

# WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

England & Wales · Charity number 1184482

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2019-07-18

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Watford Foodbank  
Unit 5  
Empire Centre  
Imperial Way  
Watford  
WD24 4YH

**Phone** 01923804435

**Email** [info@watford.foodbank.org.uk](mailto:info@watford.foodbank.org.uk)

**Website** [www.watford.foodbank.org.uk](http://www.watford.foodbank.org.uk)

## Activities

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**Objects:** THE RELIEF OF FINANCIAL HARDSHIP AMONGST PEOPLE LIVING IN & AROUND THE WATFORD AREA, THOUGH NOT EXCLUSIVELY, BY PROVIDING SUCH PERSONS WITH FOOD & OTHER ASSISTANCE, AS THE TRUSTEES SEE FIT, IN AN EFFORT TO RESTORE DIGNITY & OFFER HOPE.

**Activities:** We provide emergency food parcels and support to local Watford people in crisis. We receive non-perishable food donations from the public and make up food parcels which are taken to distribution points around Watford. Clients are given a foodbank voucher by frontline care professionals, which they then exchange for a food parcel at a distribution point.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Disability, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-04	£814,374	£701,315	£437,346	1
2024-04-04	£552,658	£620,498	£324,287	1
2023-04-04	£590,156	£493,220	£392,127	0
2022-04-04	£96,895	£76,877	-	-
2021-04-04	£295,530	£64,769	-	-

## Trustees

Name	Role	Appointed
JOHN DAVID BISHOP	Chair	2019-07-18
ANDREW THOMAS TRANTER		2019-07-18
NICHOLAS JOHN MOORHOUSE		2023-03-13
Roger Thomas Murphy		2019-07-18

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

England & Wales - Charity number 1184482

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# Accounts

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 4 APRIL 2025**

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 4 APRIL 2025**

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**Trustees**                      John David Bishop, Chair of Trustees  
   Andrew Thomas Tranter, Trustee  
   Roger Thomas Murphy, Trustee  
   Nicholas John Moorhouse, Trustee

**Charity registered  
number**                      1184482

**Principal office**              Unit 5  
   Empire Centre  
   Imperial Way  
   Watford  
   WD24 4YH

**Accountants**                Hillier Hopkins LLP  
   Chartered Accountants  
   Radius House  
   51 Clarendon Road  
   Watford  
   Hertfordshire  
   WD17 1HP

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### TRUSTEES' REPORT FOR THE YEAR ENDED 4 APRIL 2025

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The Trustees present their annual report together with the financial statements of the Charity for the 5 April 2024 to 4 April 2025.

#### **Objectives and activities**

##### **a. Policies and objectives**

The purposes of the charity as set out in its governing document is the relief of financial hardship amongst people living in and around the Watford area, by providing such persons with food and other assistance, in an effort to restore dignity and offer hope.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

##### **b. Activities undertaken to achieve objectives**

Operation of a Foodbank to provide food and support to local people in crisis. Care professionals from over 150 local agencies assess possible clients and issue foodbank vouchers if needed. Clients exchange vouchers for food at one of five distribution points around Watford, and are offered further support as necessary. Donated non-perishable food is sorted and stored by volunteers at a warehouse and transported to distribution points as required. Community relief payments are made to clients in cases of hardship.

Trustees follow Charity Commission guidance to operate the charity for the benefit of clients.

##### **c. Social investment policies**

Charity does not operate social investment.

##### **d. Grant-making policies**

Occasional hardship grants are made to clients where a relatively small sum (usually less than £500) can make a significant improvement in their circumstances. Trustee approval is required, the decision is recorded in writing, and a receipt is signed by the client.

Occasional debt repayment grants to clients are made by referral from Citizens Advice Watford, with Trustee approval.

##### **e. Volunteers**

Charity relies on over 60 volunteers, and has one paid member of staff.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2025

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#### Achievements and performance

##### a. Main achievements of the Charity

7,812 foodbank vouchers were exchanged by clients (7,660 in 2023/24) giving food supplies to 11,964 adults (11,445 in 2023/24) and to 6,190 children (6,657 in 2023/24).

4,012 vouchers were exchanged at the Empire Centre distribution point (3,217 in 2023/24); 1,738 at Wellspring Church Centre (1,751 in 2023/24); 1,652 at South Oxhey Baptist Church (2,086 in 2023/24); 282 at St Michael and All Angels Church (452 in 2023/24); and 128 at Christ Church (154 in 2023/24).

134,837kg of food was given out (134,152kg in 2023/24) representing an average each month of 11,236kg (11,179kg in 2023/24).

Most clients came from South Oxhey followed by the Central and Holywell Wards in Watford. Most adults were in the age range 45-54 followed by 35-44 and 55-64. Most children were in the age range 5-11 followed by 12-16 and 0-4. The most common household structure was a Single adult (with or without dependents) followed by Couples (with or without dependents) followed by Multi-adults (with or without dependents).

135,514kg of food was taken in (126,979kg in 2023/24), 60% was donated (69% in 2023/24) and 40% was purchased (31% in 2023/24).

Fuel bank payments were made on about 170 occasions to clients suffering fuel poverty.

With Trussell Trust financial inclusion grants, partnership contracts continued to be let with Citizens Advice Watford (CAW) for a free phoneline for foodbank vouchers and advice, and debt and benefits casework, and with Hertfordshire Mind Network for mental health referrals. These projects are aimed at reducing the need for clients to access the foodbank in the first place. CAW estimate over the year that about 106 clients no longer need to use the foodbank.

#### Financial review

##### a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

##### b. Reserves policy

Trustees have identified a reserves policy which addresses the availability of our warehouse premises and our running costs. The potential warehouse costs over three years at the current premises would be £56,000, but if these premises were unavailable the cost might rise to £100,000. Also, in order to set aside unrestricted funds at a level equivalent to between three and six months expenditure, trustees decided to set a total designated reserve fund of £100,000.

Small restricted reserves from Trussell Trust grants are also maintained.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2025

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#### **c. Principal risks and uncertainties**

A risk register has been produced which identifies the major risks to which the charity is exposed and the systems to mitigate against them. Trustees identified a major potential risk as the loss of volunteer senior managers. A succession planning operation was put in place resulting in the recruitment of a full-time paid Manager.

The risk of decreasing food donations from the general public due to the cost-of-living crisis has increased the need to purchase food to meet increasing client demand. This year 40% of the stock necessary to meet client demand has had to be purchased by ourselves. This continuing additional cost is being addressed by making specific grant applications for funds for the purchase of food.

Cash deposits are invested in more than one institution in line with the Financial Services Compensation scheme limit of £85,000 for each institution.

#### **d. Principal funding**

Donations of non-perishable food from churches, voluntary organisations, schools, supermarket collections, corporate donors and individuals.

Financial donations from corporate donors, churches and individuals.

Online donations can be made through our website or Facebook enabling supporters to give via the JustGiving or PayPal Giving Fund services.

#### **Structure, governance and management**

##### **a. Constitution**

Watford Foodbank and Community Relief Trust is a registered charity, number 1184482, and is constituted as a Charitable Incorporated Organisation (CIO).

##### **b. Methods of appointment or election of Trustees**

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Charitable Incorporated Organisation (CIO).

New appropriate trustees approached by existing trustees.

No bodies are entitled to appoint trustees.

##### **c. Policies adopted for the induction and training of Trustees**

Trustees are involved as volunteers in the day-to-day operation of the foodbank and in meeting with clients. New trustees are given trustee information produced by the Charity Commission, and undergo online training organised by The Trussell Trust.

##### **d. Related party relationships**

Watford Foodbank works closely and has contracts with Citizens Advice Watford and the Hertfordshire Mind Network, and also works with the local homeless charity New Hope.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2025

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#### Structure, governance and management (continued)

##### e. Organisational structure and any wider network

Our distribution point at South Oxhey Baptist Church closed in November 2024, and a new distribution point at Carpenders Park and South Oxhey Methodist Church opened in January 2025.

Watford Foodbank is part of the network of over 400 foodbanks operated by the national Christian charity The Trussell Trust, and operates according to its policies and guidelines.

##### Plans for future periods

Following the significant appointment of a paid Manager and the expansion of warehouse facilities in the current year, trustees do not see any major developments as regards staff or premises over the next year, but are always open to respond to changes that may affect operations.

##### Statement of Trustees' responsibilities

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

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the terms of the Charitable Incorporated Organisation (CIO). 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 order of the members of the board of Trustees and signed on their behalf by:

John David Bishop  
Chair of Trustees  
Date: 15.12.25

*J. D. Bishop*

*R. Thomas Murphy*

Roger Thomas Murphy  
Trustee 15.12.25

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 4 APRIL 2025

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#### Independent examiner's report to the Trustees of Watford Foodbank and Community Relief Trust ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 4 April 2025.

#### Responsibilities and basis of report

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 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 2011 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's 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 law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed: 

Dated: 18 December 2025

Gary Wong BFP FCA  
Institute of Chartered Accountants in England & Wales

Chartered Accountant

**Hillier Hopkins LLP**  
Chartered Accountants  
Radius House  
51 Clarendon Road  
Watford  
Hertfordshire  
WD17 1HP

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 4 APRIL 2025**

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	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	<i>Total funds 2024 £</i>
<b>Income from:</b>					
Donations and legacies	3	567,841	246,533	814,374	544,269
Charitable activities	4	-	-	-	8,389
<b>Total income</b>		<u>567,841</u>	<u>246,533</u>	<u>814,374</u>	<u>552,658</u>
<b>Expenditure on:</b>					
Charitable activities	6	568,176	133,139	701,315	620,498
<b>Total expenditure</b>		<u>568,176</u>	<u>133,139</u>	<u>701,315</u>	<u>620,498</u>
<b>Net movement in funds</b>		<u>(335)</u>	<u>113,394</u>	<u>113,059</u>	<u>(67,840)</u>
<b>Reconciliation of funds:</b>					
Total funds brought forward		316,658	7,629	324,287	392,127
Net movement in funds		(335)	113,394	113,059	(67,840)
<b>Total funds carried forward</b>		<u>316,323</u>	<u>121,023</u>	<u>437,346</u>	<u>324,287</u>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 10 to 22 form part of these financial statements.

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**BALANCE SHEET  
AS AT 4 APRIL 2025**

	Note	2025 £	2024 £
<b>Fixed assets</b>			
Tangible assets	11	2,493	6,304
<b>Current assets</b>			
Stocks	12	38,664	28,599
Cash at bank and in hand		400,830	293,558
		439,494	322,157
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	13	(4,641)	(4,174)
<b>Net current assets</b>		434,853	317,983
<b>Total net assets</b>		437,346	324,287
<b>Charity funds</b>			
Restricted funds	14	121,023	7,629
Unrestricted funds	14	316,323	316,658
<b>Total funds</b>		437,346	324,287

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

John David Bishop  
Chair of Trustees  
Date: 15.12.25

*J.D. Bishop*

Roger Thomas Murphy  
Trustee 15.12.25

*R. Murphy*

The notes on pages 10 to 22 form part of these financial statements.

