



# PROVIDE DEVON

## TRUSTEES' REPORT AND ACCOUNTS YEAR ENDED 31 DECEMBER 2023

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**

During 2023, we have seen a dramatic increase in demand for Provide's services, because of the impact of world events on the economy. The rise in demand also saw an increasing engagement with referral agencies; currently this number stands at 90 organisations, representing the growing number of people facing poverty and seeking emergency food provision across the statutory and voluntary services provided in Plymouth.

Provide continues a referral only operation, with the referral agent collecting the food on behalf of the recipients and delivering directly to them. We have been operating this model since the restrictions of 2020 and this has allowed Provide to develop close working relationships with our referral agents and understanding the needs of their clients, helping us meet the dietary, cultural and religious aspects of the food they require.

Daily operations are undertaken by volunteers and supported by either the Operations Manager or Deputy Manager. Our volunteers are well-established and knowledgeable with the workings of the charity and able to meet the demands of a busy day.

### **Food Provision**

Food donations come from a number of local sources, the prominent being donation boxes within Coop stores across the city. Weekly collections are undertaken by our volunteers, who empty the boxes and connect with the store managers to ensure that authentic communication happens and that the stores to reflect the work of Provide within their local community.

Crisis food packs continue to 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 our well-established 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.
- Westcountry Seafoods.
- 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 and local businesses who support the charity through donations.
- Members of the local community, who support the charity with private donations.

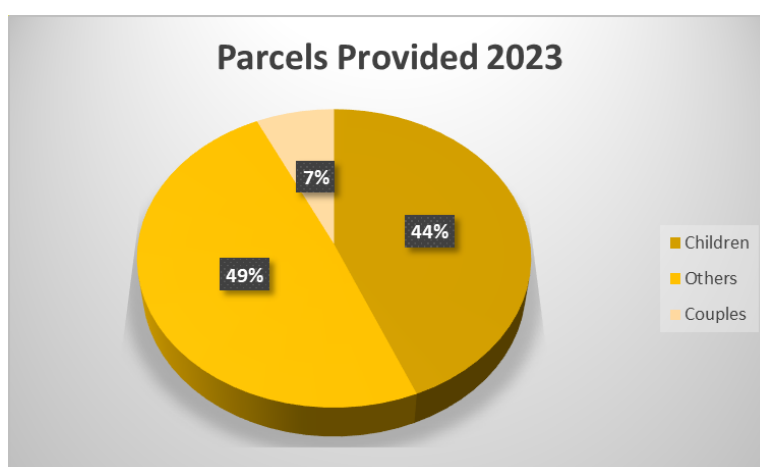
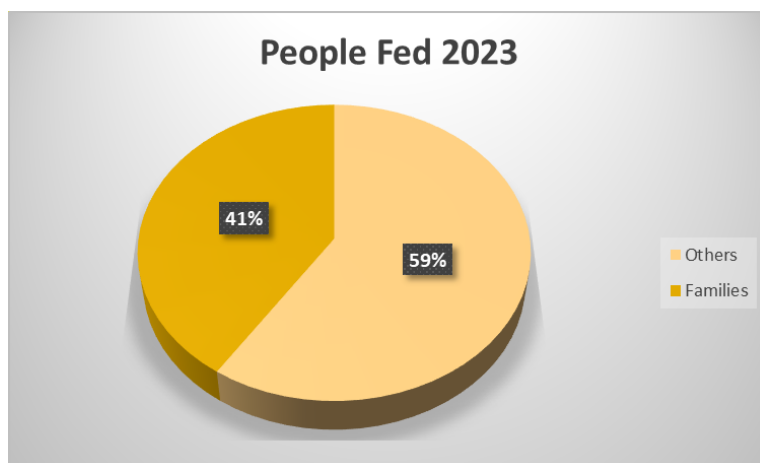
### **Staff & Volunteers**

During the period, Provide Devon was managed by an Operations/Charity Manager, Deputy Manager and 22 core Volunteers. Our volunteers have all undertaken training in the day-to-day operations of the charity, including health and safety. The majority of our volunteers are long established.

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**

Provide has throughout the year been consistently providing emergency food parcels to recipients via referral agents. The demand has remained such that we have seen an increase in the number of people being fed. **2,620** food parcels were provided of which **1,068** recipients were families. The total number of people fed during the year was **5,911**, with **2,527** of those being children.



## Referral Agents

Our referral agents fall within the following sectors:

- Education – Children centres, pre-schools, 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, Police
- 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

## Fundraising

In 2023, Provide Devon commenced an agreement for the purchase of fundraising services from Kairos Fundraising Solutions for an initial phase. Under this agreement the Charity paid £6,000 in fees in 2023 and, as a result of a series of bid requests, received grants totalling £23,500 during the year, as detailed below.

Since the year end, further fees of £1,500 have been paid under the initial phase of fundraising and a second phase of services has been secured. Under this latter phase, a grant has already

been secured from The National Lottery Community Fund, relating to expenditure of £15,297 incurred before the end of 2023.

