	£383,141
Income from charitable activities	3b	£17,845	£0	£33,118	£50,963	£42,366
Investment income	3c	£12,159	£0	£ 0	£ 12,159	£5,000
Other income	3d	£0	£0	£0	£0	£3,502
Total Income		£ 332,441	£0	£ 33,118	£365,559	£434,009
RESOURCES EXPENDED						
Expenditure on Raising Funds		£0	£0	£0	£0	£0
Expenditure on Charitable Activities	4	£ 284,520	£ 1,618	£ 32,481	£ 318,619	£249,916
Other Expenditure – Governance Costs	5	£726	£0	£0	£726	£726
Total Expenditure		£285,246	£1,618	£32,481	£ 319,345	£250,642
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		£ 47,195	(£1,618)	£637	£ 46,214	£183,367
Transfers between funds		(£4,339)	£5,000	(£661)	£0	£0
NET MOVEMENT IN FUNDS		£42,856	£3,382	(£24)	£46,214	£183,367
Surplus funds brought forward		£140,463	£359,887	£16,583	£516,933	£333,566
SURPLUS FUNDS CARRIED FORWARD		£183,319	£363,269	£16,559	£563,147	£516,933

Chiltern Foodbank Accounts for year ended 31 March 2024 | 2024

BALANCE SHEET

		31 March 2024		31 March 2023	
		£	£	£	£
	Note				
FIXED ASSETS					
Furniture, fixtures & equipment	7	£0	£1,135		
			£0		£1,135
CURRENT ASSETS					
Stock		£19,029	£17,498		
Stock of Fuel Vouchers		£0	£822		
Debtors	8	£17,705	£23,611		
Cash in bank and in hand - General Funds		£527,139	£474,094		
Cash in bank and in hand - Fuel Bank Account		£0	£500		
			£563,873		£516,525
Creditors falling due within one year	9	£726		£727	
NET ASSETS			£563,147		£ 516,933
FUNDS:					
Unrestricted Income Funds	10	£546,588		£500,350	
Restricted Income Funds	10	£16,559		£16,583	
TOTAL CHARITY FUNDS			£563,147		£516,933

The notes at pages 13 to 18 form part of these accounts.

Approved by the Trustees on 27th November 2024 and signed on their behalf


 Christopher Kay
 Trustee


 C Osbaldeston FCA
 Treasurer / Trustee

NOTES TO THE ACCOUNTS**1 Accounting Policies****(a) Basis of preparation and assessment of going concern**

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity has taken advantage of the provision in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed.

Unrestricted income funds comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the Trustees, at their discretion, have created a fund for a specific purpose.

Further details of each fund are disclosed in note 10.

(c) Income recognition

All incoming resources are recognised once the charity has entitlement to the resources, it is certain the resources will be received and the monetary value can be measured with reliability.

The value of donated goods, calculated at the rate set by the Trussell Trust, is shown in incoming resources.

Tax refunds are recognised when the income to which they relate is received.

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 bank.

(d) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Grants payable are payments made to third parties in the furtherance of the charitable objects of the charity. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the grant. Grants awards that are subject to the recipient fulfilling performance conditions are only

accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside of the control of the charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty as to the timing of the grant or the amount of grant payable.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Support and governance costs

Support and governance costs for the charity include all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to fees payable for the independent examination of the accounts together with other administrative expenses.

Unless directly attributable to a specific fund, all these costs are met out of unrestricted funds.

Further details of these costs can be seen in notes 5 and 6.

(g) Expenditure on charitable activities

Expenditure on charitable activities includes donations of food and grants made, as shown in note 4.

(h) Fixed Assets

Fixed Assets are measured at cost less accumulated depreciation. Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings and equipment	5 years straight line
----------------------------------	-----------------------

(i) Stock

Stock, received by way of donation is valued at the year end at the value set by the Trussell Trust.

(j) Debtors

Debtors are recognised at the settlement amount due or income amount accrued net of any discounts due.

(k) Creditors

Creditors are recognised at their settlement amount after allowing for any discounts due.

(l) Contingent liabilities

The charity does not have any contingent liabilities.

2 Trustees' Expenses and Remuneration

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2023: £nil). The Charity has employed a co-ordinator who has been remunerated in the period amounting to £26,201 (2023: £23,562). Current trustees were reimbursed a total of £1,229 (2023: £860) in the year.

3a Income from Donations and Legacies

	Unrestricted Funds	Restricted Funds	Year to 31 March 2024	Year to 31 March 2023
	£	£	£	£
Donations including tax recoverable	<u>£302,437</u>	<u>£0</u>	<u>£302,437</u>	<u>£383,141</u>

3b Income from Charitable Activities

	Unrestricted Funds	Restricted Funds	Year to 31 March 2024	Year to 31 March 2023
	£	£	£	£
Grants – Buckinghamshire Council	£ 12,877	£0	£12,877	£5,745
Grants – Trussell Trust	£ 4,968	£0	£4,968	£4,777
Grants – Financial Inclusion	£0	£33,118	£33,118	£31,844
Fund raising events	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£0</u>
Total	<u>£ 17,845</u>	<u>£33,118</u>	<u>£ 50,963</u>	<u>£42,366</u>

