

Trustees' Annual Report and Financial Statements

For period from 1st January 2020 to 31st December 2020

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Reference and administrative information

Charity name

Liskeard & Looe Foodbank

Registered charity number

1183375

Registered address

Unit One, Barras Place
Liskeard.
Cornwall
PL14 6AY

Contact

Tel: 01579 343742 or 07512 011452

Email: liskeard.foodbank@gmail.com

The charity trustees

John Ede MBE	Chair
Roger Jones	Secretary
Rob Humphreys	Treasurer
Darren Arulvasagam	
Viv Morris	
Deyvid Batista	From 3 February 2020

Structure, governance, and management

Type of governing document

CIO Foundation, registered 13th May 2019. It is based on the Charity Commission Model Constitution.

How the charity is constituted

CIO Foundation

Trustee selection methods

Trustees are appointed or reappointed each year at an Annual General Meeting.

Additional governance

The Foodbank operates under the 'umbrella' organisation the Trussell Trust.

The Foodbank follows the Trussell Trust's operations and procedures as laid out in the Operating Manual.

Objectives and activities

Charity's objectives

To relieve the needs of persons in Liskeard and Looe and the surrounding area who are in a condition of need, hardship or distress ('Beneficiaries') in such ways as the trustees from time-to-time think fit, in particular but not exclusively by:

- a) Supplying free food parcels and other goods either directly or through agency partners approved by the trustees.
- b) Such other means, including (but not limited to) raising awareness of the needs of the beneficiaries.

Main activities and public benefit

The Foodbank helps individuals and families in crisis, through the provision of emergency food supplies. A network of distributors consisting of health visitors, social workers, and other community-based support workers, refer people to the Foodbank centre where people receive food. Other services are also available to help them out of their crisis. For clients in rural areas, we deliver Emergency Food Boxes. Each person receives enough nutritionally balanced food for three days. This process directly helps members of the public in crisis.

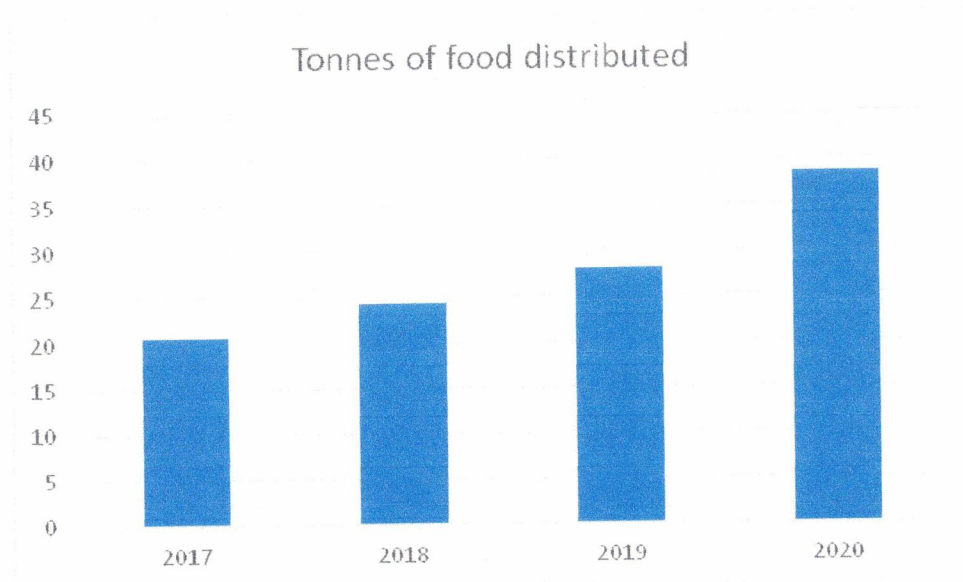
Food is collected from donors at supermarkets, churches and through local groups, so involving the public in the process. Money is also donated by the public to cover administrative costs and occasionally purchase food when items run short.

Food is seen as a catalyst for change by providing emergency food immediately to meet a crisis situation with practical help, while Care Professionals look at longer-term strategies. This use of Care Professionals to identify those in crisis ensures the public's donations only go to those really in need.

