

**THE FOREST FOODBANK**

**FINANCIAL STATEMENTS**

**31ST DECEMBER 2023**



**THE FOREST FOODBANK**  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2023**

**INDEX**

**Pages**

2	Administrative Information
3 to 5	Report of the Committee
6	Independent Examiner's Report
7	Balance Sheet
8	Income and Expenditure Account
9	Notes to the Accounts

## **THE FOREST FOOD BANK**

### **ADMINISTRATIVE INFORMATION**

**COMMITTEE:** Mr A. Garbutt - Chair and Treasurer  
Mrs. Y. Wood  
Mrs D. Beard  
Mrs L. Smallpage- Mitchell

**PRINCIPAL  
ADDRESS:** Eastern United Site  
Ruspidge Road  
Cinderford  
Gloucestershire  
GL14 3AW

**INDEPENDENT  
EXAMINER:** Knights  
Accountants and Tax Advisors  
21 Highnam Business Centre  
Highnam  
Gloucester  
GL2 8DN

# **THE FOREST FOODBANK**

## **COMMITTEE REPORT**

### **PRINCIPAL OBJECT AND STATUS OF CHARITY**

The organisation is registered as a Charitable Incorporated Organisation (CIO) with the Charity Commission, reference number 1183196, is governed by a constitution dated 14<sup>th</sup> August 2020 and operates from Eastern United Site, Ruspidge Road, Cinderford, Gloucestershire, GL14 3AW.

### **OBJECTIVES**

The objectives of the Charitable Incorporated Organisation (CIO) are:

- To relieve persons throughout The Forest of Dean and outlying areas, and in such ways as the trustees from time to time think fit, in particular, but not exclusively by:
- In furtherance of the first object, to supply goods to beneficiaries, either directly or through agency partners approved by the Trustees. Goods to include (but not limited to) food, including tinned and dried foods, to ensure a healthy, balanced and nutritious diet sufficient for a minimum of three days at a time; essential toiletries, household items, clothing as available, fuel poverty support where provision of such services does not compromise the primary purpose of the (CIO).
- To do any other thing consistent with the primary purpose of the CIO, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

### **ACHIEVEMENTS AND PERFORMANCE**

The Forest Foodbank is a charity that enables the community in and around the Forest of Dean to meet the emergency food needs of those within the same community who are at crisis point in their lives.

During the period to 31<sup>st</sup> December 2023, The Forest Foodbank has provided emergency food for approximately 3,400 (including approximately 1,300 children), distributing 34,000kg of food and essential household supplies. This represented a 10% year-on-year increase in the quantity of food supplied versus the year to 31<sup>st</sup> December 2022.

The 'Foodbank' has returned to the distribution model used prior to COVID-19 restrictions and operated half-day opening distribution centres in 3 locations where demand is greatest, providing coverage for Cinderford, Coleford and Lydney. Clients either travel to the nearest location or delivery is provided for those unable to attend in person.

## **THE FOREST FOODBANK**

### **REPORT OF THE COMMITTEE**

#### **FINANCIAL REVIEW**

The reporting period saw the first full year of the newly established Forest Foodbank CIO following separation from Coleford Baptist Church.

General donations continued as a similar monthly rate to the previous year, providing sufficient funding to support the activities of the charity without having to utilise cash reserves. Grant funding was received during the period to contribute to the employment of key staff, for the provision of food and warm clothing for clients over the winter period and the first instalment of a financial inclusion grant was received to provide additional advice services to client starting in 2023.

The introduction of paid staff has significantly increased payments, however this is mostly offset by grant funding secured for this purpose from the Trussell Trust. Premises costs were also impacted by a one-off refit of the warehouse which was required to increase storage capacity and improve safety by providing suitably rated equipment for the weight of goods being handled which will provide a fit-for-purpose facility for the foreseeable future.

The organisation has cash reserves of £247,482 as at 31<sup>st</sup> December 2023 (2022 - £232,196), which is held in Lloyds Bank current and deposit accounts.

The Trustees are satisfied that they have sufficient reserves at the Balance Sheet date, together with the ongoing income anticipated, to enable the organisation to function effectively and deliver strategic plans for the coming year.