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 4 APRIL 2025**

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	<b>Note</b>	<b>2025 £</b>	<b>2024 £</b>
<b>Cash flows from operating activities</b>			
Net cash used in operating activities	17	<b>107,272</b>	<b>(45,261)</b>
<b>Cash flows from investing activities</b>			
Net cash provided by investing activities		-	-
<b>Cash flows from financing activities</b>			
Net cash provided by financing activities		-	-
<b>Change in cash and cash equivalents in the year</b>		<b>107,272</b>	<b>(45,261)</b>
Cash and cash equivalents at the beginning of the year		<b>293,558</b>	<b>338,819</b>
<b>Cash and cash equivalents at the end of the year</b>	18	<b>400,830</b>	<b>293,558</b>

The notes on pages 10 to 22 form part of these financial statements

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 4 APRIL 2025

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#### 1. General information

Watford Foodbank Community Relief Trust Charitable Incorporate Organisation Incorporated in England & Wales. The registered address is Unit 5, Empire Centre, Imperial Way, Watford, WD24 4YH.

#### 2. Accounting policies

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Watford Foodbank and Community Relief Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The accounts have been prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

##### 2.2 Going concern

At the time of approving the financial statements, the trustees have reasonable expectation that the charity will be able to continue in operation through the continued receipt of donations and grants for the next 12 months. Additionally, the charity holds sufficient unrestricted free reserves to meet any unexpected unbudgeted costs. Therefore these accounts have been prepared on a going concern basis.

##### 2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Allocation between unrestricted and restricted funds is subject to specific conditions by the donor or grant maker as to how they may be used, and in accordance with fundraising applications. Unrestricted income is recognised for general use where there is no other specified purpose

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount: Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants are included in the statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

The value of donated goods is recognised within donations at fair value when received, with an equivalent amount recognised as charitable expenditure, after adjusting for the value of stock.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 4 APRIL 2025

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#### 2. Accounting policies (continued)

##### 2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure is allocated to restricted funds by direct attribution to the specific conditions set by the donor or grant maker, including agreed proportions of specific costs, such as salaries.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

All expenditure is inclusive of irrecoverable VAT.

##### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £NIL or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Motor vehicles	-	20% Straight line basis
Computer equipment	-	20% Straight line basis

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the statement of financial activities.

##### 2.6 Stocks

Stocks comprise food, toiletries and other donated goods, held for distribution by the food bank. Stocks are valued at fair value, after allowance for out of date items.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 4 APRIL 2025

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#### 2. Accounting policies (continued)

##### 2.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid deposits with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### 2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

##### 2.9 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

##### 2.10 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

##### 2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. The general funds include cash donation and stock donation.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2025**

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**3. Income from donations and legacies**

	<b>Unrestricted funds 2025 £</b>	<b>Restricted funds 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Donations	192,467	-	<b>192,467</b>	177,925
Grants	-	246,533	<b>246,533</b>	65,353
Foodbank stock donations	375,374	-	<b>375,374</b>	300,991
	<u>567,841</u>	<u>246,533</u>	<u><b>814,374</b></u>	<u>544,269</u>
<i>Total 2024</i>	<u>478,916</u>	<u>65,353</u>	<u>544,269</u>	

**4. Income from charitable activities**

	<b>Unrestricted funds 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
HMRC Gift aid	-	-	8,389
	<u>8,389</u>	<u>8,389</u>	
<i>Total 2024</i>	<u>8,389</u>	<u>8,389</u>	

**5. Analysis of grants**

	<b>Grants to Institutions 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Grants payable	15,000	<b>15,000</b>	15,000
	<u>15,000</u>	<u>15,000</u>	
<i>Total 2024</i>	<u>15,000</u>	<u>15,000</u>	

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2025**

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**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Unrestricted funds 2025 £</b>	<b>Restricted funds 2025 £</b>	<b>Total 2025 £</b>	<i>Total 2024 £</i>
Expense in the furtherance of charity activities	238,157	133,139	<b>371,296</b>	302,406
Foodbank stock distribution	330,019	-	<b>330,019</b>	318,092
	<u>568,176</u>	<u>133,139</u>	<u><b>701,315</b></u>	<u>620,498</u>
<i>Total 2024</i>	<u><u>549,888</u></u>	<u><u>70,610</u></u>	<u><u>620,498</u></u>	

**7. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2025 £</b>	<b>Grant funding of activities 2025 £</b>	<b>Support costs 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Expense in the furtherance of charity activities	257,856	15,000	98,440	<b>371,296</b>	302,406
Foodbank stock distribution	330,019	-	-	<b>330,019</b>	318,092
	<u>587,875</u>	<u>15,000</u>	<u>98,440</u>	<u><b>701,315</b></u>	<u>620,498</u>
<i>Total 2024</i>	<u><u>530,038</u></u>	<u><u>15,000</u></u>	<u><u>75,460</u></u>	<u><u>620,498</u></u>	

**Analysis of direct costs**

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2025**

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**7. Analysis of expenditure by activities (continued)**

**Analysis of direct costs (continued)**

	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Additional food	111,110	89,516
Community Relief Payments	146,746	122,430
Foodbank distributions	330,019	318,092
	<u>587,875</u>	<u>530,038</u>

**Analysis of support costs**

	<b>Donations 2025 £</b>	<b>Total funds 2025 £</b>	<i>Total funds 2024 £</i>
Staff costs	30,713	30,713	7,679
Rent	18,680	18,680	35,554
Utilities	2,748	2,748	2,059
Motor vehicle expense	5,776	5,776	4,463
Maintenance of building	16,693	16,693	3,462
Insurance	2,916	2,916	6,460
Admin	9,810	9,810	1,766
Printing, Postage & Stationery	532	532	150
Accountancy	4,500	4,500	4,970
Motor vehicle depreciation	4,252	4,252	5,304
Bank fees	60	60	63
Telephone and internet	1,760	1,760	3,530
	<u>98,440</u>	<u>98,440</u>	<u>75,460</u>
<i>Total 2024</i>	<u>75,460</u>	<u>75,460</u>	

**8. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £3,900 (2024 - £3,600).

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2025**

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**9. Staff costs**

	<b>2025</b>	<i>2024</i>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>30,000</b>	<i>7,500</i>
Contribution to defined contribution pension schemes	<b>713</b>	<i>178</i>
	<b>30,713</b>	<i>7,678</i>

The average number of persons employed by the Charity during the year was as follows:

	<b>2025</b>	<i>2024</i>
	<b>No.</b>	<b>No.</b>
Employees	<b>1</b>	<i>1</i>

No employee received remuneration amounting to more than £60,000 in either year.

**10. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (*2024 - £NIL*).

During the year ended 4 April 2025, no Trustee expenses have been incurred (*2024 - £NIL*).

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2025**

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**11. Tangible fixed assets**

	Motor vehicles £	Computer equipment £	Total £
<b>Cost or valuation</b>			
At 5 April 2024	26,520	-	26,520
Additions	-	441	441
At 4 April 2025	26,520	441	26,961
<b>Depreciation</b>			
At 5 April 2024	20,216	-	20,216
Charge for the year	4,164	88	4,252
At 4 April 2025	24,380	88	24,468
<b>Net book value</b>			
At 4 April 2025	2,140	353	2,493
<i>At 4 April 2024</i>	6,304	-	6,304

**12. Stocks**

	2025 £	2024 £
Food stock	38,664	28,599

The stock held at the year end has been valued at £2.77 per kilogram (2024: £2.37 per kg) using the Trussell Trust guidelines. This represents the cash valuation of goods donated to the Foodbank.

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2025**

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**13. Creditors: Amounts falling due within one year**

	2025 £	2024 £
Other taxation and social security	-	435
Other creditors	139	139
Accruals and deferred income	4,502	3,600
	4,641	4,174

**14. Statement of funds**

**Statement of funds - current year**

	Balance at 5 April 2024 £	Income £	Expenditure £	Balance at 4 April 2025 £
<b>Unrestricted funds</b>				
<b>Designated funds</b>				
Designated Funds - all funds	100,000	-	-	100,000
	100,000	-	-	100,000
<b>General funds</b>				
General Funds - all funds	216,658	567,841	(568,176)	216,323
	216,658	567,841	(568,176)	216,323
<b>Total Unrestricted funds</b>	<b>316,658</b>	<b>567,841</b>	<b>(568,176)</b>	<b>316,323</b>
<b>Restricted funds</b>				
Restricted Funds - all funds	7,629	246,533	(133,139)	121,023
	7,629	246,533	(133,139)	121,023
<b>Total of funds</b>	<b>324,287</b>	<b>814,374</b>	<b>(701,315)</b>	<b>437,346</b>

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2025**

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**14. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 April 2023</i>	<i>Income</i>	<i>Expenditure</i>	<i>Balance at 4 April 2024</i>
	£	£	£	£
<b>Unrestricted funds</b>				
<b>Designated funds</b>				
Designated Funds	100,000	-	-	100,000
	<hr/>	<hr/>	<hr/>	<hr/>
<b>General funds</b>				
General Funds	279,241	487,305	(549,888)	216,658
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Unrestricted funds</b>	<b>379,241</b>	<b>487,305</b>	<b>(549,888)</b>	<b>316,658</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Restricted funds</b>				
Restricted Fund	12,886	65,353	(70,610)	7,629
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total of funds</b>	<b>392,127</b>	<b>552,658</b>	<b>(620,498)</b>	<b>324,287</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2025**

**15. Summary of funds**

**Summary of funds - current year**

	<b>Balance at 5 April 2024</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance at 4 April 2025</b>
	£	£	£	£
Designated funds	100,000	-	-	100,000
General funds	216,658	567,841	(568,176)	216,323
Restricted funds	7,629	246,533	(133,139)	121,023
	<u>324,287</u>	<u>814,374</u>	<u>(701,315)</u>	<u>437,346</u>

**Summary of funds - prior year**

	<i>Balance at 1 April 2023</i>	<i>Income</i>	<i>Expenditure</i>	<i>Balance at 4 April 2024</i>
	£	£	£	£
Designated funds	100,000	-	-	100,000
General funds	279,241	487,305	(549,888)	216,658
Restricted funds	12,886	65,353	(70,610)	7,629
	<u>392,127</u>	<u>552,658</u>	<u>(620,498)</u>	<u>324,287</u>

