



# PROVIDE DEVON

## TRUSTEES' REPORT AND ACCOUNTS YEAR ENDED 31 DECEMBER 2024

CHARITY NUMBER: 1181135

**Registered Address:**

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

## **Trustees' Report**

### **Aim and Purpose**

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

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 operational focus since formation is the city of Plymouth.

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

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**

Demand for Provide Devon's services has remained high and steady throughout the year; the charity has made provision to, on average, 105 people each week. The number of referral agencies we work with now stands at 92 organisations, representing the growing number of people facing poverty and seeking emergency food provision across the statutory and voluntary services provided in Plymouth.

Provide Devon 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 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 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**

In addition to the food purchased in bulk from established suppliers, food donations are received from a number of local sources, the most prominent being donation boxes within Co-op stores across the city. Weekly collections are undertaken by volunteers, who empty the boxes and connect with the store managers to ensure authentic communication happens, enabling the stores to reflect the work of Provide Devon within their local community.

Crisis food packs still 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 South West, 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 (via Foodiverse) who offer surplus food when available;
- Organisations and local businesses who support the charity through donations;
- Individuals in the local community, who support the charity with private donations.

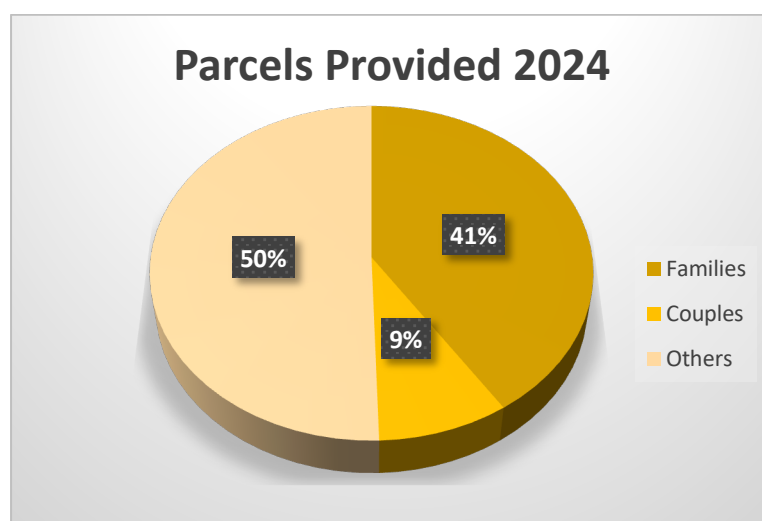
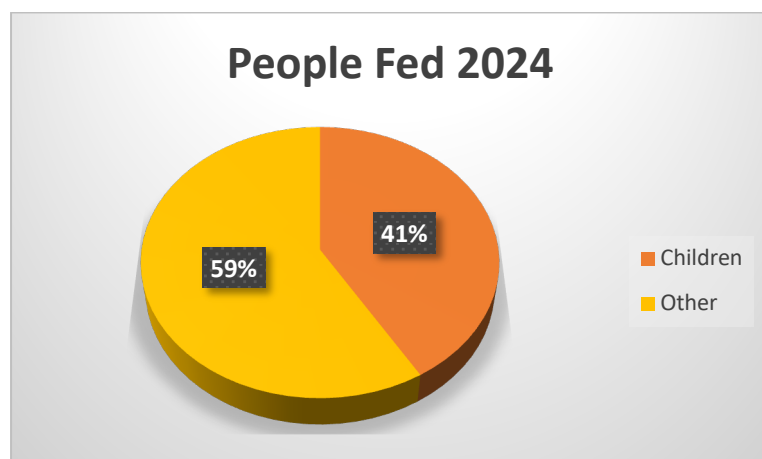
### **Staff & Volunteers**

During the period, Provide Devon was managed by a Charity Manager and Deputy Manager, who oversee the operations, with 24 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.

The Board of Trustees have delegated the day to day running and operational decisions to the management and the volunteer team, which includes, admin support, stock management, health and safety and food deliveries.

### **Crisis Food Parcels**

The demand for our services in 2024 has remained high; the charity processed a total of **44.25 tonnes** of food, enabling us to increase the number of people being fed. The number of food parcels provided rose to **2,495**, of which **1,016** (41%) were received by families. The total number of people fed during the year was **5,466**, with **2,261** (41%) of those being children.



## Referral Agents

Our referral agents fall within the following sectors

- Education – Children's 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, 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
- Refugees
- Modern Slavery and Trafficking

## Fundraising

In 2023, Provide Devon commenced an agreement for the purchase of fundraising services from Kairos Fundraising Solutions and the initial phase was extended throughout 2024. Under this agreement the Charity paid £8,500 during the year (2023: £6,000) and, as a result of a series of bid requests, received grants totalling £48,201 during the year (2023: £23,500), as detailed in the Financial Review.

Given the success of this relationship, the fundraising agreement has been extended further into 2025, with additional grant incomes already secured.

## **Financial Review**

Provide Devon generated net receipts of £6,593 during the year (2023: net payments of £13,002). At 31 December 2024, the General Fund balance was £19,514 and the Restricted Fund balance was £8,247 for Crisis Food.