Achievements and performance

This year has seen the need for us to rapidly adapt to the ever-changing landscape brought on by the Coronavirus and the consequent lockdowns. In March 2020 the trustees agreed to close the distribution points in Liskeard and Torpoint to the public and to move to a 'Delivery only' model. With a grant and the help of a 'crowd funding' appeal enough money was raised to purchase a van to deliver food to the homes of all those referred to the Foodbank as being in crisis. A number of generous grants received from the Cornwall Community Foundation have ensured that the Foodbank has been able to meet the increasing demand by helping with the purchase of the van and to cover the increased cost of additional staff time necessary through the pandemic. Additional volunteers were taken on and an arrangement with Torpoint Town Council was made to facilitate same-day distribution of food boxes to Torpoint and Rame Peninsula. The Foodbank Centre in Liskeard switched to opening 5 mornings a week (donations only) with deliveries made each afternoon.

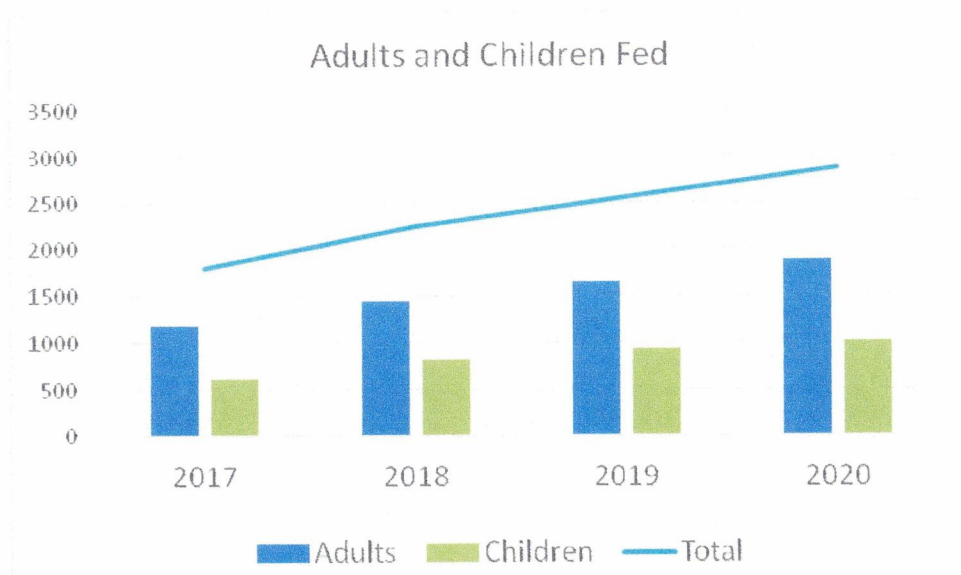
The response from the community has been truly phenomenal with a significant rise in donations of food, finance and offers of assistance. Donations of food amounting to 50 tonnes came into the warehouse from individual donors, churches, schools, businesses, and supermarkets. More than 38 tonnes of food and toiletries were distributed to 2,870 local people including 998 children.



To further improve the safety of staff and volunteers, new external doors were sanctioned to bypass a communal doorway serving several other units.

The introduction of the various government 'safety nets' including the Furlough Scheme, School Dinner Vouchers and the £20 per week uplift to Universal Credit took pressure off many households and consequently demand on Foodbanks was lower than expected. Emergency plans had been put in place in readiness for the lifting of furlough in October and the usual spike in demand during the summer holidays was alleviated by the 'School Dinner Voucher Scheme'. Interestingly, a short spike was recorded when the government withdrew this scheme over the autumn half-term.

These, together with the advent of many other community projects offering help to those in need meant that the number of referrals to the Foodbank were lower than anticipated, although some regions recorded a substantial rise in demand (East & West Looe 280%). Overall, there was a 13% increase in demand for 2020 compared with the previous year.



Financial review

In this year of the Coronavirus pandemic the adjective 'unprecedented' was used to describe all kinds of situations and actions, but it can also be applied to the scale of income and expenditure though the Liskeard & Looe Foodbank in 2020.

From an income that has averaged £28,000 a year over the last few years we reached an unprecedented income of £152,000 in 2020; a third of which came from generous grants, but the other two-thirds from extremely generous donations from individuals, groups and companies.

This money allowed us to fund additional staff, fund a whole new delivery process and designate funds for future improvement projects.

Reserve

The trustees reserve policy is to hold a minimum cash balance equivalent to three months general expenditure. This currently means a target minimum of £9,000. This target was achieved in 2020.

Future plans

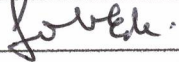
Preparations have been made at the Foodbank for the eventual lifting of the government's emergency Coronavirus schemes. This is expected to have a potentially catastrophic impact on jobs locally and therefore demand on Foodbanks.