**16. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Unrestricted funds 2025</b>	<b>Restricted funds 2025</b>	<b>Total funds 2025</b>
	£	£	£
Tangible fixed assets	2,493	-	2,493
Current assets	318,471	121,023	439,494
Creditors due within one year	(4,641)	-	(4,641)
<b>Total</b>	<u>316,323</u>	<u>121,023</u>	<u>437,346</u>

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2025**

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**17. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2025</b>	<b>2024</b>
	£	£
Net income/expenditure for the year (as per Statement of Financial Activities)	<b>113,059</b>	<b>(67,840)</b>
Depreciation charges	<b>4,252</b>	<b>5,304</b>
Decrease/(increase) in stocks	<b>(4,481)</b>	<b>17,101</b>
Increase in creditors	<b>467</b>	<b>174</b>
Purchase of tangible fixed assets	<b>(441)</b>	<b>-</b>
<b>Net cash provided by/(used in) operating activities</b>	<b>112,856</b>	<b>(45,261)</b>

**18. Analysis of cash and cash equivalents**

	<b>2025</b>	<b>2024</b>
	£	£
Cash in hand	<b>400,830</b>	<b>293,558</b>
<b>Total cash and cash equivalents</b>	<b>400,830</b>	<b>293,558</b>

**19. Analysis of changes in net debt**

	<b>At 5 April 2024</b>	<b>Cash flows</b>	<b>At 4 April 2025</b>
	£	£	£
Cash at bank and in hand	<b>293,558</b>	<b>107,272</b>	<b>400,830</b>
	<b>293,558</b>	<b>107,272</b>	<b>400,830</b>

**20. Pension commitments**

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £713 (2024 - £178). Contributions totalling £139 (2024 - £139) were payable to the fund at the balance sheet date and are included in creditors.

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2025**

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**21. Related party transactions**

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 4 April 2025.

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

England & Wales - Charity number 1184482

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# Accounts

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 4 APRIL 2024**

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 4 APRIL 2024**

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**Trustees**                      John David Bishop, Chair of Trustees  
   Andrew Thomas Tranter, Trustee  
   Roger Thomas Murphy, Trustee  
   Nicholas John Moorhouse, Trustee

**Charity registered  
number**                      1184482

**Principal office**            Unit 5  
   Empire Centre  
   Imperial Way  
   Watford  
   WD24 4YH

**Accountants**                Hillier Hopkins LLP  
   Chartered Accountants  
   Radius House  
   51 Clarendon Road  
   Watford  
   Hertfordshire  
   WD17 1HP

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### TRUSTEES' REPORT FOR THE YEAR ENDED 4 APRIL 2024

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The Trustees present their annual report together with the financial statements of the Charity for the 5 April 2023 to 4 April 2024.

#### **Objectives and activities**

##### **a. Policies and objectives**

The purposes of the charity as set out in its governing document is the relief of financial hardship amongst people living in and around the Watford area, by providing such persons with food and other assistance, in an effort to restore dignity and offer hope.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

##### **b. Activities undertaken to achieve objectives**

Operation of a Foodbank to provide food and support to local people in crisis. Care professionals from over 150 local agencies assess possible clients and issue foodbank vouchers if needed. Clients exchange vouchers for food at one of five distribution points around Watford, and are offered further support as necessary. Donated non-perishable food is sorted and stored by volunteers at a warehouse and transported to distribution points as required. Community relief payments are made to clients in cases of hardship.

Trustees follow Charity Commission guidance to operate the charity for the benefit of clients.

##### **c. Social investment policies**

Charity does not operate social investment.

##### **d. Grant-making policies**

Occasional hardship grants are made to clients where a relatively small sum (usually less than £500) can make a significant improvement in their circumstances. Trustee approval is required, the decision is recorded in writing, and a receipt is signed by the client.

Occasional debt repayment grants to clients are made by referral from Citizens Advice Watford, with Trustee approval.

##### **e. Volunteers**

Charity relies on over 60 volunteers, and has one paid member of staff.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2024

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#### Achievements and performance

##### a. Main achievements of the Charity

7,660 foodbank vouchers were exchanged by clients (6,556 in 2022/23) giving food supplies to 11,445 adults (9,506 in 2022/23) and to 6,657 children (5,527 in 2022/23).

3,217 vouchers were exchanged at the Empire Centre distribution point (2,937 in 2022/23); 2,086 at South Oxhey Baptist Church (1,519 in 2022/23); 1,751 at Wellspring Church Centre (1,542 in 2022/23); 452 at St Michael and All Angels Church (399 in 2022/23); and 154 at Christ Church (159 in 2022/23).

134,152kg of food was given out (121,170kg in 2022/23) representing an average each month of 11,179kg (10,098kg in 2022/23).

Most clients came from South Oxhey followed by the Central and Holywell Wards in Watford. Most adults were in the age range 35-44 followed by 45-54 and 25-34. Most children were in the age range 5-11 followed by 12-16 and 0-4. The most common household structure was a Single adult (with or without dependents) followed by a Couple (with or without dependents) followed by Multi-adults (with or without dependents).

126,979kg of food was taken in (125,465kg in 2022/23), 69% was donated (91% in 2022/23) and 31% was purchased (9% in 2022/23).

Fuel bank payments were made on about 150 occasions to clients suffering fuel poverty.

In addition to the previous use of the ground floor of our Empire Centre warehouse, from Autumn 2023 we also acquired the use of the first floor of the warehouse. This was refurbished to provide additional storage capacity and office/meeting room space, and a dumb-waiter lift was installed to enable stock to be moved between floors.

With Trussell Trust financial inclusion grants, partnership contracts continued to be let with Citizens Advice Watford (CAW) for a free phoneline for foodbank vouchers and advice, and debt and benefits casework, and with Hertfordshire Mind Network for mental health referrals. These projects are aimed at reducing the need for clients to access the foodbank in the first place. CAW estimate over the year that about 90 clients no longer need to use the foodbank.

#### Financial review

##### a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

##### b. Reserves policy

Trustees have identified a reserves policy which addresses the availability of our warehouse premises and our running costs. The potential warehouse costs over three years at the current premises would be £56,000, but if these premises were unavailable the cost might rise to £100,000. Also, in order to set aside unrestricted funds at a level equivalent to between three and six months expenditure, trustees decided to set a total designated reserve fund of £100,000.

Small restricted reserves from Trussell Trust grants are also maintained.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2024

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#### **c. Principal risks and uncertainties**

A risk register has been produced which identifies the major risks to which the charity is exposed and the systems to mitigate against them. Trustees identified a major potential risk as the loss of volunteer senior managers. A succession planning operation was put in place resulting in the recruitment of a full-time paid Manager.

The risk of decreasing food donations from the general public due to the cost-of-living crisis has increased the need to purchase food to meet increasing client demand. This additional cost will be addressed by making specific grant applications for food purchase.

Cash deposits are invested in more than one institution in line with the Financial Services Compensation scheme limit of £85,000 for each institution.

#### **d. Principal funding**

Donations of non-perishable food from churches, voluntary organisations, schools, supermarket collections, corporate donors and individuals.

Financial donations from corporate donors, churches and individuals.

Online donations can be made through our website or Facebook enabling supporters to give via the JustGiving or PayPal Giving Fund services.

#### **Structure, governance and management**

##### **a. Constitution**

Watford Foodbank and Community Relief Trust is a registered charity, number 1184482, and is constituted as a Charitable Incorporated Organisation (CIO).

##### **b. Methods of appointment or election of Trustees**

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Charitable Incorporated Organisation (CIO).

New appropriate trustees approached by existing trustees.

No bodies are entitled to appoint trustees.

##### **c. Policies adopted for the induction and training of Trustees**

Trustees are involved as volunteers in the day-to-day operation of the foodbank and in meeting with clients. New trustees are given trustee information produced by the Charity Commission, and undergo online training organised by The Trussell Trust.

##### **d. Related party relationships**

Watford Foodbank works closely with Citizens Advice Watford, the Hertfordshire Mind Network, and the local homeless charity New Hope.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2024

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#### Structure, governance and management (continued)

##### e. Organisational structure and any wider network

Following the retirement of our previous volunteer manager at the end of 2023, Trustees appointed a new full-time paid Manager on 2 January 2024 to oversee day-to-day operations. The Manager reports to the Trustee Board.

Watford Foodbank is part of the network of over 400 foodbanks operated by the national Christian charity The Trussell Trust, and operates according to its policies and guidelines.

##### Plans for future periods

Following the significant appointment of a paid Manager and the expansion of warehouse facilities in the current year, trustees do not see any major developments as regards staff or premises over the next year, but are always open to respond to changes that may affect operations.

##### Statement of Trustees' responsibilities

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the terms of the Charitable Incorporated Organisation (CIO). 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 order of the members of the board of Trustees and signed on their behalf by:



John David Bishop



Andrew Thomas Tranter

Date: 04.12.24

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 4 APRIL 2024

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#### Independent examiner's report to the Trustees of Watford Foodbank and Community Relief Trust ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 4 April 2024.

#### Responsibilities and basis of report

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 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

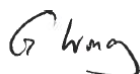
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's 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 law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:



Dated: 5 December 2024

Gary Wong BFP FCA  
Institute of Chartered Accountants in England & Wales

Chartered Accountant,

**Hillier Hopkins LLP**  
Chartered Accountants  
Radius House  
51 Clarendon Road  
Watford  
Hertfordshire  
WD17 1HP

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 4 APRIL 2024**

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	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
<b>Income from:</b>					
Donations and legacies	3	65,353	478,916	544,269	585,354
Charitable activities	4	-	8,389	8,389	4,802
<b>Total income</b>		<b>65,353</b>	<b>487,305</b>	<b>552,658</b>	<b>590,156</b>
<b>Expenditure on:</b>					
Charitable activities	6	70,610	549,888	620,498	493,220
<b>Total expenditure</b>		<b>70,610</b>	<b>549,888</b>	<b>620,498</b>	<b>493,220</b>
<b>Net movement in funds</b>		<b>(5,257)</b>	<b>(62,583)</b>	<b>(67,840)</b>	<b>96,936</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		12,886	379,241	392,127	295,191
Net movement in funds		(5,257)	(62,583)	(67,840)	96,936
<b>Total funds carried forward</b>		<b>7,629</b>	<b>316,658</b>	<b>324,287</b>	<b>392,127</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 10 to 22 form part of these financial statements.

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**BALANCE SHEET  
AS AT 4 APRIL 2024**

	Note	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	11	6,304	11,608
<b>Current assets</b>			
Stocks	12	28,599	45,700
Cash at bank and in hand		293,558	338,819
		<u>322,157</u>	<u>384,519</u>
Creditors: amounts falling due within one year	13	(4,174)	(4,000)
<b>Net current assets</b>		<b>317,983</b>	<b>380,519</b>
<b>Total net assets</b>		<b><u>324,287</u></b>	<b><u>392,127</u></b>
<b>Charity funds</b>			
Restricted funds	14	7,629	12,886
Unrestricted funds	14	316,658	379,241
<b>Total funds</b>		<b><u>324,287</u></b>	<b><u>392,127</u></b>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

*J.D. Bishop*

**John David Bishop**

Date: 04.12.24

*A. Tranter*

**Andrew Thomas Tranter**

The notes on pages 10 to 22 form part of these financial statements.

