



PROVIDE DEVON

TRUSTEES' REPORT AND ACCOUNTS YEAR ENDED 31 DECEMBER 2021

CHARITY NUMBER: 1181135

Registered Address:

Unit 12, Walkham Business Park,
Burrington Industrial Estate,
Plymouth PL5 3LS

Trustees' Report

Aim and Purpose

The aim of Provide Devon is the prevention and relief of poverty for the public benefit in Devon, through the provision of food hampers to people who are in financial need. The initial area of focus, during the early years of operation since formation in December 2018, is the city of Plymouth.

Provide Devon uses surplus food that is donated by businesses and individuals and supplements this, through the purchase of fresh produce, to create nutritionally-balanced food parcels. Basic hygiene products can also be added.

The Trustees have taken into account the Charity Commission guidance on public benefit and this report outlines how Provide Devon has benefited the public.

Activities

The charity responds to those in financial need, without judgement or discrimination. Support is given to disadvantaged or marginalised individuals and families, meeting the basic requirements of clients through the provision of crisis food hampers.

Clients are referred to Provide Devon by a wide range of referral agents, as detailed in the Operational Review. Hampers are prepared by the charity's staff and then collected by, or delivered to, those agencies who pass them on to their clients.

Provide Devon endeavours to keep abreast of the provision of food for those in need in Plymouth by maintaining frequent contact with other like-minded providers and agencies and by working together with them, particularly on larger-scale projects.

Operational Review

Summary

Provide Devon has continued to increase the number of referral agents it supports and the number of requests each month has also increased. The rise in referral agents and subsequent referrals has highlighted the growing need of people seeking emergency food provision across the statutory and voluntary services provided in Plymouth.

It has been a year of change that has presented challenges, but Provide Devon has been able to meet the rise in demand of crisis food packs "head on" despite the Covid-19 restrictions we all faced. Operationally, the charity moved to a collection-only model and reduced the daily volunteer numbers to two in the unit at any one time. Referrals were collected by the agents at a given time which enabled a managed transition of parcels throughout the day.

Food Provision

The charity's access to food has remained relatively constant over the period with only a small reduction in public donations noticeable, partly due to the closure of libraries during restriction and people self-isolating.

Crisis food packs from our charity include long-life food items as well as fresh produce (such as bread, fruit and vegetables), chilled food (milk, butter and cheese), and hygiene items where possible.

Our food provision comes through partnerships with:

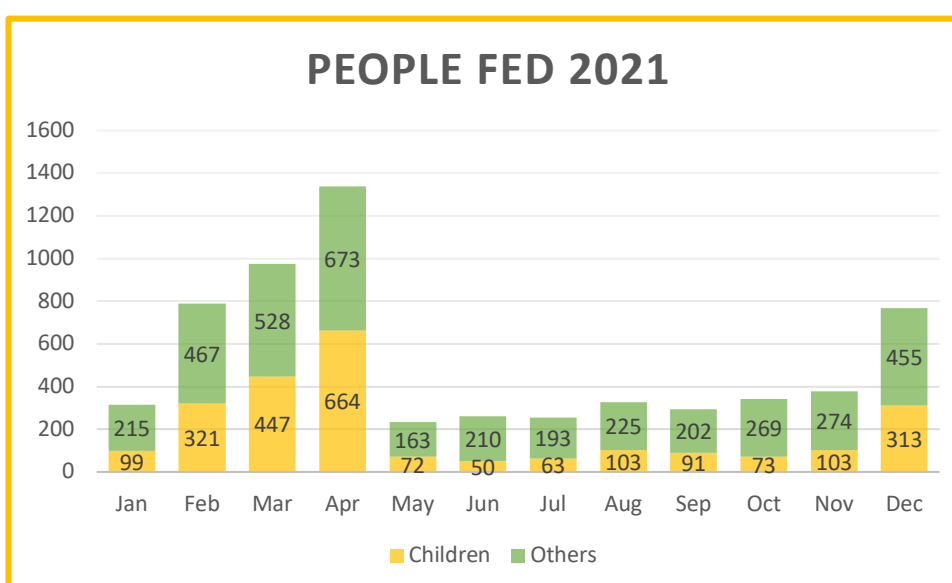
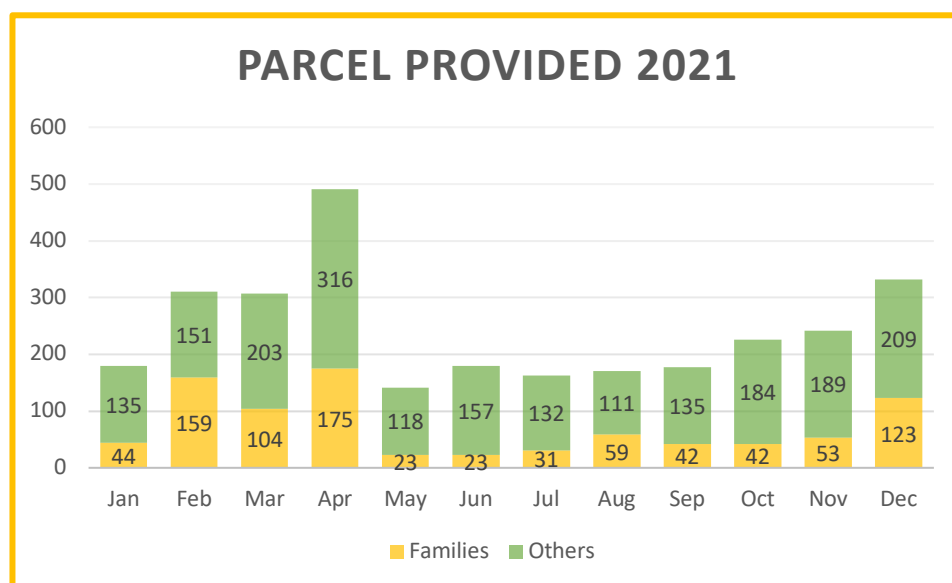
- Warburtons, who provide us with fresh bread each week
- FareShare SW, who distribute surplus food to charities that turn it into meals
- Tamar Fresh, who donate fresh fruit and vegetables each week
- Co-op, who offer us any surplus food from several of their shops, as well as hosting food collection boxes in many of their Plymouth stores
- Lidl, who offer and supply surplus food from distribution centre
- Booker, who offer surplus food when available
- Organisations, who support the charity through donations
- Members of the local community, who support the charity with private donations.