We have begun to work with the Trussell Trust's ambitious 'Together for Change' project. The storm caused by the pandemic has swept more and more people into crisis. This rise in destitution makes us determined to develop the Foodbank services to help people to access the targeted support they need to address the underlying reasons for their crisis.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature	
Full name	JOHN EDE
Position	Chair
Date:	11 th October 2021

Financial statements

For year ended 31 December 2020

Section A - Receipts and payments

(all values to the nearest £)

	Notes	Unrestricted funds	Designated funds	Restricted funds	Total funds 2020	Total Funds 2019
A1 Receipts						
Donations		76,694		0	76,694	
Online donations		17,511		0	17,511	
Other sources	3	250		0	250	
Gift Aid receipts	4	1,668		0	1,668	
Grants	2	3,904		47,810	51,714	
Fundraising	5	3,914		0	3,914	
Transferred from previous charity	6					14,533
Sub total	1	103,941	0	47,810	151,751	14,533
A2 Asset and investment sales						
					0	
Sub total		0	0	0	0	0
Total receipts		103,941	0	47,810	151,751	14,533
A3 Payments						
Administration		1,733		641	2,374	
Accounting		0		0	0	
Logistics		9,633		1,038	10,671	
Payroll		16,792		14,810	31,602	
Governance		514		0	514	
Client Purchases		2311		0	2311	
Gifts		250		0	250	
Premises		8,175		0	8,175	
Sub total	7	39,408	0	16,489	55,897	0
A4 Asset and investment purchases etc.						
					0	
Sub total		0	0	0	0	0
Total payments		39,408	0	16,489	55,897	0
Net of Receipts less Payments		64,533	0	31,321	95,854	14,533
A5 Transfers between funds						
	8	-70,000	70,000	0	0	

A6 Cash funds					
<i>Last year end</i>		13,855		678	14,533
<i>Cash funds this year end</i>		8,388	70,000	31,999	110,387
					14,533

Section B - Assets and liabilities

(all values to the nearest £)

	Notes	Unrestricted funds	Designated funds	Restricted funds	Total
B1 Cash Funds					
Lloyds Current Account		4,519	70,000	31,250	105,769
HSBC Current Account		4,618			4,618
<i>Total cash funds</i>		9,137	70,000	31,250	110,387

B2 Other monetary assets

December 2020 Gift Aid due in January 2021		3,064			3,064
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B3 Investment assets	Notes	Fund to which asset belongs	Cost	Current value

B4 Assets retained for the charity's own use	Notes	Fund to which asset belongs	Cost	Current value
Desktop Computers and Printer		Unrestricted	850	200
Laptop Computer		Unrestricted	600	300
Van		Unrestricted	8,500	7,000
<i>Total</i>				7,500

B5 Liabilities	Notes	Fund to which liability relates	Amount due	When due
December 2020 Warehouse Utilities		Unrestricted	120	Jan 2021
December 2020 Pension Contributions		Unrestricted	148	Jan 2021
Last qtr. 2020 Mileage expenses		Unrestricted	200	Jan 2021
Independent Examiner's Fee		Unrestricted	400	Apr 2021
<i>Total</i>			868	

Section C – Notes on the accounts

1. Source of money

The table that follows shows a breakdown of the source of money received.

Category	Type	2020 Amount
Cash	Regular Giving	14,924
	Donations	61,770
	Website donations	17,511
	Grants	51,714
	Fundraising	3,914
	Gift Aid Refund	1,668
Other Income		
	Adjustment	250
2020 Receipts Total		151,751

2. Grants

Fund	Restricted grants	Amount
Crisis Fund	Two Crisis Fund top-ups of £500 were received during 2020 amounting to £1,000 for the year. This was used for small cash payments to our clients, mainly for Electric and Gas meter top-up.	1,000
Asda Large Grant	Part of a three-year grant to pay for the Administrator's salary. £3,360 received in this year and fully spent on the salary	3,360
Surviving Winter	£1,000 was received at the beginning of 2020 but due to the Coronavirus pandemic it was not fully used during the year and a part was carried forward to 2021.	1,000
Coronavirus 1	A grant of £1,000 received from the Cornwall Community Foundation (CCF) Coronavirus Emergency Fund to help purchase the new delivery van	1,000
Coronavirus 2	A second grant of £3,000 from the CCF Coronavirus Emergency Fund, for additional paid hours for our staff	3,000
Coronavirus 3	A third grant from the CCF Coronavirus Emergency Fund, this was £5,000 to extend the paid hours for Administrator	5,000
Coronavirus 4	A fourth grant from the CCF Coronavirus Emergency Fund, £3,450 for additional paid hours for the Project Manager	3,450
Coronavirus 5	The last grant from the CCF Coronavirus Emergency Fund, £10,000 to help pay for the Project Manager in 2021	10,000
Multi2021	A multi-year grant of £20,000 per year for two years to spend on Warehouse Rent and Salaries ensuring the Foodbank can	20,000

	continue for the foreseeable future. The first £20,000 received in 2020 to spend in 2021.	
	Total Restricted:	47,810

