

EPPING FOREST FOODBANK

Charity Registration Number: 1182270

**Annual Report and Accounts
31 December 2021**

EPPING FOREST FOODBANK

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EPPING FOREST FOODBANK

Legal & Administrative Information For the year ended 31 December 2021

Charity Name	Epping Forest Foodbank.																		
Principal Address	38c Chigwell Lane, Loughton, IG10 3NY.																		
Charity Registration	1182270. The charity was registered with the Charity Commission on 28 February 2020.																		
The Governing Document	CIO Foundation.																		
Objects	<p>To relieve persons in Epping Forest district and surrounding areas that are in financial hardship in such ways as the trustees from time to time think fit, in particular but not exclusively by:</p> <p>A) providing emergency food, essential toiletries, and household items to individuals and families in need and/or distribution by charities or other organizations working to prevent or relieve poverty.</p> <p>B) such other means, including (but not limited to) the provision of support, or signposting to relevant information and other advisory service, or through 'more than food' projects which remain consistent with the primary objective of the charity and to provide such services with a Christian ethos, supported by churches in Epping Forest district.</p>																		
Trustees	<p>The Trustees who served during the year or who were serving at the date of this report were:</p> <table><tr><td>Caroline Jane Macdonald</td><td>(resigned 31 July 2021)</td></tr><tr><td>Charlotte Elizabeth Prosser</td><td>(resigned 31 May 2021)</td></tr><tr><td>Christopher Russell Blackham</td><td></td></tr><tr><td>Claire Elizabeth Moles</td><td>(resigned 31 December 2021)</td></tr><tr><td>Jenny Ann Thompson</td><td></td></tr><tr><td>Zach Cook</td><td></td></tr><tr><td>Julian Dutnall</td><td>(appointed 19 July 2021)</td></tr><tr><td>Sharon Heather</td><td>(appointed 19 July 2021)</td></tr><tr><td>Sarah Opie</td><td>(appointed 19 July 2021)</td></tr></table>	Caroline Jane Macdonald	(resigned 31 July 2021)	Charlotte Elizabeth Prosser	(resigned 31 May 2021)	Christopher Russell Blackham		Claire Elizabeth Moles	(resigned 31 December 2021)	Jenny Ann Thompson		Zach Cook		Julian Dutnall	(appointed 19 July 2021)	Sharon Heather	(appointed 19 July 2021)	Sarah Opie	(appointed 19 July 2021)
Caroline Jane Macdonald	(resigned 31 July 2021)																		
Charlotte Elizabeth Prosser	(resigned 31 May 2021)																		
Christopher Russell Blackham																			
Claire Elizabeth Moles	(resigned 31 December 2021)																		
Jenny Ann Thompson																			
Zach Cook																			
Julian Dutnall	(appointed 19 July 2021)																		
Sharon Heather	(appointed 19 July 2021)																		
Sarah Opie	(appointed 19 July 2021)																		
Bankers	<p>CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent, ME19 4JQ</p>																		
Independent Examiner	<p>John Helm ACA Simply Churches Limited 17 Heathville Road London N19 3AL</p>																		

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Trustees Report For the year ended 31 December 2021

The Trustees submit their annual report and accounts of Epping Forest Foodbank ("the Charity") for the year ended 31 December 2021. The legal and administrative information set out earlier in this document forms part of this report.

1. Structure, Governance & Management

There are six trustees who meet bimonthly.

2. Activities

The Trustees have given due regard to the Charity Commissions' guidance on public benefit. During the year the Charity carried out the following activities in the local neighbourhood and to benefit the community:

- The Charity operates in the Epping Forest District and surrounding areas. Of those referred, the majority are residents within 27 Epping Forest wards with many others being supported in 21 wards outside the District and those with no fixed address.
- Customers are referred by statutory, charity and community organisations based in the advice, criminal justice, DWP, educational, faith, health and mental health, local government and social welfare sectors.
- Under usual circumstances the foodbank operates weekly distribution centres at The Epping Community Hub, St. Mary's Church in Loughton, St Johns on the Broadway in Debden and St Martins Church Rooms in Chipping Ongar. For customers for whom attendance at a distribution centre is not practical, food parcels are delivered to customers' homes by volunteers.
- Customers receive a parcel of non-perishable food which is designed to provide for emergency rations for either three or seven days. Additional fresh food is offered in partnership with FareShare, local supermarkets and bakeries.
- As well as providing food the Charity in partnership with statutory and other agencies offers 'signposting' to direct customers to the appropriate agencies and resources to assist with their longer-term needs, and also offers spiritual support.
- In 2021, in association with local schools, we have run projects in the Easter, Summer and Christmas holidays to provide food, Covid protection and activity packs to families who receive free school meals during term time.
- Surplus food is donated to Norway House, the district's homeless shelter or offered to other foodbanks in the surrounding areas.
- Packaging and food which is damaged or out of date when received are recycled.
- In 2021 the charity had one part-time member of staff and services were provided by over 100 volunteers. In 2022 we have appointed a full time Director and we now have two part time employees.