**THE FOREST FOOD BANK**

**REPORT OF THE COMMITTEE**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the income resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

Select suitable accounting policies and then apply the consistently;  
Observe the methods and principles in the Charities SORP;  
Make judgement and estimates that are reasonable and prudent;  
State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;  
Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the CIO and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Financial Statements and Reports) Regulations and the provision of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:



Louisa Smallpage-Mitchell

.....  
Trustee

29/10/2024

.....  
Date

**INDEPENDENT EXAMINER'S REPORT TO**  
**THE FOREST FOODBANK**

We report on the accounts of The Forest Foodbank for the period ended 31<sup>st</sup> December 2023.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

Our examination was carried out in accordance with the General directions given by the Charity Commissioners, section 145 of the 2011 Act and in carrying out our examination we have followed all the applicable directions given by the Charity Commission under section 145 (5)(b) of the Act.

An independent examination includes a review of the accounting records kept by the association and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as the committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, we do not express an audit opinion on the view given by the accounts.

**INDEPENDENT EXAMINER'S STATEMENT**

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

- (1) which gives us reasonable cause to believe that, in any material aspect, the requirements:

to keep accounting records in accordance with section 130 of the Charities Act 2011:

and to prepare accounts which accord with the accounting records and to comply with the accounting requirement of the Charities Act 2011.

have not been met; or

- (2) to which, in our opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

Knights  
Accountants and Tax Advisors  
21 Highnam Business Centre  
Highnam  
GLOUCESTER.  
GL2 8DN

Date: 31 October 2024

**THE FOREST FOODBANK**

**BALANCE SHEET**

**AS AT 31<sup>ST</sup> DECEMBER 2023**

	2023		2022	
	£	£	£	£
<b>FIXED ASSETS</b>				
Plant and machinery	571		NIL	
Fixtures and fittings	9,381		11,037	
Computer Equipment	<u>1,011</u>		<u>1,602</u>	
		10,963		12,639
<b>CURRENT ASSETS</b>				
Prepayments	336		379	
Bank Accounts – Lloyds Bank Current Account	37,952		32,013	
Lloyds Bank Deposit Account	209,530		<u>200,093</u>	
	<u>247,818</u>		<u>232,485</u>	
<b>CURRENT LIABILITIES</b>				
Creditors – amounts falling due within 1 year (Note 2)	<u>384</u>		<u>384</u>	
<b>NET CURRENT ASSETS</b>		<u>247,434</u>		<u>232,101</u>
<b>NET ASSETS</b>		<u>258,397</u>		<u>244,740</u>

***REPRESENTED BY:***

***GENERAL FUND***

Balance Brought Forward	244,740	152,114
(Deficit)/Surplus of income over expenditure	<u>13,572</u>	<u>92,626</u>
Balance Carried Forward	<u>258,312</u>	<u>244,740</u>



Approved by the Committees on 29 October 2024 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'LSM', enclosed within a light gray rectangular box.

Louisa Smallpage-Mitchell-vice chair

**THE FOREST FOODBANK**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31ST DECEMBER 2023**

	2023		2022	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>INCOME</b>				
Donations	58,456		54,692	
Grant Income	73,659		84,678	
Sundry Receipts	-		-	
Deposit Account Interest	<u>1,937</u>		<u>86</u>	
		134,052		139,456
 <b>EXPENDITURE</b>				
Purchases and consumables	46,921		14,789	
Wages	28,051		17,230	
Pensions	2,043		1,402	
Rent	5,940		5,580	
Insurance	643		570	
Light and heat	202		176	
Telephone	1,612		824	
Post and stationery	91		49	
Advertising	939		-	
Travel expenses	3,476		3,444	
Repairs and renewals	190		390	
Computer & I.T. costs	254		17	
Miscellaneous expenses	1,221		39	
Volunteers entertaining	503		576	
Accountancy	468		384	
Professional fees	25,489		344	
Bank charges	-		64	
Other penalties and interest	100		-	
Depreciation – Plant & Machinery	90		-	
Depreciation- Fixture & Fittings	1,655		761	
Depreciation- Comp Equipment	<u>592</u>		<u>190</u>	
		<u>120,480</u>		<u>46,830</u>
 <b>(DEFICIT)/SURPLUS OF INCOME OVER EXPENDITURE FOR THE YEAR</b>		<u>13,572</u>		<u>92,626</u>

**THE FOREST FOODBANK**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31ST DECEMBER 2023**

**1. ACCOUNTING POLICIES**

**(a) Accounting Convention**

The accounts are prepared under the historical cost convention on an accruals basis.

**(b) Accounting by Charities**

The recommendations of SORP2 (Accounting by Charities) have been followed in the preparation of these accounts.

**(c) Fund Accounting**

The Charity's general fund consists of funds which the Association may use for its purpose at its discretion.

**2. CREDITORS**

	£
Accrued expenses	<u>384</u>