

# BLAZE 4:16-POTTERS BAR FOODBANK

England & Wales · Charity number 1185255

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2019-09-11

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

## Contact

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**Address** Wayside Jubilee Centre  
Wayside  
Potters Bar  
EN6 5NE

**Phone** 07792152238

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

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

## Activities

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**Objects:** THE CHARITYÆS OBJECTS ARE, FOR THE PUBLIC BENEFIT:THE RELIEF OF FINANCIAL HARDSHIP AMONGST PEOPLE LIVING IN POTTERS BAR AND THE SURROUNDING AREAS OR IN OTHER PARTS OF THE UNITED KINGDOM IN SUCH WAYS AND THE TRUSTEES FROM TIME TO TIME THINK FIT IN AN EFFORT TO RESTORE DIGNITY AND OFFER HOPE, IN PARTICULAR BUT NOT EXCLUSIVELY BY:-PROVIDING EMERGENCY FOOD AND OTHER ASSISTANCE TO INDIVIDUALS AND FAMILIES IN NEED AND/OR FOR DISTRIBUTION BY CHARITIES OR OTHER ORGANISATIONS WORKING TO PREVENT OR RELIEVE POVERTY.-SUCH OTHER MEANS, INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF SUPPORT OR SIGNPOSTING TO RELEVANT INFORMATION AND OTHER ADVISORY SERVICES AND TO PROVIDE SUCH SERVICES.- ADVANCING EDUCATION AND TRAINING, PROMOTING GOOD HEALTH OF PEOPLE IN POTTERS BAR AND ITS SURROUNDING AREAS WITHIN A CHRISTIAN ETHOS.

**Activities:** . We operate a Foodbank which provides food and support to people in crisis in Potters Bar and surrounding areas. We work with care professionals and over 20 local agencies such as Hertsmere Council and Citizens Advice Bereuau who assess clients and provide them with foodbank vouchers. We also provide education and training in various areas to enrich community development for children and adults

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£91,889	£82,275	-	-
2024-03-31	£88,274	£84,836	-	-
2023-03-31	£82,879	£56,151	-	-
2022-03-31	£42,902	£36,378	-	-
2021-03-31	£32,546	£5,965	-	-

## Trustees

Name	Role	Appointed
EASTHER NIRMALA CHELLIAH	Chair	2018-12-08
KOK WAH TAM		2018-12-08
Kathleen Mary Hillier		2018-12-01
Nkem Doris Omisa		2024-08-01
Philroy Wayne Forte		2024-08-01

**BLAZE 4:16-POTTERS BAR FOODBANK**

England & Wales - Charity number 1185255

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# Accounts

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**BLAZE 4:16 – POTTERS BAR FOODBANK**

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENT**

**YEAR ENDED 31/03/2025**

**CHARITY NUMBER: 1185255**

**CIO-FOUNDATION – REGISTERED 11 SEPTEMBER 2019**

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## Blaze 4:16 – Potters Bar Foodbank

Another financial year has drawn to a close, and Blaze 4:16–Potters Bar Foodbank has once again stood as a lifeline for those facing hardship. As a proud member of the Trussell Trust Network, our mission remains clear: to deliver emergency food support to individuals and families in Potters Bar and the surrounding communities who find themselves in crisis.

We work hand-in-hand with a wide range of partners—including Citizens Advice, Hertsmere Borough Council, schools, probation services, health professionals, local churches, GPs, and NHS authorities—who refer people to us when urgent help is needed. We have specifically partnered with Causeway Community Church who work us every Saturday and provide pastoral support and provide a very crucial service of assessing clients immediately and referring them to us. When clients arrive, they are welcomed not only with food parcels but also with kindness. Our team of befrienders offers tea, conversation, and a listening ear, creating a safe and supportive environment.

Our philosophy goes beyond simply handing out food. We take a “more-than-food” approach, signposting clients to other services that can help address deeper challenges, while also offering pastoral care when needed. Regular shared meals at the centre bring people together, fostering friendships and easing loneliness. The atmosphere is warm, inclusive, and designed to make everyone feel valued.

### Achievements

The foodbank opens its doors every Saturday for two hours at the Wayside Community Centre (EN6 5NE). During this time, we strive to meet the immediate needs of our community. Yet the work doesn't stop there—our volunteers and trustees dedicate countless hours throughout the week to keep everything running smoothly. From collecting donations at supermarkets and managing stock to liaising with referral agencies, donors, and partners, their commitment is the backbone of our service.