During the year, income comprised the following:

- **Grants and donations from organisations** totalling £28,309 (2023: £21,261), including donations of £500 or more from: Plymouth City Council - Household Support Fund, Plymouth Community Homes, Hope Baptist Church, HQW Aerospace, Plymouth Harriers, Making a Difference Locally, Meatyard PT;
- **Donations from individuals** totalling £10,940 (2023: £14,813), received directly by the Charity or via on-line giving through its People's Fundraising webpage;
- **Gift Aid reclaims** totalling £1,457 (2023: £1,645);
- **Fundraising grants** totalling £48,201 (2023: £23,500) from: The National Lottery Community Fund (of which £15,297 related to expenditure incurred late in 2023), Livewell Foundation, Beatrice Laing Trust, Souter Charitable Trust, Elmgrant Trust, Angela Gallagher Memorial Trust;
- **Local fundraising events** totalling £705 (2023: £740).

Provide Devon has a lease on Unit 12, Walkham Business Park and the landlord has continued to charge minimal costs through 2024, for which the Charity remains most grateful.

During the year, Provide Devon was run by the Charity Manager and part-time Assistant Manager, 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 of routine activity costs for the charity - approximately £12,000 at the current level of operation.

At the end of 2024, unrestricted funds were sufficient to cover three months of wages costs for the employed staff plus three months of premises and office 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 the Assistant Manager and a number of volunteers to take delivery of food supplies, to prepare the food hampers and deliver them to referral agencies.

Trustees meet approximately every three months during the year to review operational activities, consider strategy and to respond to any changes in the local food-provision environment.

### **Trustees**

The Trustees who served during the year were:

Marc Nash (Chair)  
Graham Stirling  
David Simpkins  
Jean Potter  
Chris Hayter

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

## PROVIDE DEVON FINANCIAL STATEMENTS

## RECEIPTS &amp; PAYMENTS ACCOUNT for the year to 31 December 2024

	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>Total funds</u>	<u>Prior Year</u>
	£	£	£	£
Donations & Grants	20,749	66,701	87,450	59,074
Gift Aid Reclaim	1,457		1,457	4,761
Fund Raising Events	705		705	730
Bank Interest	610		610	177
<b>Total Receipts</b>	<b>23,520</b>	<b>66,701</b>	<b>90,221</b>	<b>64,742</b>
Cost of Distribution	0	60,045	60,045	32,300
Raising Funds	8,500		8,500	6,000
Office/Admin costs	15,083		15,083	39,445
Office Set Up/Refurbishment			0	0
<b>Total Payments</b>	<b>23,583</b>	<b>60,045</b>	<b>83,628</b>	<b>77,744</b>
<b>Net of receipts/(payments)</b>	<b>(63)</b>	<b>6,656</b>	<b>6,593</b>	<b>(13,002)</b>
Transfers between funds	4,011	(4,011)	0	0
Funds Balance b/f at 01-Jan-24	14,385	5,602	19,988	32,990
Funds Balance c/f at 31-Dec-24	<b>18,333</b>	<b>8,247</b>	<b>26,581</b>	<b>19,988</b>

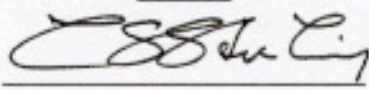
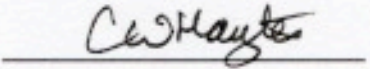
## STATEMENT OF ASSETS &amp; LIABILITIES as at 31 December 2024

	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>Total funds</u>	<u>Prior Year</u>
	£	£	£	£
Cash funds - Bank accounts	19,414	8,247	27,661	21,017
Cash funds - Cash in hand	100		100	100
<b>Total Cash funds</b>	<b>19,514</b>	<b>8,247</b>	<b>27,761</b>	<b>21,117</b>

	<u>Fund to which liability relates</u>	<u>Amount due</u>	<u>Prior year</u>
		£	£
Liabilities - HMRC EE NI/PAYE	Unrestricted	1,055	1,012
Liabilities - Pension	Unrestricted	125	117
<b>Total Liabilities</b>		<b>1,180</b>	<b>1,129</b>

Signed by two trustees on behalf of the Board of Trustees

<u>Signature</u>	<u>Name</u>	<u>Date</u>
	G. STIRLING	10.09.25
	C. HAYTER	10.09.25

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

## 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 2024 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	5,602	39,800	(33,144)	(4,011)	<b>8,247</b>
Staff Support	-	24,921	(24,921)		-
Other (Utilities)		1,980	(1,980)		
	<b>5,602</b>	<b>66,701</b>	<b>(60,045)</b>	<b>(4,011)</b>	<b>8,247</b>

The **Crisis Food Fund** comprises grants given specifically for food for the hampers which can only be spent for that purpose. £4,011 of the balance brought forward was transferred to the General fund, to reflect the additional items financed by General Fund for the food parcels in previous years.

The **Staff and Utilities Support Fund** comprises grants given specifically towards those specific support costs.

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

- National Lottery – Community Fund
- Plymouth City Council - Household Support Fund
- Livewell Foundation
- Elmgrant Trust

**INDEPENDENT EXAMINER'S REPORT TO  
THE TRUSTEES OF PROVIDE DEVON**

I report on the accounts for the year ended 31 December 2024, which are attached to this report.

***Respective responsibilities of trustees and examiner***

The charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144(1) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed. It is my responsibility to:

- examine the accounts (under section 145(1)(a) of the Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

***Basis of Independent Examiner's Statement***

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

***Independent Examiner's Statement***

In connection with my examination, no matter has come to my attention:

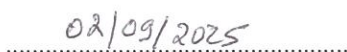
- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met: or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
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Merlin Mbahin, FAAT, MIP

(Fellow of the Association of Accounting Technicians)

Clear Blue Sky Accountancy Ltd, 30B City Business Park, Somerset Place, Plymouth, PL3 4BB

  
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Date