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 4 APRIL 2024**

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	<b>Note</b>	<b>2024 £</b>	<b>2023 £</b>
<b>Cash flows from operating activities</b>			
Net cash used in operating activities	17	<b>(45,261)</b>	<b>88,040</b>
		<hr/>	<hr/>
<b>Cash flows from investing activities</b>			
Net cash provided by investing activities		-	-
		<hr/>	<hr/>
<b>Cash flows from financing activities</b>			
Net cash provided by financing activities		-	-
		<hr/>	<hr/>
<b>Change in cash and cash equivalents in the year</b>		<b>(45,261)</b>	<b>88,040</b>
Cash and cash equivalents at the beginning of the year		<b>338,819</b>	<b>250,779</b>
<b>Cash and cash equivalents at the end of the year</b>	18	<b>293,558</b>	<b>338,819</b>
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 10 to 22 form part of these financial statements

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 4 APRIL 2024

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#### 1. General information

Watford Foodbank Community Relief Trust Charitable Incorporate Organisation Incorporated in England & Wales. The registered address is Unit 5, Empire Centre, Imperial Way, Watford, WD24 4YH.

#### 2. Accounting policies

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Watford Foodbank and Community Relief Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The accounts have been prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

##### 2.2 Going concern

At the time of approving the financial statements, the trustees have reasonable expectation that the charity will be able to continue in operation through the continued receipt of donations and grants for the next 12 months. Additionally, the charity holds sufficient unrestricted free reserves to meet any unexpected unbudgeted costs. Therefore these accounts have been prepared on a going concern basis.

##### 2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Allocation between unrestricted and restricted funds is subject to specific conditions by the donor or grant maker as to how they may be used, and in accordance with fundraising applications. Unrestricted income is recognised for general use where there is no other specified purpose

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount: Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants are included in the statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

The value of donated goods is recognised within donations at fair value when received, with an equivalent amount recognised as charitable expenditure, after adjusting for the value of stock.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 4 APRIL 2024

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#### 2. Accounting policies (continued)

##### 2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure is allocated to restricted funds by direct attribution to the specific conditions set by the donor or grant maker, including agreed proportions of specific costs, such as salaries.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

All expenditure is inclusive of irrecoverable VAT.

##### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £NIL or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Motor vehicles	-	20% Straight line basis
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Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the statement of financial activities.

##### 2.6 Stocks

Stocks comprise food, toiletries and other donated goods, held for distribution by the food bank. Stocks are valued at fair value, after allowance for out of date items.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 4 APRIL 2024

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#### 2. Accounting policies (continued)

##### 2.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid deposits with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### 2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

##### 2.9 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

##### 2.10 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

##### 2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. The general funds include cash donation and stock donation.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2024**

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**3. Income from donations and legacies**

	<b>Restricted funds 2024 £</b>	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Donations	-	177,925	<b>177,925</b>	233,984
Grants	65,353	-	<b>65,353</b>	44,324
Foodbank stock donations	-	300,991	<b>300,991</b>	307,046
	<u>65,353</u>	<u>478,916</u>	<u><b>544,269</b></u>	<u>585,354</u>
<i>Total 2023</i>	<u>38,543</u>	<u>546,811</u>	<u>585,354</u>	

**4. Income from charitable activities**

	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
HMRC Gift aid	8,389	<b>8,389</b>	4,802
	<u>4,802</u>	<u>4,802</u>	
<i>Total 2023</i>	<u>4,802</u>	<u>4,802</u>	

**5. Analysis of grants**

	<b>Grants to Institutions 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Grants payable	15,000	<b>15,000</b>	-
	<u>15,000</u>	<u>15,000</u>	

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2024**

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**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Restricted funds 2024 £</b>	<b>Unrestricted funds 2024 £</b>	<b>Total 2024 £</b>	<i>Total 2023 £</i>
Expense in the furtherance of charity activities	70,610	231,796	<b>302,406</b>	204,374
Foodbank stock distribution	-	318,092	<b>318,092</b>	288,846
	<u>70,610</u>	<u>549,888</u>	<u><b>620,498</b></u>	<u>493,220</u>
<i>Total 2023</i>	<u>25,657</u>	<u>467,563</u>	<u>493,220</u>	

**7. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2024 £</b>	<b>Grant funding of activities 2024 £</b>	<b>Support costs 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Expense in the furtherance of charity activities	211,946	15,000	75,460	<b>302,406</b>	204,374
Foodbank stock distribution	318,092	-	-	<b>318,092</b>	288,846
	<u>530,038</u>	<u>15,000</u>	<u>75,460</u>	<u><b>620,498</b></u>	<u>493,220</u>
<i>Total 2023</i>	<u>381,838</u>	<u>-</u>	<u>111,382</u>	<u>493,220</u>	

**Analysis of direct costs**

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2024**

**7. Analysis of expenditure by activities (continued)**

**Analysis of direct costs (continued)**

	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Additional food	89,516	24,726
Community Relief Payments	122,430	68,266
Foodbank distributions	318,092	288,846
	<b>530,038</b>	<b>381,838</b>

**Analysis of support costs**

	<b>Donations 2024 £</b>	<b>Total funds 2024 £</b>	<i>Total funds 2023 £</i>
Staff costs	7,679	7,679	-
Rent	35,554	35,554	27,726
Utilities	2,059	2,059	9,286
Motor vehicle expense	4,463	4,463	9,923
Maintenance of building	3,462	3,462	16,162
Insurance	6,460	6,460	2,618
Admin	1,766	1,766	1,118
Printing, Postage & Stationery	150	150	750
Accountancy	4,970	4,970	6,760
Wellspring Church Mullberry room	-	-	27,736
Motor vehicle depreciation	5,304	5,304	5,304
Bank fees	63	63	1,644
Telephone and internet	3,530	3,530	2,355
	75,460	<b>75,460</b>	111,382
	<b>111,382</b>	<b>111,382</b>	
<i>Total 2023</i>			

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2024**

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**8. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £3,000 (2023 - £4,000).

**9. Staff costs**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>7,500</b>	-
Contribution to defined contribution pension schemes	<b>178</b>	-
	<u><b>7,678</b></u>	<u>-</u>

The average number of persons employed by the Charity during the year was as follows:

	<b>2024</b>	<b>2023</b>
	<b>No.</b>	<b>No.</b>
Employees	<u><b>1</b></u>	<u>-</u>

No employee received remuneration amounting to more than £60,000 in either year.

**10. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 4 April 2024, no Trustee expenses have been incurred (2023 - £NIL).

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2024**

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**11. Tangible fixed assets**

	<b>Motor vehicles £</b>
<b>Cost or valuation</b>	
At 5 April 2023	26,520
At 4 April 2024	26,520
<b>Depreciation</b>	
At 5 April 2023	14,912
Charge for the year	5,304
At 4 April 2024	20,216
<b>Net book value</b>	
At 4 April 2024	6,304
<i>At 4 April 2023</i>	11,608

**12. Stocks**

	<b>2024 £</b>	<b>2023 £</b>
Food stock	28,599	45,700

The stock held at the year end has been valued at £2.37 per kilogram (2022: £2.37 per kg) using the Trussell Trust guidelines. This represents the cash valuation of goods donated to the Foodbank.

**13. Creditors: Amounts falling due within one year**

	<b>2024 £</b>	<b>2023 £</b>
Other taxation and social security	435	-
Pension fund loan payable	139	-
Accruals and deferred income	3,600	4,000
	4,174	4,000

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2024**

**14. Statement of funds**

**Statement of funds - current year**

	Balance at 5 April 2023 £	Income £	Expenditure £	Balance at 4 April 2024 £
<b>Unrestricted funds</b>				
<b>Designated funds</b>				
Designated Funds	100,000	-	-	100,000
<b>General funds</b>				
General Funds	279,241	487,305	(549,888)	216,658
<b>Total Unrestricted funds</b>	<b>379,241</b>	<b>487,305</b>	<b>(549,888)</b>	<b>316,658</b>
<b>Restricted funds</b>				
Restricted Fund	12,886	65,353	(70,610)	7,629
<b>Total of funds</b>	<b>392,127</b>	<b>552,658</b>	<b>(620,498)</b>	<b>324,287</b>

**Statement of funds - prior year**

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 4 April 2023 £</i>
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Designated Funds	-	-	-	100,000	100,000
<b>General funds</b>					
General Funds	295,191	551,613	(467,563)	(100,000)	279,241
<b>Total Unrestricted funds</b>	<b>295,191</b>	<b>551,613</b>	<b>(467,563)</b>	<b>-</b>	<b>379,241</b>
<b>Restricted funds</b>					
Restricted Fund	-	38,543	(25,657)	-	12,886

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2024**

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**14. Statement of funds (continued)**

<b>Total of funds</b>	<u>295,191</u>	<u>590,156</u>	<u>(493,220)</u>	<u>-</u>	<u>392,127</u>
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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2024**

**15. Summary of funds**

**Summary of funds - current year**

	<b>Balance at 5 April 2023 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Balance at 4 April 2024 £</b>
Designated funds	100,000	-	-	100,000
General funds	279,241	487,305	(549,888)	216,658
Restricted funds	12,886	65,353	(70,610)	7,629
	<u>392,127</u>	<u>552,658</u>	<u>(620,498)</u>	<u>324,287</u>

**Summary of funds - prior year**

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 4 April 2023 £</i>
Designated funds	-	-	-	100,000	100,000
General funds	295,191	551,613	(467,563)	(100,000)	279,241
Restricted funds	-	38,543	(25,657)	-	12,886
	<u>295,191</u>	<u>590,156</u>	<u>(493,220)</u>	<u>-</u>	<u>392,127</u>

**16. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	<b>Restricted funds 2024 £</b>	<b>Unrestrict ed funds 2024 £</b>	<b>Total funds 2024 £</b>
Tangible fixed assets	-	6,304	6,304
Current assets	7,629	314,528	322,157
Creditors due within one year	-	(4,174)	(4,174)
<b>Total</b>	<u>7,629</u>	<u>316,658</u>	<u>324,287</u>

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2024**

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**17. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2024</b>	<b>2023</b>
	£	£
Net income/expenditure for the period (as per Statement of Financial Activities)	<b>(67,840)</b>	96,936
Depreciation charges	<b>5,304</b>	5,304
Decrease/(increase) in stocks	<b>17,101</b>	(18,200)
Increase in creditors	<b>174</b>	4,000
<b>Net cash provided by/(used in) operating activities</b>	<b>(45,261)</b>	<b>88,040</b>

**18. Analysis of cash and cash equivalents**

	<b>2024</b>	<b>2023</b>
	£	£
Cash in hand	<b>293,558</b>	338,819
<b>Total cash and cash equivalents</b>	<b>293,558</b>	<b>338,819</b>

**19. Analysis of changes in net debt**

	<b>At 5 April 2023</b>	<b>Cash flows</b>	<b>At 4 April 2024</b>
	£	£	£
Cash at bank and in hand	<b>338,819</b>	<b>(45,261)</b>	<b>293,558</b>
Debt due within 1 year	-	<b>(139)</b>	<b>(139)</b>
	<b>338,819</b>	<b>(45,400)</b>	<b>293,419</b>

**20. Pension commitments**

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £178 (2023 - £nil). Contributions totalling £139 (2023 - £nil) were payable to the fund at the balance sheet date and are included in creditors.