Staff & Volunteers

During the period, Provide Devon was managed by an Operations/Charity Manager, Assistant Manager and 14 core Volunteers. The reduction in volunteers from 30 was in part due to some isolating and enabling safe operations in the unit to meet the demand in service. The Board of Trustees have delegated the day to day running and operational decisions the manager and the volunteer team, which includes, admin support, stock management, health and safety and food deliveries.

Crisis Food Parcels

The charity has seen another year-on-year increase in direct referrals from registered agencies, although the level of special projects undertaken was lower than the previous year. We provided **2,918** food parcels of which **878** recipients were families which results as **6,273** people being fed, **2,399** of those children.



Referral Agents

Our referral agents fall within the following sectors

- Education – Children centres, preschools, primary schools, secondary schools, colleges
- Health – NHS, private doctors, mental health & wellbeing practitioners, addiction and abuse support agencies, counsellors
- Reform – National probation services, ex offending support services
- Social & Faith – Local churches, youth clubs, community grass root groups
- Housing – Associations, homelessness assistance, temporary housing organisations
- Local Authorities - Children services, family services, vulnerable adult services
- Refugee
- Modern Slavery and Trafficking

Financial Review

Provide Devon was registered as a Charitable Incorporated Organisation with the Charities Commission on 12 December 2018.

At 31 December 2021, Provide Devon had a General Fund balance of £31,997 and a Restricted Fund Balance of £2,829 for Crisis Food.

During the year, income comprised donations from individuals and organisations, together with grants as follows:

- Plymouth City Council - £8,900 for Crisis Food
- Unicef Funding - £8,194.20 for Crisis Food and management support

Provide Devon is most grateful for all support received and would like to thank Plymouth Community Homes, National Health Service, Devonport Royal Dockyard, Gulland Properties, Asda, Arnold Clark and Plymouth Astor Trust for their support.

Provide Devon took a lease on Unit 12, Walkham Business Park from late 2018 and the landlord continued to waive rent for the first 6 months due to the COVID pandemic and to charge a minimal rent for the second 6 months. Provide Devon is most grateful for this support.

During 2021, the Charity Manager (Steve Bailey) was joined in February by a part time assistant employed for 15 hours a week. The Charity Manager is also supported by a number of dedicated volunteers who provide invaluable assistance in running the charity.

Apart from the cost of payroll and premises, the bulk of expenditure is focused on the specific role of the charity - the provision of crisis food parcels.

Reserves Policy

The Trustees have agreed a reserves policy of maintaining a balance on unrestricted funds (where possible) equating to at least three months running costs for the charity - around £10,000 at current level of costs.

At the end of 2021, there was sufficient unrestricted funds to cover 6 months wages for the employed staff at current hours and 6 months of rent & running costs for the distribution warehouse unit.

Structure, Governance and Management

Provide Devon is governed by the Trustees as set out in the Constitution. The day- to-day management of the Charity is delegated to the Charity Manager who works with a number of volunteers to take delivery of food supplies, prepare and deliver the food hampers.