Fund	Unrestricted grants	Amount
Asda Large Grant	Part of the three-year grant to pay for the Administrator's salary. This portion was for unrestricted use	504
CCF Individual	Unrestricted use grant from an individual via the CCF	3,000
Neighbourly	Unrestricted use grant from the Neighbourly Community fund	400
	Total Unrestricted:	3,904

3. Adjustments

Cash that had been withdrawn from the bank for Crisis fund use was re-banked when the cash was not needed during the pandemic lock-down.

4. Gift Aid Reclaim

Gift Aid for 2020 has, at the time of this Financial Statements' publication, not yet been claimed. It will be claimed early in 2021. The Gift Aid Refund shown relates to 2019 gift aided donations, claimed refunded in early 2020.

5. Fundraising

At the start of the first Coronavirus lockdown a local parish councillor set up a Crowdfunding appeal to raise money to pay for the Van needed to make food deliveries. This raised nearly £4000.

6. Transferred from previous charity

In the previous accounting year when the old Liskeard & Looe Foodbank charity (1146545) was closed and the new charity (1183375) opened, the cash assets were transferred to the new charity.

The Receipts noted here is the total amount of cash transferred in the previous year, becoming the opening balance for this accounting year.

7. Payments breakdown

The table that follows shows a breakdown of payments made.

Category	Type	2020 Amount	2019 Amount
Administration	Telephone / Broadband	621	456
	Stationery	843	232
	Publicity Printing	114	0

	Postage	37	0
	Computer/Printer	60	58
	Office Equipment	699	1264
		<u>2374</u>	<u>2,010</u>
Premises	Warehouse Rent	6,300	6,300
	Warehouse Services	1,511	1,282
	Warehouse Rates	143	141
	Warehouse Maintenance	221	18
		<u>8,175</u>	<u>7,741</u>
Logistics	Warehouse consumables	80	0
	Van	9253	
	Transport / Mileage	504	965
	Cardboard Boxes	682	687
	Donor Boxes	0	30
	Equipment	152	3,249
		<u>10,671</u>	<u>4,931</u>
Payroll	Salary	26,246	14,466
	Tax / NI	4,306	1,134
	Pension	744	
	Pension Services	90	
	Payroll Services	216	216
		<u>31,602</u>	<u>15,816</u>
Client Purchases	Food Purchased	875	0
	Electricity Purchased	1378	285
	LPG	58	0
		<u>2311</u>	<u>285</u>
Gifts	Purchased gifts	0	0
	Cash gifts	250	0
		<u>250</u>	<u>0</u>
Accounting	Cash Withdrawal	0	2,200
	Adjustment	0	0
		<u>0</u>	<u>2,200</u>
Governance	Insurance	399	319
	Franchise fee	0	360
	Data Protection	35	35
	Computer Licences	80	80
	Legal costs	0	0
	CRB Checks	0	0
	Health & Safety	0	0
	Training / Meetings	0	0
		<u>514</u>	<u>794</u>
		<u>55897</u>	<u>33,777</u>
	Payments Total		

8. Designated funds

The following designated funds have been established in this year:

Fund	Balance
Food Security	10,000
Vehicle Replacement	10,000
Warehouse, Storage and Fitments	30,000
Together for Change Project, with the Trussell Trust	20,000
Total:	70,000

Independent examiner's report on the accounts

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Trustees/Members of Liskeard & Looe Foodbank

On Accounts for the year ended 3 1 1 2 2 0

Set out on pages 6 -11

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the Accounts in accordance with the Charities Act 2011 ('the Act'). The charity's trustees consider that an audit is not required for this year under section 144 of the Act, and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act
- To follow the applicable Directions 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 Report

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 those records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect:

- The accounting records were not kept in accordance with section 130 of the Act; or
- The accounts did not accord with the accounting records; or
- The accounts did 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 the 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.

Signed

Name

Professional Qualification

Address


Andrew Farr

FCCA

52 Fore Street, Callington, Cornwall, PL17 7AJ

25th August, 2021