## **Financial Review**

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

At 31 December 2023, Provide Devon had a General Fund balance of £1,386 and a Restricted Fund Balance of £9,602 for Crisis Food.

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

Plymouth City Council, National Lottery fund, Souter Charitable Trust, Barden, Plymouth Community Homes, The Building Forum, Co-op, Nisa (MADL), City Church, Hope Baptist Church and regular online donations.

Provide Devon is most grateful for all support received and would like to thank David Gower for his support along with our dedicated trustees and volunteers. We are also incredibly grateful to the Spar shops, Coop stores and Booker for their regular food donations.

Provide Devon took a lease on Unit 12, Walkham Business Park from late 2018 and the landlord continued allow us to occupy rent free for 2023. Provide Devon is most grateful for this support.

During 2023, Provide Devon was run by the Charity Manager (Steve Bailey) and a part time Deputy Manager, who is 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 2023, there were sufficient unrestricted funds to cover three months of salary costs for the employed staff at their current hours plus three 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)  
Graham Stirling  
David Simpkins  
Jean Potter  
Chris Hayter

Provide Devon – Trustees' Report & Accounts - Year to 31 December 2023

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

RECEIPTS & PAYMENTS ACCOUNT for the year to 31 December 2023

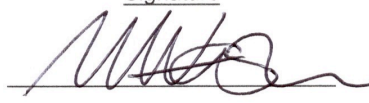

	<u>Unrestricted</u> <u>funds</u> £	<u>Restricted</u> <u>funds</u> £	<u>Total funds</u> £	<u>Prior Year</u> £
Donations & Grants	28,199	30,875	59,074	53,908
Gift Aid Reclaim	4,761		4,761	1,267
Fund Raising Events	730		730	3,935
Bank Interest	177		177	49
<b>Total Receipts</b>	<b>33,867</b>	<b>30,875</b>	<b>64,742</b>	<b>59,159</b>
Cost of Distribution	1,423	30,877	32,300	22,207
Raising Funds	6,000		6,000	0
Office/Admin costs	39,445		39,445	37,777
Office Set Up/Refurbishment			0	0
<b>Total Payments</b>	<b>46,868</b>	<b>30,877</b>	<b>77,744</b>	<b>59,984</b>
<b>Net of receipts/(payments)</b>	<b>(13,001)</b>	<b>(2)</b>	<b>(13,002)</b>	<b>(825)</b>
<b>Transfers between funds</b>	<b>1,000</b>	<b>(1,000)</b>	<b>0</b>	<b>0</b>
<b>Funds Balance b/f at 01-Jan-23</b>	<b>26,386</b>	<b>6,604</b>	<b>32,990</b>	<b>33,815</b>
<b>Funds Balance c/f at 31-Dec-23</b>	<b>14,385</b>	<b>5,602</b>	<b>19,988</b>	<b>33,815</b>

STATEMENT OF ASSETS & LIABILITIES as at 31 December 2023

	<u>Unrestricted</u> <u>funds</u> £	<u>Restricted</u> <u>funds</u> £	<u>Total funds</u> £	<u>Prior Year</u> £
<b>Cash funds - Bank accounts</b>	<b>15,415</b>	<b>5,602</b>	<b>21,017</b>	<b>33,968</b>
<b>Cash funds - Cash in hand</b>	<b>100</b>		<b>100</b>	<b>65</b>
<b>Total Cash funds</b>	<b>15,515</b>	<b>5,602</b>	<b>21,117</b>	<b>34,033</b>

	<u>Fund to which</u> <u>liability relates</u>	<u>Amount due</u> £	<u>Prior year</u> £
<b>Liabilities - HMRC EE NI/PAYE</b>	Unrestricted	<b>1,012</b>	<b>935</b>
<b>Liabilities - Pension</b>	Unrestricted	<b>117</b>	<b>108</b>
<b>Total Liabilities</b>		<b>1,129</b>	<b>1,043</b>

Signed by two trustees on behalf of  
the Board of Trustees

Signature	Name	Date
	M. NASH	10 June 2024
	C. HAYTER	10 June 2024

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

NOTES TO THE ACCOUNTS:

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 2023 were:

<u>Restricted Fund</u>	<u>Balance b/f</u>	<u>Receipts</u>	<u>Payments</u>	<u>Transfer</u>	<u>Balance c/f</u>
Crisis Food	6,604	29,875	(30,877)	-	<b>5,602</b>
Staff Support	-	1,000	-	(1,000)	-
	<b>6,604</b>	<b>30,875</b>	<b>(30,877)</b>	<b>(1,000)</b>	<b>5,602</b>

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

Donations/Grants for the restricted funds were received from the following and we are most grateful for their support:

- Truemark Trust
- 29 May 1961 Charitable Trust
- Norman Family Trust
- Beatrice Lang Trust
- Plymouth City Council Household Support Fund
- National Lottery



## **Report of the Independent Examiner to the Trustees of the charity on the accounts for the year ended 31 December 2023**

I report on the financial statements of Provide Devon for the year ended 31 December 2023.

### **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  
Plymouth  
PL3 4BB

This report was signed on 21 May 2024