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2024**

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**21. Related party transactions**

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 4 April 2024.

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

England & Wales - Charity number 1184482

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# Accounts

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 4 APRIL 2023**

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 4 APRIL 2023**

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<b>Trustees</b>	John David Bishop, Chair of Trustees Andrew Thomas Tranter, Trustee Roger Thomas Murphy, Trustee Carol Gillian Herbert, Trustee (resigned 13 March 2023) Nicholas John Moorhouse, Trustee (appointed 13 March 2023)
<b>Charity registered number</b>	1184482
<b>Principal office</b>	9 Tavistock Road Watford WD24 4HL
<b>Accountants</b>	Hillier Hopkins LLP Chartered Accountants Radius House 51 Clarendon Road Watford Hertfordshire WD17 1HP

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### TRUSTEES' REPORT FOR THE YEAR ENDED 4 APRIL 2023

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The Trustees present their annual report together with the financial statements of the Charity for the 5 April 2022 to 4 April 2023.

#### **Objectives and activities**

##### **a. Policies and objectives**

The purposes of the charity as set out in its governing document is the relief of financial hardship amongst people living in and around the Watford area, by providing such persons with food and other assistance, in an effort to restore dignity and offer hope.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

##### **b. Activities undertaken to achieve objectives**

Operation of a Foodbank to provide food and support to local people in crisis. Care professionals from over 150 local agencies assess possible clients and issue foodbank vouchers if needed. Clients exchange vouchers for food at one of five distribution points around Watford, and are offered further support as necessary. Donated non-perishable food is sorted and stored by volunteers at a warehouse and transported to distribution points as required. Community relief payments are made to clients in cases of hardship.

Trustees follow Charity Commission guidance to operate the charity for the benefit of clients.

##### **c. Social investment policies**

Charity does not operate social investment.

##### **d. Grant-making policies**

Occasional hardship grants are made to clients where a relatively small sum (usually less than £500) can make a significant improvement in their circumstances. Trustee approval is required, the decision is recorded in writing, and a receipt is signed by the client.

Debt repayment grants to clients are made by referral from Citizens Advice Watford, with Trustee approval.

##### **e. Volunteers**

Charity relies entirely on over 50 volunteers and has no paid staff.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2023

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#### Achievements and performance

##### a. Main achievements of the Charity

6,556 foodbank vouchers were exchanged by clients (5,005 in 2021/22) giving food supplies to 9,506 adults (7,138 in 2021/22) and to 5,572 children (4,447 in 2021/22).

2,937 vouchers (238 paper, 2,699 electronic) were exchanged at the Empire Centre distribution point (2,116 in 2021/22); 1,542 (131 paper, 1,411 electronic) at Wellspring Church Centre (1,518 in 2021/22); 1,519 (32 paper, 1,487 electronic) at South Oxhey Baptist Church (1,036 in 2021/22); 399 (21 paper, 378 electronic) at St Michael and All Angels Church (261 in 2021/22); and 159 (98 paper, 61 electronic) at Christ Church (74 in 2021/22).

121,170kg of food was given out (110,443 in 2021/22) representing an average each month of 10,098kg (9,204kg in 2021/22).

Most clients came from South Oxhey followed by the Central and Holywell Wards in Watford, and were in the age ranges 25-64 followed by 5-11 and 12-16. The most common reasons for crisis were low income, delays or changes in benefits, and sickness. The most common reasons for clients having multiple vouchers during the year were that they were on benefits and not earning, and that there was a reduction of benefit value.

125,465kg of food was taken in (102,256kg in 2021/22), 42% was donations at supermarkets, 15% was donations from churches, 14% was donations from individuals, and 9% was purchased.

Fuel bank payments were made on over 300 occasions to clients suffering fuel poverty. Debt repayment grants to clients were made on 25 occasions.

A new external room for foodbank use was commissioned at the Wellspring Church Centre distribution point.

With Trussell Trust financial inclusion grants, partnership contracts were let with Citizens Advice Watford (CAW) for a free phonenumber for foodbank vouchers and advice, and debt and benefits casework, and with Hertfordshire Mind Network for mental health referrals. These projects are aimed at reducing the need for clients to access the foodbank in the first place, and are beginning to bear fruit. CAW estimate over the year that 65 clients no longer need to use the foodbank.

#### Financial review

##### a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

##### b. Reserves policy

Trustees have identified a reserves policy which addresses the availability of our warehouse premises and our running costs. The potential warehouse costs over three years at the current premises would be £30,000, but if these premises were unavailable the cost might rise to £60,000. Also, in order to set aside unrestricted funds at a level equivalent to between three and six months expenditure, trustees decided to set a total designated reserve fund of £100,000.

Small restricted reserves from Trussell Trust grants are also maintained.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2023

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#### **c. Principal risks and uncertainties**

A risk register has been produced which identifies the major risks to which the charity is exposed and the systems to mitigate against them. Trustees have identified a major potential risk as the loss or incapacity of senior managers or trustees due to health issues etc, and have set succession planning operations in motion to reduce these risks.

The risk of underfunding by supporters in the local community and by major local businesses is viewed as not impossible, but unlikely.

Cash deposits are invested in more than one institution in line with the Financial Services Compensation scheme limit of £85,000 for each institution.

#### **d. Principal funding**

Donations of non-perishable food from churches, voluntary organisations, schools, supermarket collections, corporate donors and individuals.

Financial donations from corporate donors, churches and individuals.

Online donations can be made through our website or Facebook enabling supporters to give via the JustGiving or PayPal Giving Fund services.

#### **Structure, governance and management**

##### **a. Constitution**

Watford Foodbank and Community Relief Trust is a registered charity, number 1184482, and is constituted as a Charitable Incorporated Organisation (CIO).

##### **b. Methods of appointment or election of Trustees**

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Charitable Incorporated Organisation (CIO).

New appropriate trustees approached by existing trustees.

No bodies are entitled to appoint trustees.

##### **c. Policies adopted for the induction and training of Trustees**

Trustees are involved as volunteers in the day-to-day operation of the foodbank and in meeting with clients. New trustees are given trustee information produced by the Charity Commission, and undergo online training organised by The Trussell Trust.

##### **d. Related party relationships**

Watford Foodbank works closely with Citizens Advice Watford, the Hertfordshire Mind Network, and the local homeless charity New Hope.

##### **e. Organisational structure and any wider network**

Watford Foodbank is part of the network of over 400 foodbank's operated by the national Christian charity The Trussell Trust, and operates according to its policies and guidelines.

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 4 APRIL 2023**

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**Plans for future periods**

A trustee employment working party recommended that we recruit a full-time salaried foodbank manager, as the current volunteer manager will be retiring at the end of 2023. The trustee board accepted this recommendation and the recruitment process is beginning. This will be our first salaried post and we hope to have filled this role by early 2024. We will then address the need for a part-time salaried administrator.

**Statement of Trustees' responsibilities**

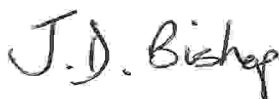
The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the terms of the Charitable Incorporated Organisation (CIO). 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 order of the members of the board of Trustees and signed on their behalf by:



**John David Bishop**

Date: 30.10.23



**Andrew Thomas Tranter**

31/10/23

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 4 APRIL 2023

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#### Independent examiner's report to the Trustees of Watford Foodbank and Community Relief Trust ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 4 April 2023.

#### Responsibilities and basis of report

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 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of institute of chartered accountants in England and Wales, which is one of the listed bodies.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's 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 law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.


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WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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INDEPENDENT EXAMINER'S REPORT (CONTINUED)  
FOR THE YEAR ENDED 4 APRIL 2023

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Signed: 

Dated: 31/10/2023

Gary Wong BFP FCA  
Institute of Chartered Accountants in England & Wales

Chartered Accountant,

**Hillier Hopkins LLP**

Chartered Accountants

Radius House

51 Clarendon Road

Watford

Hertfordshire

WD17 1HP

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 4 APRIL 2023**

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	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
<b>Income from:</b>					
Donations and legacies	3	38,543	546,811	585,354	275,955
Charitable activities	4	-	4,802	4,802	-
<b>Total income</b>		<b>38,543</b>	<b>551,613</b>	<b>590,156</b>	<b>275,955</b>
<b>Expenditure on:</b>					
Charitable activities	5	25,657	467,563	493,220	279,241
<b>Total expenditure</b>		<b>25,657</b>	<b>467,563</b>	<b>493,220</b>	<b>279,241</b>
<b>Net movement in funds</b>		<b>12,886</b>	<b>84,050</b>	<b>96,936</b>	<b>(3,286)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		-	295,191	295,191	298,477
Net movement in funds		12,886	84,050	96,936	(3,286)
<b>Total funds carried forward</b>		<b>12,886</b>	<b>379,241</b>	<b>392,127</b>	<b>295,191</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 11 to 21 form part of these financial statements.

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**BALANCE SHEET  
AS AT 4 APRIL 2023**

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	9	11,608	16,912
<b>Current assets</b>			
Stocks	10	45,700	27,500
Cash at bank and in hand		338,819	250,779
		<u>384,519</u>	<u>278,279</u>
Creditors: amounts falling due within one year	11	(4,000)	-
<b>Net current assets</b>		<u>380,519</u>	<u>278,279</u>
<b>Total net assets</b>		<u><u>392,127</u></u>	<u><u>295,191</u></u>
<b>Charity funds</b>			
Restricted funds	12	12,886	-
Unrestricted funds	12	379,241	295,191
<b>Total funds</b>		<u><u>392,127</u></u>	<u><u>295,191</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

*J. D. Bishop*

**John David Bishop**

Date: 30.10.23

*A. Thomas Tranter*

**Andrew Thomas Tranter**

31/10/23

The notes on pages 11 to 21 form part of these financial statements.