3. Achievements & Performance

We would like to say that things had eased off in 2021 but, in fact, Epping Forest Foodbank has been busier than ever. This is partly our own fault, as we have extended the services we offer to include provision of food, Covid protection and other necessary hygiene products and activity packs during school holidays to families who receive free school meals during term time. For this we are very grateful for financial support from Haslers Foundation at Easter and the Essex Association of Local Councils over Summer. Most of the food we distribute is donated, but for such campaigns which require a large quantity of diverse products within a short time period the flow of donations cannot keep up with the demand so it is necessary to make substantial purchases.

Unfortunately the demand for foodbank services has also continued to grow. In 2021 we received 1,788 referrals from the over 150 agencies with whom we maintain contact and were able to provide food for over 45,000 meals to feed 5,122 people in the Epping Forest district, which is nearly twice as many as in 2020. This was made possible by the generous donations by supporters of over 51 tons of food and other necessities and by the financial donations of councils, businesses, community groups, churches and over 250 individual supporters. Thanks to support from local supermarkets and bakeries we are able to supplement nutritionally balanced emergency parcels with fresh food items. Of course, none of this would be possible without our army of volunteers.

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Trustees Report For the year ended 31 December 2021

With the ongoing impacts of the pandemic and also due to the fact that many of our customers are unable to reach our distribution centres in Loughton (St Mary's), Debden (St John's on the Broadway), Epping (Community Hub) and Chipping Ongar (St Martin's Church Rooms) because of distance or infirmity, deliveries to the doorstep continue to form a significant part of our service. For this we are thankful to volunteer drivers.

During 2021 we opened new distribution centres at St John's in the Broadway, Debden and St Martin's Church Rooms, Chipping Ongar. We also moved our Epping centre from The Box to the new Community Hub. We are grateful to the hosts of these venues for their practical support and provision of space. Our mission is not only to provide food to the hungry in their time of need but also to signpost our customers to other services which can help them to overcome their difficult circumstances, so the Community Hub is an excellent location as other support services are in such close proximity.

Thanks are due to The Essex Association of Local Councils, Epping Forest District Council and Loughton Town Council and Mayor for their financial support and encouragement and to Tesco's for collecting food and to Gail's Bakery and Morrison's and Marks & Spencer for providing unsold fresh goods. Thanks are also due to the many individuals, local churches, businesses and schools who generously donate financially and in kind.

We would like to recognise the following organisations from which we have received financial, practical and moral support during the year:

Schools:

Alderton Hill Infants

Churches:

St John's, St Mary's, St Michael's Churches, Loughton, Loughton Methodist, Catholic Church of the Immaculate Conception, Epping, St James' URC, Buckhurst Hill, St Mary's and All Saints, Chigwell, Theydon Parishes

Community Organisations:

Fyfield & District WI, Voluntary Action Epping Forest

Businesses:

Tesco, Coca Cola, Bank of England, Debden, The Tea Hut, High Beech, Admiral Cards, SICO Europe

Trusts and Foundations:

Joseph and Lilian Sully Foundation, Haslers Foundation, National Education Union, Masonic Relief Chest

Local Government:

Epping Forest District Council, Loughton Town Council, Chigwell Parish Council.

4. Financial Review

4.1 Financial Activity and Financial Position

The charity is funded by donations and grants, with the majority coming from individuals whose generosity on behalf of the less fortunate is to be commended.

In 2021 we received £16,000 in grants from local authorities and £15,000 from charitable trusts, £3,300 was received in donations from churches, £6,000 from corporations and local businesses, £2,000 from community groups and £64,400 from individuals. At the end of the year, we had 112 regular donors giving £2,835 per month. Holiday Hunger projects cost £7,800 which was largely funded by grants from the Essex Association of Local Councils and Haslers Foundation. As the majority of our community work is to distribute donated food the majority of our expenses are taken up with the costs of storage and organisation, warehouse rental and servicing costs amounted to £19,700 for the year. Staffing costs of £24,500 include one part time employee for the whole year and a second for five months after returning from maternity leave. Total income came to £106,682 and expenditure to £63,417.

In 2021 we will have additional expenses equipping at least two new distribution centres and we will be spending more on supplementary food and household essentials in support of 'Holiday Hunger' campaigns for children who receive free school meals.

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Trustees Report For the year ended 31 December 2021

The Charity's cash resources increased by £43,265 during the year to £178,311.

4.2 Reserves Policy

The Trustees consider that, given the nature of the charity's work, free reserves should be equivalent to approximately 6 months' routine general fund expenditure, plus committed future expenditure on other projects, where funds permit. The Trustees are of the opinion that this provides sufficient flexibility to cover temporary shortfalls in incoming resources and will allow the Charity to cope and respond to unforeseen emergencies whilst specific action plans are implemented. At 31 December 2021 the Charity had net free reserves of £178,052 (2020: £133,840).

