



CHARITY COMMISSION
FOR ENGLAND AND WALES

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	
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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>
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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.
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	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
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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.

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 £
<u>RECEIPTS</u>			
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>
<u>PAYMENTS</u>			
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
<u>TOTAL PAYMENTS</u>	<u>7,500</u>	<u>57,269</u>	<u>64,769</u>
<u>NET RECEIPTS/(PAYMENTS)</u>	-	230,761	230,761
<u>CASH FUNDS AT START OF YEAR</u>		-	-
<u>CASH FUNDS AT END OF YEAR</u>	<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
		£	£
FIXED ASSETS - vans	4	<u>26,520</u>	<u>26,520</u>
CURRENT ASSETS			
Stock	3	45,500	45,500
Cash funds		<u>230,761</u>	<u>230,761</u>
		276,261	276,261
LIABILITIES			
		<u> </u>	<u> </u>
TOTAL NET FUNDS		<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>26,520</u>

REGISTERED CHARITY NUMBER: 1184482

WATFORD FOODBANK AND COMMUNITY RELIEF TRUST

RECEIPTS AND PAYMENTS ACCOUNTS

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