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 4 APRIL 2023**

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	2023 £	2022 £
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	<b>96,936</b>	(3,286)
	<hr/>	<hr/>
<b>Cash flows from investing activities</b>		
Depreciation	5,304	5,304
Movement in stock	(18,200)	18,000
Increase/(decrease) in creditors	4,000	-
	<hr/>	<hr/>
<b>Net cash (used in)/provided by investing activities</b>	<b>(8,896)</b>	<b>23,304</b>
	<hr/>	<hr/>
<b>Cash flows from financing activities</b>		
	<hr/>	<hr/>
<b>Net cash provided by financing activities</b>	-	-
	<hr/>	<hr/>
<b>Change in cash and cash equivalents in the year</b>	<b>88,040</b>	<b>20,018</b>
Cash and cash equivalents at the beginning of the year	250,779	230,761
	<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	<b>338,819</b>	<b>250,779</b>
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 11 to 21 form part of these financial statements

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 4 APRIL 2023

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#### 1. General information

Watford Foodbank Community Relief Trust Charitable Incorporate Organisation Incorporated in England & Wales. The registered address is 9 Tavistock Road, Watford, WD24 4HL.

#### 2. Accounting policies

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Watford Foodbank and Community Relief Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The accounts have been prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

##### 2.2 Going concern

At the time of approving the financial statements, the trustees have reasonable expectation that the charity will be able to continue in operation through the continued receipt of donations and grants for the next 12 months. Additionally, the charity holds sufficient unrestricted free reserves to meet any unexpected unbudgeted costs. Therefore these accounts have been prepared on a going concern basis.

##### 2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Allocation between unrestricted and restricted funds is subject to specific conditions by the donor or grant maker as to how they may be used, and in accordance with fundraising applications. Unrestricted income is recognised for general use where there is no other specified purpose

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount: Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants are included in the statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

The value of donated goods is recognised within donations at fair value when received, with an equivalent amount recognised as charitable expenditure, after adjusting for the value of stock.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 4 APRIL 2023

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#### 2. Accounting policies (continued)

##### 2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure is allocated to restricted funds by direct attribution to the specific conditions set by the donor or grant maker, including agreed proportions of specific costs, such as salaries.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

##### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £NIL or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following basis:

Motor vehicles	-	20% Straight line basis
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Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the statement of financial activities.

##### 2.6 Stocks

Stocks comprise food, toiletries and other donated goods, held for distribution by the food bank. Stocks are valued at fair value, after allowance for out of date items.

##### 2.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid deposits with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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## WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 4 APRIL 2023

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#### 2. Accounting policies (continued)

##### 2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

##### 2.9 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

##### 2.10 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. The general funds include cash donation and stock donation.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### 3. Income from donations and legacies

	<b>Restricted funds 2023 £</b>	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Donations	-	233,984	<b>233,984</b>
Grants	38,543	5,781	<b>44,324</b>
Foodbank stock donations	-	307,046	<b>307,046</b>
	<b>38,543</b>	<b>546,811</b>	<b>585,354</b>

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2023**

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**3. Income from donations and legacies (continued)**

	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Donations	97,007	97,007
Foodbank stock donations	178,948	178,948
	<u>275,955</u>	<u>275,955</u>

**4. Income from charitable activities**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
HMRC Gift aid	4,802	4,802	-
	<u>4,802</u>	<u>4,802</u>	<u>-</u>

**5. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Restricted funds 2023 £</b>	<b>Unrestricted funds 2023 £</b>	<b>Total 2023 £</b>
Expense in the furtherance of charity activities	25,657	178,717	<b>204,374</b>
Foodbank stock distribution	-	288,846	<b>288,846</b>
	<u>25,657</u>	<u>467,563</u>	<u><b>493,220</b></u>

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2023**

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**5. Analysis of expenditure on charitable activities (continued)**

**Summary by fund type (continued)**

	<i>Unrestricted funds 2022 £</i>	<i>Total 2022 £</i>
Expense in the furtherance of charity activities	82,293	82,293
Foodbank stock distribution	196,948	196,948
	279,241	279,241
	279,241	279,241

**6. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2023 £</b>	<b>Support costs 2023 £</b>	<b>Total funds 2023 £</b>
Expense in the furtherance of charity activities	92,992	111,382	<b>204,374</b>
Foodbank stock distribution	288,846	-	<b>288,846</b>
	381,838	111,382	<b>493,220</b>
	381,838	111,382	<b>493,220</b>

	<i>Activities undertaken directly 2022 £</i>	<i>Support costs 2022 £</i>	<i>Total funds 2022 £</i>
Expense in the furtherance of charity activities	36,926	45,367	82,293
Foodbank stock distributions	196,948	-	196,948
	233,874	45,367	279,241
	233,874	45,367	279,241

**Analysis of direct costs**

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2023**

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**6. Analysis of expenditure by activities (continued)**

**Analysis of direct costs (continued)**

	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Additional food	<b>24,726</b>	12,118
Community Relief Payments	<b>68,266</b>	9,808
Refugees	-	15,000
Foodbank distributions	<b>288,846</b>	196,948
	<b>381,838</b>	233,874

**Analysis of support costs**

	<b>Donations 2023 £</b>	<b>Total funds 2023 £</b>
Rent	27,726	<b>27,726</b>
Utilities	9,286	<b>9,286</b>
Motor vehicle expense	9,923	<b>9,923</b>
Maintenance of building	16,162	<b>16,162</b>
Insurance	2,618	<b>2,618</b>
Admin	1,118	<b>1,118</b>
Printing, Postage & Stationery	750	<b>750</b>
Accountancy	6,760	<b>6,760</b>
Wellspring Church Mullberry room	27,736	<b>27,736</b>
Motor vehicle depreciation	5,304	<b>5,304</b>
Bank fees	1,644	<b>1,644</b>
Telephone and internet	2,355	<b>2,355</b>
	<b>111,382</b>	<b>111,382</b>

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2023**

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**6. Analysis of expenditure by activities (continued)**

**Analysis of support costs (continued)**

	<i>Donations</i> 2022 £	<i>Total</i> <i>funds</i> 2022 £
Rent	20,784	20,784
Utilities	986	986
Motor vehicle expense	6,844	6,844
Maintenance of building	3,366	3,366
Insurance	2,266	2,266
Admin	1,457	1,457
Printing, postage and stationery	111	111
Accountancy	2,700	2,700
Motor vehicle depreciation	5,304	5,304
Bank fees	13	13
Telephone and internet	1,536	1,536
	<u>45,367</u>	<u>45,367</u>

**7. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £4,000 (2022 - £2,700).

**8. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 4 April 2023, no Trustee expenses have been incurred (2022 - £NIL).

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2023**

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**9. Tangible fixed assets**

	<b>Motor vehicles £</b>
<b>Cost or valuation</b>	
At 5 April 2022	26,520
At 4 April 2023	26,520
<b>Depreciation</b>	
At 5 April 2022	9,608
Charge for the year	5,304
At 4 April 2023	14,912
<b>Net book value</b>	
At 4 April 2023	11,608
<i>At 4 April 2022</i>	16,912

**10. Stocks**

	<b>2023 £</b>	<i>2022 £</i>
Food stock	45,700	27,500

The stock held at the year end has been valued at £2.37 per kilogram (2022: £1.75 per kg) using the Trussell Trust guidelines. This represents the cash valuation of goods donated to the Foodbank.

**11. Creditors: Amounts falling due within one year**

	<b>2023 £</b>	<i>2022 £</i>
Accruals and deferred income	4,000	-

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2023**

**12. Statement of funds**

**Statement of funds - current year**

	<b>Balance at 5 April 2022 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers in/out £</b>	<b>Balance at 4 April 2023 £</b>
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Designated Funds - all funds	-	-	-	100,000	100,000
<b>General funds</b>					
General Funds - all funds	295,191	551,613	(467,563)	(100,000)	279,241
<b>Total Unrestricted funds</b>	<b>295,191</b>	<b>551,613</b>	<b>(467,563)</b>	<b>-</b>	<b>379,241</b>
<b>Restricted funds</b>					
Restricted Funds - all funds	-	38,543	(25,657)	-	12,886
<b>Total of funds</b>	<b>295,191</b>	<b>590,156</b>	<b>(493,220)</b>	<b>-</b>	<b>392,127</b>

**Statement of funds - prior year**

	<i>Balance at 1 April 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 4 April 2022 £</i>
<b>Unrestricted funds</b>				
General Funds - all funds	298,477	275,955	(279,241)	295,191

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2023**

**13. Summary of funds**

**Summary of funds - current year**

	<b>Balance at 5 April 2022 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers in/out £</b>	<b>Balance at 4 April 2023 £</b>
Designated funds	-	-	-	100,000	100,000
General funds	295,191	551,613	(467,563)	(100,000)	279,241
Restricted funds	-	38,543	(25,657)	-	12,886
	<u>295,191</u>	<u>590,156</u>	<u>(493,220)</u>	<u>-</u>	<u>392,127</u>

**Summary of funds - prior year**

	<i>Balance at 1 April 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 4 April 2022 £</i>
General funds	298,477	275,955	(279,241)	295,191

**14. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Restricted funds 2023 £</b>	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Tangible fixed assets	-	11,608	11,608
Current assets	12,886	371,633	384,519
Creditors due within one year	-	(4,000)	(4,000)
<b>Total</b>	<u>12,886</u>	<u>379,241</u>	<u>392,127</u>

**15. Reconciliation of net movement in funds to net cash flow from operating activities**

Net income/expenditure for the year (as per Statement of Financial Activities)	<u>96,936</u>	<u>(3,286)</u>
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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 4 APRIL 2023**

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**16. Analysis of cash and cash equivalents**

	<b>2023</b>	<i>2022</i>
	£	£
Cash in hand	<b>338,819</b>	<i>250,779</i>
<b>Total cash and cash equivalents</b>	<b>338,819</b>	<i>250,779</i>

**17. Analysis of changes in net debt**

	<b>At 5 April 2022</b>	<b>Cash flows</b>	<b>At 4 April 2023</b>
	£	£	£
Cash at bank and in hand	<b>250,779</b>	<b>88,040</b>	<b>338,819</b>
	<b>250,779</b>	<b>88,040</b>	<b>338,819</b>

**18. Related party transactions**

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 4 April 2023.