	2021 £	2020 £
Total reserves	178,311	135,046
Less: restricted funds	(259)	(1206)
Free reserves	178,052	133,840
Free reserves requirement:		
6 month's budgeted routine expenditure	40,000	40,000

5. Responsibilities of Trustees for the Accounts

Charity law requires the Trustees to prepare accounts for each accounting year which record the receipts and payments of the charity for the year. The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011. The Trustees also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

6. Approval

The report of the Trustees was approved by the Trustees on 24th April 2022 and signed on its behalf by:



Julian Dutnall
Chair of Trustees

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Independent Examiner's Report For the year ended 31 December 2021

I report on the accounts of Epping Forest Foodbank for the year ended 31 December 2021, set out on pages 7 to 10.

This report is made solely to the Trustees in accordance with section 145 of the Charities Act 2011 (the Act). My independent examination has been undertaken so that I might state to the Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by the law, I do not accept responsibility to anyone other than the Trustees for my independent examination, for this report, or the opinions I have formed.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The Trustees consider that an audit is not required for this period (under section 144(2) of the Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the Act);
- To follow the procedures laid down in the General Direction given by the Charity Commission (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 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 those 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 the course of my examination, no matter has come to my attention:

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.



John Helm ACA
24 April 2022

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Receipts & Payments Account For the year ended 31 December 2021

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total 2021 £	Total 2020 £
Receipts					
Donations		73,597	2,070	75,667	130,669
Grants		23,000	8,000	31,000	23,500
Bank interest		15	-	15	48
Total Receipts		96,612	10,070	106,682	154,217
Payments					
Raising funds	2	512	-	512	50
Charitable activities	3	50,137	12,766	62,905	51,041
Total Payments		50,649	12,766	63,417	51,091
Surplus/(deficit)		45,963	(2,696)	43,265	103,126
Transfer between funds		(1,749)	1,749	-	-
Total cash funds brought forward		133,840	1,206	135,046	31,920
Total cash funds carried forward		178,054	259	178,311	135,046

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Statement of Assets & Liabilities As at 31 December 2021

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total 2021 £	Total 2020 £
Assets				
Tangible Assets	10,000	-	10,000	-
Debtors	-	-	-	-
Cash At Bank And In Hand	178,052	259	178,311	135,046
	178,052	259	178,311	135,046
Liabilities	600	-	600	600
Total Assets Less Liabilities	177,452	259	177,711	134,446

The Accounts were approved by the Trustees on 24th April, 2022 and signed on its behalf by:



Julian Dutnall
Chair of Trustees



Zachary Cook
Trustee - Treasurer

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Notes to the Accounts For the year ended 31 December 2021

1. Accounting Policies

The accounts have been prepared on a receipts and payments basis with a statement of assets and liabilities.

2. Payments – Raising Funds

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total 2021 £	Total 2020 £
Bank fees	-	-	-	-
Marketing	512	-	512	50
	512	0	512	50

3. Payments – Charitable Activities

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total 2021 £	Total 2020 £
Staff costs				
Net salary & PAYE	22,202	-	22,202	15,997
Pension contributions	1,205	-	1,205	1,093
Recruitment & Training	800	-	800	23
	24,207	0	24,207	17,113
Foodbank				
Food Purchases	-	12,466	12,466	639
Travel/transport	234	-	234	132
Refreshments	280	-	280	8
Epping Forest Winter Warmer scheme	-	-	-	120
Project	1,534	-	1,534	2,101
	2,048	12,466	14,514	3,000
Office Costs				
Insurance	446	-	446	359
Telephone, broadband	950	-	950	795
Bank charges	96	-	96	60
Professional subscriptions	97	-	97	395
Hardware & software	-	-	-	909
Office supplies	2,169	-	2,169	1,514
	3,758	0	3,758	4,032
Buildings and facilities				
Heat, light & water	992	-	992	393
Rent & rates	17,618	300	17,918	25,569
Recycling	794	-	794	310
	19,404	300	19,704	26,272
Governance				
Independent examination	720	-	720	624
	50,137	12,766	62,903	50,417

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Notes to the Accounts **For the year ended 31 December 2021**

4a. Restricted Funds (current year)

	At 1 January 2021 £	Income £	Expenditure £	Transfers £	At 31 December 2021 £
Voluntary Action Epping Forest Winter Warmer scheme	140	-	-	-	140
Holiday Hunger (FISH)	-	6,250	(7,783)	1,533	-
Food/essentials	1,066	3,820	(4,983)	216	119
	1,206	10,070	(12,766)	1,749	259

4b. Restricted Funds (Prior Year)

	At 1 January 2020 £	Income £	Expenditure £	Transfers £	At 31 December 2020 £
Voluntary Action Epping Forest Winter Warmer scheme	160	100	(120)	-	140
Food/essentials	-	1,705	(639)	-	1,066
	160	1,805	(759)	0	1,206

Voluntary Action Epping Forest Winter has a scheme (Winter Warmer) for giving credit for pre-payment meters for people in need. The process is that VAEF makes a grant to a partner organisation. A volunteer accompanies the client to top up a prepayment key.

5. Related Party Transactions

Caroline McDonald, a trustee until July 2021, is employed by St Mary's Loughton. St Mary's made donations to the charity of £1,700 during the year.

There were no related party transactions.