Trustees met approximately every two months during the year, to consider strategy and operational activities and to respond to the challenges imposed by the Coronavirus pandemic.

Trustees

The Trustees who served during the year were:

Marc Nash (Chair)	
Madeline Maddison (Secretary)	Resigned 31 January 2021
Graham Stirling	
David Simpkins	
Jean Potter	
Chris Hayter	

Following her resignation as Trustee, Madeleine Maddison commenced part-time employment with the Charity.

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2020

PROVIDE DEVON FINANCIAL STATEMENT

RECEIPTS & PAYMENTS ACCOUNT for the year to 31 December 2021

	Unrestricted funds £	Restricted funds £	Total funds £	Prior Year £
Donations & Grants	25,843	15,969	41,812	99,015
Gift Aid Reclaim	1,613	-	1,613	1,463
Bank Interest	4	-	4	12
Total Receipts	27,460	15,969	43,429	100,490
Cost of Distribution	1,408	19,635	21,043	40,949
Raising Funds	-	-	-	-
Office/Admin costs	36,102	-	36,102	28,667
Office Set Up/Refurbishment	584	-	584	547
Total Payments	38,094	19,635	57,729	70,163
Net of receipts/(payments)	(10,634)	(3,666)	(14,300)	30,327
Transfers between funds	-	-	-	-
Funds Balance last year end	41,620	6,495	48,115	17,788
Funds Balance at year end	30,986	2,829	33,815	48,115

STATEMENT OF ASSETS & LIABILITIES AS AT 31 DECEMBER 2021

	Unrestricted funds £	Restricted funds £	Prior Year 31 Dec 2020 £
Cash funds			
Bank Accounts	31,897	2,829	49,232
Cash in hand	100	-	-
Total cash funds	31,997	2,829	49,232
Liabilities			
	Fund to which liability relates	Amount due	Amount due
HMRC EE	Unrestricted Fund	912	947
NI/PAYE	Unrestricted Fund	99	170

Signed by two trustees on behalf of all the trustees

Signature



Print Name

M NASH

C HAYTER

Date

13/8/22

13/8/22

FINANCIAL STATEMENTS FOR THE YEAR PERIOD ENDED 31 DECEMBER 2021

NOTES:

1. The Financial Statements of Provide Devon have been prepared in accordance with the Charities SORP (FRS102) on the Receipts & Payments basis.
2. Provide Devon has no Fixed Assets or Investments.
3. The movements in Restricted Funds for the year to 31 December 2021 were:

Restricted Fund	Opening Balance	Receipts	Payments	Transfer	Bal c/fwd
Crisis Food	5,784	15,969	(19,635)	711	2,829
Charity Manager Support	645			(645)	-
Specific Items	66			(66)	-
	<u>6,495</u>	<u>15,969</u>	<u>(19,635)</u>	<u>-</u>	<u>2,829</u>

The **Crisis Food** fund comprises donations given specifically for food for the hampers which can only be spent for that purpose.

The Charity Manager Support and Specific Items balances were left from the Lottery Grant in 2020 and the Lottery Fund confirmed they were happy for these to be used for Crisis Food so the balances were transferred to this Fund

Report of the Independent Examiner to the Trustees of the charity on the accounts for the year ended 31 December 2021

I report on the financial statements of Pride Devon for the year ended 31 December 2021.

Respective responsibilities of the Trustees and the Independent Examiner

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 Act')

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the Governing Document for the conducting of an audit. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit under any legal provision, or otherwise, and is eligible for independent examination, it is my responsibility to: -

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

Basis of Independent Examiner's Statement and scope of work undertaken

I conducted my examination in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act, setting out the duties of an Independent Examiner in relation to the conducting of an Independent Examination. An Independent Examination includes a review of the accounting records kept by the charity and of the accounting systems employed by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the Independent Examination are achieved and before finalising the report, I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that: -

This is a report in respect of an examination carried out under 145 of the Act and in accordance with General Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no matter has come to my attention in connection with my examination which gives me reasonable cause to believe that in any material respect the requirements: -

to keep accounting records in accordance with Section 130 of The Charities Act 2011;

have been prepared in accordance with The Charities Act 2011. and with the methods and principles set out in the FRS102 Statement of Recommended Practice - Accounting and Reporting by Charities (effective January 2016)

have not been met or to which, in my opinion, attention should be drawn in my report in order to enable a proper understanding of the accounts to be reached;

Merlin Mbahin FAAT, MIP - Independent Examiner, of

Clear Blue Sky Accountancy Ltd
Licensed Accountants
30B City Business Park
Somerset Place
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PL3 4BB

This report was signed on 21/07/2022