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

England & Wales - Charity number 1184482

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# Accounts

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## Trustees' Annual Report for the period

From 05/04/2021

To 04/04/2022

Charity name: **Watford Foodbank and Community Relief Trust**

Charity registration number: **1184482**

### Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	The relief of financial hardship amongst people living in and around the Watford area, by providing such persons with food and other assistance, in an effort to restore dignity and offer hope.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Operation of a Foodbank to provide food and support to local people in crisis. Care professionals from over 150 local agencies assess possible clients and issue foodbank vouchers if needed. Clients exchange vouchers for food at one of five distribution points around Watford, and are offered further support as necessary. Donated non-perishable food is sorted and stored by volunteers at a warehouse and transported to distribution points as required.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Trustees follow Charity Commission guidance to operate the charity for the benefit of clients.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making	Occasional hardship grants are made to clients where a relatively small sum (usually less than £500) can make a significant improvement in their circumstances. Trustee approval is required, the decision is recorded in writing, and a receipt is signed by the client.
Policy on social investment including program related investment	Charity does not operate social investment.
Contribution made by volunteers	Charity relies entirely on over 50 volunteers and has no paid staff.
Other	

## Achievements and Performance

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>5005 foodbank vouchers were exchanged by clients (4974 in 2020/21) giving food supplies to 7138 adults (7532 in 2020/21) and to 4447 children (4494 in 2020/21). 2116 vouchers were exchanged at the Empire Centre distribution point, 1518 at Wellspring Church Centre, 1036 at South Oxhey Baptist Church, 261 at St Michael and All angels Church, and 74 at Christ Church. 110,443kg of food was given out (119,136 in 2020/21) representing an average each month of 9204kg (9928kg in 2020/21).</p> <p>Most clients came from South Oxhey followed by the Central and Holywell Wards in Watford, and were in the age ranges 25-64 followed by 5-11 and 12-16. The most common reasons for crisis were low income, delays or changes in benefits, and sickness. The most common family sizes were firstly single persons, followed by single parents and then families.</p> <p>102,256kg of food was taken in (126,402kg in 2020/21), 45% was donations at supermarkets, 16% was donations from individuals, 15% was donations from churches, and 6% was purchased.</p> <p>Fuel bank payments were made on 49 occasions to clients suffering fuel poverty (33 occasions in 2020/21).</p>
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## Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>See the independently-examined Receipts and Payments Accounts. Receipts were £96,895 and payments were £76,877. Cash funds at end of year were £250,779.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Reserves were set aside including for three years warehouse rent.</p>
<p>Amount of reserves held</p>	<p>£100,000</p>
<p>Reasons for holding zero reserves</p>	
<p>Details of fund materially in deficit</p>	
<p>Explanation of any uncertainties about the charity continuing as a going concern</p>	<p>Charity is a going concern</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

<p>The charity's principal sources of funds (including any fundraising)</p>	<p>Donations of non-perishable food from churches, voluntary organisations, schools, supermarket collections, corporate donors and individuals.</p>
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	Financial donations from corporate donors, churches and individuals. Online donations can be made through our website or Facebook enabling supporters to give via the JustGiving or PayPal Giving Fund services.
Investment policy and objectives including any social investment policy adopted	We do not make investments.
A description of the principal risks facing the charity	Loss of support from the general public (unlikely).
Other	

## Structure, Governance and Management

Description of charity's trusts:	
Type of governing document (trust deed, royal charter)	Constitution.
How is the charity constituted? (e.g. unincorporated association, CIO)	Charitable Incorporated Organisation.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	New appropriate trustees approached by existing trustees. No bodies are entitled to appoint trustees.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Trustees are involved as volunteers in the day-to-day operation of the foodbank and in meeting with clients. New trustees are given trustee information produced by the Charity Commission.
The charity's organisational structure and any wider network with which the charity works	Watford Foodbank is part of the network of over 400 foodbanks operated by the national Christian charity The Trussell Trust, and operates according to its policies and guidelines.
Relationship with any related parties	Watford Foodbank works closely with the local charities New Hope, and Watford and Three Rivers Refugee Partnership.
Other	

## Reference and Administrative details

Charity name	Watford Foodbank and Community Relief Trust
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Other name the charity uses	Watford Foodbank
Registered charity number	1184482
Charity's principal address	Unit 5, The Empire Centre, Imperial Way, Watford, WD24 4YH

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	John David Bishop	Chair of Trustees		
2	Andrew Thomas Tranter	Project Manager		
3	Carol Gillian Herbert			
4	Roger Thomas Murphy			
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**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and	

segregation of such assets from the charity's own assets	
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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

None.
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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>J.D. Bishop</i>	<i>A. Tranter</i>
Full name(s)	John David Bishop	Andrew Thomas Tranter
Position (eg Secretary, Chair, etc)	Chair	Project Manager

Date 31.10.22

**REGISTERED CHARITY NUMBER: 1184482**

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**RECEIPTS AND PAYMENTS ACCOUNTS**

**FOR THE YEAR ENDED 4 APRIL 2022**

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 4 APRIL 2022**

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**REGISTERED CHARITY NUMBER 1184482**

**INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 4 APRIL 2022**

---

I report to the charity trustees on my examination of the accounts of the charity for the year ended 4 April 2022 which are set out on pages 2 to 4.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**INDEPENDENT EXAMINER'S STATEMENT**

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.

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.



**Neil Cundale BSc FCA**  
Hillier Hopkins LLP Chartered Accountants  
Radius House  
51 Clarendon Road  
Watford  
Herts  
WD17 1HP

Date: 2 November 2022

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**RECEIPTS AND PAYMENTS**

**FOR THE YEAR ENDED 4 APRIL 2022**

	<u>Notes</u>	<u>2022</u>	
	Restricted	Unrestricted £	Total £
<b><u>RECEIPTS</u></b>			
Cash Donations		96,891	96,891
Legacies			0
Bank Interest		4	4
	<u>0</u>	<u>96,895</u>	<u>96,895</u>
<b><u>PAYMENTS</u></b>			
Charitable expenditure:			
Costs of activities in furtherance of the charity's objects			
Rent	-	20,784	20,784
Utilities		986	986
Additional Food		12,118	12,118
Refugees		15,000	15,000
Car including Petrol		6,844	6,844
Maintenance of building		3,366	3,366
Insurance		2,231	2,231
Admin		1,778	1,778
Computer equipment		-	-
Legal and professional fees		2,735	2,735
Sundries		1,214	1,214
Community Relief Payment		9,808	9,808
Bank fees		13	13
	<u>0</u>	<u>76,877</u>	<u>76,877</u>
Fixed asset: new van			-
<b><u>TOTAL PAYMENTS</u></b>	<u>0</u>	<u>76,877</u>	<u>76,877</u>
<b><u>NET RECEIPTS/(PAYMENTS)</u></b>	-	20,018	20,018
<b><u>CASH FUNDS AT START OF YEAR</u></b>		<u>230,761</u>	-
<b><u>CASH FUNDS AT END OF YEAR</u></b>	<u>-</u>	<u>250,779</u>	<u>20,018</u>

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**STATEMENT OF ASSETS**

**AS AT 4 APRIL 2022**

---

	Notes	Unrestricted funds	TOTAL
		£	£
<b>FIXED ASSETS - vans</b>	4	<u>26,520</u>	<u>26,520</u>
<b>CURRENT ASSETS</b>			
<b>Stock</b>	3	27,500	27,500
<b>Cash funds</b>		<u>250,779</u>	<u>250,779</u>
		278,279	278,279
<b>LIABILITIES</b>			
		<u>-</u>	<u>-</u>
<b>TOTAL NET FUNDS</b>		<u>£ 304,799</u>	<u>£ 304,799</u>

The accounts were approved by the Trustees on: 31.10.22  
and signed on its behalf by



.....  
J D Bishop



.....  
A T Tranter

**WATFORD FOODBANK COMMUNITY RELIEF TRUST**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 4 APRIL 2022**

---

1 **ACCOUNTING POLICIES**

**Basis of Preparation**

The accounts have been prepared on the receipts and payments basis.

2 **EMOLUMENTS**

None of the Trustees received any emoluments.

3 **STOCK**

The stock held at the year end has been valued at £1.75 per kilogram. This represents the cash valuation of goods donated to the Foodbank.

4 **FIXED ASSETS**

Fixed assets are comprised as follows:

	2022
	£
Van transferred from Watford Foodbank charity 1150936	13,680
Van purchased	12,840
Cost at 4 April 2022	<u><u>26,520</u></u>

5 **GIFT AID**

It was noted that Gift aid claims were outstanding for 2022 and 2021. The total donations for which the gift aid is to be claimed on is £14,849 and £11,349 respectively. These will be included in the financial statements when they are received and not on the accruals basis.

**REGISTERED CHARITY NUMBER: 1184482**

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**RECEIPTS AND PAYMENTS ACCOUNTS**

**FOR THE YEAR ENDED 4 APRIL 2022**

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 4 APRIL 2022**

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**REGISTERED CHARITY NUMBER 1184482**

**INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 4 APRIL 2022**

---

I report to the charity trustees on my examination of the accounts of the charity for the year ended 4 April 2022 which are set out on pages 2 to 4.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**INDEPENDENT EXAMINER'S STATEMENT**

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.

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.



**Neil Cundale BSc FCA**  
Hillier Hopkins LLP Chartered Accountants  
Radius House  
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Herts  
WD17 1HP

Date: 2 November 2022

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**RECEIPTS AND PAYMENTS**

**FOR THE YEAR ENDED 4 APRIL 2022**

	<u>Notes</u>	<u>2022</u>	
	Restricted	Unrestricted £	Total £
<b><u>RECEIPTS</u></b>			
Cash Donations		96,891	96,891
Legacies			0
Bank Interest		4	4
	<u>0</u>	<u>96,895</u>	<u>96,895</u>
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Bank fees		13	13
	<u>0</u>	<u>76,877</u>	<u>76,877</u>
Fixed asset: new van			-
<b><u>TOTAL PAYMENTS</u></b>	<u>0</u>	<u>76,877</u>	<u>76,877</u>
<b><u>NET RECEIPTS/(PAYMENTS)</u></b>	-	20,018	20,018
<b><u>CASH FUNDS AT START OF YEAR</u></b>		<u>230,761</u>	-
<b><u>CASH FUNDS AT END OF YEAR</u></b>	<u>-</u>	<u>250,779</u>	<u>20,018</u>

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**STATEMENT OF ASSETS**

**AS AT 4 APRIL 2022**

---

	Notes	Unrestricted funds	TOTAL
		£	£
<b>FIXED ASSETS - vans</b>	4	<u>26,520</u>	<u>26,520</u>
<b>CURRENT ASSETS</b>			
<b>Stock</b>	3	27,500	27,500
<b>Cash funds</b>		<u>250,779</u>	<u>250,779</u>
		278,279	278,279
<b>LIABILITIES</b>			
		<u>-</u>	<u>-</u>
<b>TOTAL NET FUNDS</b>		<u>£ 304,799</u>	<u>£ 304,799</u>

The accounts were approved by the Trustees on: 31.10.22  
and signed on its behalf by



.....  
J D Bishop



.....  
A T Tranter

**WATFORD FOODBANK COMMUNITY RELIEF TRUST**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 4 APRIL 2022**

---

1 **ACCOUNTING POLICIES**

**Basis of Preparation**

The accounts have been prepared on the receipts and payments basis.