3c Investment Income

	Unrestricted Funds	Restricted Funds	Year to 31 March 2024	Year to 31 March 2023
	£	£	£	£
Interest on Cash Deposits	<u>£ 12,159</u>	<u>£0</u>	<u>£12,159</u>	<u>£5,000</u>

3d Other Income

	Unrestricted Funds	Restricted Funds	Year to 31 March 2024	Year to 31 March 2023
	£	£	£	£
Gain on revaluation of stock	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£3,502</u>

4 Analysis of Charitable Expenditure

	Year to 31 March 2024	Year to 31 March 2023
	£	£
Food/clients etc		
Value of food given to clients (at £2.37/kg)	£142,548	£149,104
Purchase of Food	£309	£2,329
Gift cards given to clients	£19,687	£0
	£162,544	£151,433
Running Expenses		
Salary and pension	£26,201	£23,562
Rent	£12,000	£12,000
Uniforms and other volunteer costs	£6,045	£1,924
Storage and packing materials	£4,482	£8,487
Repairs and maintenance	£4,233	£4,139
Van expenses and travel	£3,060	£2,196
Post & stationery	£1,762	£1,391
Telephone	£422	£498
Insurance	£1,194	£1,184
Light, heat and water	£2,284	£1,127
Bank Charges	£245	£380
Equipment	£1,373	£973
Depreciation	£1,135	£1,136
Sundry	£1,389	£641
	£65,825	£59,638
Grants		
Citizens Advice Buckinghamshire	£29,666	£10,000
Big Community Takeaway	£12,500	£0
Christians Against Poverty	£6,000	£3,000
Restore Hope Latimer	£6,000	£6,000
UCR Meat and Eat	£1,000	£0
Prestwood make lunch	£785	£0
Southend Foodbank Van Appeal	£200	£0
St George's Little Chalfont	£0	£3,000
Financial Inclusion Returners Project	£32,481	£15,922
Hardship Fund	£1,618	£923
	£90,250	£38,845
Total	£318,619	£249,916

£32,481 (2023: £15,922) of the Financial Inclusion Returners Project and £nil (2023: £0) of fuel vouchers given to clients were met out of restricted funds. £1,618 (2023: £923) for the Hardship Fund was met out of designated funds. The rest of the costs were met out of unrestricted funds.

5 Other Expenditure – Governance Costs

Governance costs for the Trust include all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination fees as follows:

	Year to 31 March 2024	Year to 31 March 2023
	£	£
Independent Examiner's Remuneration (Note 6)	£726	£726
	£726	£726

All of the above costs were met out of unrestricted funds.

6 Independent Examiner's Remuneration

The independent examiner's remuneration comprises an independent examination fee of £726 (2023: £726)

7 Fixed Assets

	Fixtures, fittings & equipment	Total
	£	£
Cost		
As at 1 April 2023	£5,678	£5,678
Additions	£0	£0
As at 31 March 2024	£5,678	£5,678
Depreciation		
As at 1 April 2023	£4,543	£4,543
Charge for the year	£1,135	£1,135
As at 31 March 2024	£5,678	£5,678
Net Book Value at 31 March 2024	£0	£0
Net Book Value at 31 March 2023	£1,135	£1,135

All assets relate to unrestricted funds

8 Analysis of Debtors

	At 31 March 2024	At 31 March 2023
	£	£
Prepayments and accrued income	£17,705	£23,611
Other debtors	£0	£0
	£17,705	£23,611

All debtors relate to unrestricted funds

9 Analysis of Creditors falling due within one year

	At 31 March 2024	At 31 March 2023
	£	£
Accruals	£726	£726
	£726	£726

All creditors falling due within one year relate to unrestricted funds

10 Analysis of Charitable Funds

	Balance at 1 April 2023	Incoming resources	Resources expended	Transfers between funds	Balance at 31 March 2024
	£	£	£	£	£
Unrestricted Funds	£140,463	£ 332,441	(£285,246)	(£4,339)	£183,319
Designated Funds – Hardship	£1,887	£0	(£1,618)	£3,000	£3,269
Designated Funds – Dilapidations	£8,000	£0	(£0)	£2,000	£10,000
Designated Funds – New Strategy	£350,000	£0	(£0)	£0	£350,000
Restricted Funds – Fuelbank	£661	£0	(£0)	(£661)	£0
Restricted Funds – Financial Inclusion	£15,922	£33,118	(£32,481)	£0	£16,559
	£516,933	£ 365,559	(£319,345)	£0	£ 563,147

11 Analysis of Net Assets Between Funds

	Unrestricted Funds	Designated Funds	Restricted Funds	Total
	£	£	£	£
Fund balances at 31 March 2024 are represented by:				
Total Assets	£184,045	£363,269	£16,559	£ 563,873
Creditors due within 1 year	(£726)	£0	£0	(£726)
	£183,319	£363,269	£16,559	£563,147

Fund balances at 31 March 2023 were represented by:

Total Assets	£141,190	£359,887	£16,583	£517,660
Creditors due within 1 year	(£727)	£0	£0	(£727)
	£140,463	£359,887	£16,583	£516,933

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CHILTERN FOODBANK CIO

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024 which are set out on pages 11 to 18.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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. I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me 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 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.

I 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.



Christopher Nisbet FCA

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29 November 2024