2 **EMOLUMENTS**

None of the Trustees received any emoluments.

3 **STOCK**

The stock held at the year end has been valued at £1.75 per kilogram. This represents the cash valuation of goods donated to the Foodbank.

4 **FIXED ASSETS**

Fixed assets are comprised as follows:

	2022 £
Van transferred from Watford Foodbank charity 1150936	13,680
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5 **GIFT AID**

It was noted that Gift aid claims were outstanding for 2022 and 2021. The total donations for which the gift aid is to be claimed on is £14,849 and £11,349 respectively. These will be included in the financial statements when they are received and not on the accruals basis.

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

England & Wales - Charity number 1184482

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# Accounts

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## Trustees' Annual Report for the period

From 05/04/2020

To 04/04/2021

Charity name: Watford Foodbank and Community Relief Trust

Charity registration number: 1184482

### Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	<p>The relief of financial hardship amongst people living in and around the Watford area, by providing such persons with food and other assistance, in an effort to restore dignity and offer hope.</p> <p>The charity was originally set up as an unincorporated trust charity number 1150936 in 2013. In 2019 the trustees decided to change the charity structure to a Charitable Incorporated Organisation number 1184482 which began its operation on 5 April 2020.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	<p>Operation of a Foodbank to provide emergency food and support to local people in crisis. Care professionals from over 150 local agencies assess possible clients and issue foodbank vouchers if needed. Clients exchange vouchers for food at one of five distribution points around Watford, and are offered further support as necessary. Donated non-perishable food is sorted and stored by volunteers at a warehouse and transported to distribution points as required.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	<p>Trustees follow Charity Commission guidance to operate the charity to the benefit of clients.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making	<p>Occasional hardship grants are made to clients where a relatively small sum (usually less than £300) can make a significant improvement in their circumstances. Trustee approval is required, the decision is recorded in writing, and a receipt is signed by the client.</p>
Policy on social investment including program related investment	<p>Charity does not operate social investment.</p>
Contribution made by volunteers	<p>Charity relies entirely on over 50 volunteers and has no paid staff.</p>

Other	
-------	--

## Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	<p>4974 foodbank vouchers were exchanged by clients (3286 in 2019/20) giving food supplies to 7532 adults (4820 in 2019/20) and to 4494 children (3176 in 2019/20), representing a 50% increase. During the period of the first covid lockdown there was roughly a doubling of demand from clients, many of whom had more than one voucher over the year. We continued to operate our usual opening hours on six days a week during lockdowns to meet clients' needs. The average amount of food given out each month was 9928kg (7251kg in 2019/20) representing a 37% increase.</p> <p>Most clients came from South Oxhey followed by the Central and Holywell Wards in Watford, and were in the age ranges 25-64 followed by 5-11 and 12-16. The most common reasons for crisis were low income, delays or changes in benefits, and homelessness.</p> <p>126,402kg of food was donated by the public (87,224kg in 2019/20) representing a 45% increase.</p> <p>Fuel bank payments were made on about 60 occasions to clients suffering fuel poverty.</p>
---	---

## Financial Review

Review of the charity's financial position at the end of the period	See the independently-examined Receipts and Payments Accounts. Receipts were £295,530 and payments were £64,769. Cash funds at end of year were £230,761.
Statement explaining the policy for holding reserves stating why they are held	Reserves were set aside including for three years warehouse rent.
Amount of reserves held	£100,000
Reasons for holding zero reserves	
Details of fund materially in deficit	
Explanation of any uncertainties about the charity continuing as a going concern	Charity is a going concern

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Donations of non-perishable food from churches, voluntary organisations, schools, supermarket collections, corporate donors and individuals.
--	--

	Financial donations from corporate donors and individuals. Online donations can be made through our website or Facebook enabling donors to give via the JustGiving or PayPal Giving Fund services.
Investment policy and objectives including any social investment policy adopted	We do not make investments.
A description of the principal risks facing the charity	Loss of support from the general public (unlikely).
Other	

## Structure, Governance and Management

Description of charity's trusts:	
Type of governing document (trust deed, royal charter)	Constitution.
How is the charity constituted? (e.g. unincorporated association, CIO)	Charitable Incorporated Organisation.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	New appropriate trustees approached by existing trustees. No bodies are entitled to appoint trustees.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Trustees are all involved as volunteers in the day-to-day operation of the foodbank and in meeting with clients. New trustees are given trustee information produced by the Charity Commission.
The charity's organisational structure and any wider network with which the charity works	Watford Foodbank is part of the network of over 400 foodbanks operated by the national Christian charity The Trussell Trust, and operates according to its policies and guidelines.
Relationship with any related parties	Watford Foodbank works closely with the charity Watford and Three Rivers Refugee Partnership.
Other	

## Reference and Administrative details

Charity name	Watford Foodbank and Community Relief Trust
--------------	---

Other name the charity uses	Watford Foodbank
Registered charity number	1184482
Charity's principal address	Unit 5, The Empire Centre, Imperial Way, Watford, WD24 4YH

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	John David Bishop	Chair of Trustees		
2	Andrew Thomas Tranter	Project Manager		
3	Carol Gillian Herbert			
4	Roger Thomas Murphy			
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**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and	

segregation of such assets from the charity's own assets

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

None.

## Other optional information

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>J.D. Bishop</i>	<i>A. Tranter</i>
Full name(s)	John David Bishop	Andrew Thomas Tranter
Position (eg Secretary, Chair, etc)	Chair	Project Manager
Date	22.11.21	

**REGISTERED CHARITY NUMBER: 1184482**

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**RECEIPTS AND PAYMENTS ACCOUNTS**

**FOR THE YEAR ENDED 4 APRIL 2021**

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 4 APRIL 2021**

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**REGISTERED CHARITY NUMBER 1184482**

**INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 4 APRIL 2021**

---

I report to the charity trustees on my examination of the accounts of the charity for the year ended 4 April 2021 which are set out on pages 2 to 4.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**INDEPENDENT EXAMINER'S STATEMENT**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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.

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.



**Neil Cundale BSc FCA**  
Hillier Hopkins LLP Chartered Accountants  
Radius House  
51 Clarendon Road  
Watford  
Herts  
WD17 1HP

Date: 3 DECEMBER 2021

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**RECEIPTS AND PAYMENTS**

**FOR THE YEAR ENDED 4 APRIL 2021**

	<u>Notes</u>	<u>2021</u>	
	Restricted	Unrestricted £	Total £
<b><u>RECEIPTS</u></b>			
Cash Donations	7,500	173,129	180,629
Legacies		20,000	20,000
Transfers from Watford Foodbank charity 1150936		94,615	94,615
Bank Interest		286	286
	<u>7,500</u>	<u>288,030</u>	<u>295,530</u>
<b><u>PAYMENTS</u></b>			
Charitable expenditure:			
Costs of activities in furtherance of the charity's objects			
Rent	7,500	5,089	12,589
Utilities		1,098	1,098
Additional Food		2,740	2,740
Car including Petrol		5,132	5,132
Maintenance of building		6,997	6,997
Insurance		179	179
Admin		2,194	2,194
Computer equipment		-	-
CMA Running Costs		1,375	1,375
Legal and professional fees		3,420	3,420
Sundries		1,660	1,660
Community Relief Payment		14,527	14,527
Bank fees		18	18
	<u>7,500</u>	<u>44,429</u>	<u>51,929</u>
Fixed asset: new van		12,840	12,840
<b><u>TOTAL PAYMENTS</u></b>	<u>7,500</u>	<u>57,269</u>	<u>64,769</u>
<b><u>NET RECEIPTS/(PAYMENTS)</u></b>	-	230,761	230,761
<b><u>CASH FUNDS AT START OF YEAR</u></b>		-	-
<b><u>CASH FUNDS AT END OF YEAR</u></b>	<u>-</u>	<u>230,761</u>	<u>230,761</u>

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**STATEMENT OF ASSETS**

**AS AT 4 APRIL 2021**

---

	Notes	Unrestricted funds	TOTAL
		£	£
<b>FIXED ASSETS - vans</b>	4	<u>26,520</u>	<u>26,520</u>
<b>CURRENT ASSETS</b>			
Stock	3	45,500	45,500
Cash funds		<u>230,761</u>	<u>230,761</u>
		276,261	276,261
<b>LIABILITIES</b>			
		<u>-</u>	<u>-</u>
<b>TOTAL NET FUNDS</b>		<u>£ 302,781</u>	<u>£ 302,781</u>

The accounts were approved by the Trustees on:  
and signed on its behalf by

*J.D. Bishop 22.11.21*

.....  
J D Bishop

*A T Tranter 23/11/21*

.....  
A T Tranter

**WATFORD FOODBANK COMMUNITY RELIEF TRUST**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 4 APRIL 2021**

---

1 **ACCOUNTING POLICIES**

**Basis of Preparation**

The accounts have been prepared on the receipts and payments basis.

2 **EMOLUMENTS**

None of the Trustees received any emoluments.

3 **STOCK**

The stock held at the year end has been valued at £1.75 per kilogram. This represents the cash valuation of goods donated to the Foodbank.

4 **FIXED ASSETS**

Fixed assets are comprised as follows:

	2021 £
Van transferred from Watford Foodbank charity 1150936	13,680
Van purchased in year	12,840
Cost at 4 April 2021	<u><u>26,520</u></u>

**REGISTERED CHARITY NUMBER: 1184482**

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**RECEIPTS AND PAYMENTS ACCOUNTS**

**FOR THE YEAR ENDED 4 APRIL 2021**

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 4 APRIL 2021**

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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**REGISTERED CHARITY NUMBER 1184482**

**INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 4 APRIL 2021**

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 4 April 2021 which are set out on pages 2 to 4.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**INDEPENDENT EXAMINER'S STATEMENT**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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.

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.



**Neil Cundale BSc FCA**  
Hillier Hopkins LLP Chartered Accountants  
Radius House  
51 Clarendon Road  
Watford  
Herts  
WD17 1HP

Date: 3 DECEMBER 2021

**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**RECEIPTS AND PAYMENTS**

**FOR THE YEAR ENDED 4 APRIL 2021**

	<u>Notes</u>	<u>2021</u>	
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**WATFORD FOODBANK AND COMMUNITY RELIEF TRUST**

**STATEMENT OF ASSETS**

**AS AT 4 APRIL 2021**

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A T Tranter

**WATFORD FOODBANK COMMUNITY RELIEF TRUST**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 4 APRIL 2021**

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