Thanks to their efforts, we are able to provide not only balanced and nutritious food but also practical essentials that ease everyday struggles. These include energy support and items such as microwaves, blankets, hot-water bottles, toiletries, clothing, heaters, and more. Each contribution helps restore dignity and stability to those who need it most.

### Annual Report Highlights

Over the course of this financial year, Blaze 4:16–Potters Bar Foodbank distributed 2280 parcels through **949 redeemed vouchers**. Of those served, **916 were children**, reflecting the growing number of families in need. A striking **60% of all clients** sought help because of the rising cost of essentials. Thanks to the generosity of donors and the vital food purchase grants provided by **Hertsmere Borough Council via DWP**, we were able to meet this surge in demand without interruption.

## Referral Partners

While we collaborate with many agencies, the majority of referrals this year came from:

- **Citizens Advice Bureau**
- **Hertsmere Borough Council**
- **Causeway Church**
- **Health Visitors**
- **Hertfordshire County Council**

Their continued partnership ensures that those most in need are directed to our services.

## Donor Recognition

Our work is only possible because of the extraordinary generosity of donors and supporters. This year, we extend heartfelt thanks to:

- **TESCO and Sainsbury's shoppers**, whose weekly contributions at collection points sustain our food supplies. Special appreciation goes to **Kyri (Sainsbury's)** and **Virginia (Tesco)** for their dedicated support.
- **Hertsmere Borough Council**, for awarding grants to cover food, energy payments, and essential items.
- **Councillor Lynnette & Abhishek**, the **Potters Bar Indians**, and the **Potters Bar Community**, whose Christmas donations brought joy to many families.
- **Brookmans Rotary Club** and **Tangent Club**
- Local businesses such as **Albion Potters Bar**
- Local schools, including **Stormont School**
- Local churches, notably **Potters Bar Baptist Church** and **King Charles the Martyr**

## Expanding Support

Through our partnership with Hertsmere Council and funding from the **DWP grants**, we distributed **£ 26,507 worth of fuel vouchers and essential items**. Clients received assistance with electricity, gas, and even water payments, with vouchers provided via top-up meter cards, direct debits, or direct supplier payments. Food parcels and lunch were provided, and we spent an amount £ 18,739 for this purpose. We also issued **gift vouchers** to enable families to purchase fresh food, ensuring dignity and choice in their meals.

## Community Celebrations

- **Christmas 2024:** About forty families received gifts and vouchers, while around 100 clients and their families enjoyed a festive buffet. The **Causeway Church** sang carols accompanied by an amazing band and children delighted in balloons and presents. Many families expressed deep gratitude, sharing how these gestures transformed their celebrations.
- **Mother's Day:** A buffet lunch was organised for mothers and their families to celebrate this day. Clients especially single mothers reported that these thoughtful gifts made their day truly special.
- **Father's Day:** Father's Day was also celebrated with lunch provided to all clients.

## Reserves Policy

At Blaze 4:16–Potters Bar Foodbank, we take financial resilience seriously. Our reserves policy is designed to safeguard the charity's future by maintaining approximately **twelve months of running costs**. This ensures that essential expenses—such as rental fees and other regular operational commitments—are always covered. To strengthen this safety net, we aim to set aside an additional **£5,000** to protect against unforeseen challenges or major disruptions. This forward-thinking approach allows us to continue serving our community with confidence, no matter what obstacles arise.

## Staff and Volunteers

Behind every food parcel and every warm welcome stands a team of extraordinary people. Over the past year, we have drawn on the dedication of **30 volunteers**, with **25 serving regularly and tirelessly**. Their commitment ensures that every client is treated with dignity, respect, and compassion. The trustees wish to place on record their heartfelt gratitude for the sterling efforts of these volunteers, who freely give their time and energy to uplift their community. Their work is nothing short of inspiring, and the impact they make cannot be overstated.

## Income and Reporting

Our financial reporting follows a **Receipts and Payments basis**, prepared as an ongoing concern. Income is recognised at the point of receipt, with donations forming the backbone of our funding. For the year ended, our total income stood at **£91,889**. Alongside this, we also received substantial unrestricted funds, giving us the flexibility to respond to emerging needs.

## Inventory (Stock)

As with other foodbanks in the **Trussell Trust network**, our distributed food and essential items are not formally valued due to the difficulty of consistent measurement. These stocks are restricted solely for foodbank use and hold no realisable market value. However, as of **31st March 2025**, our stock

levels amounted to 2193 **units**, which, using Trussell Trust guidance, equates to an approximate value of **£2.77 per unit which equates to £6,074**. This represents the tangible generosity of our donors and the lifeline it provides to those in crisis.

### Designated Funds

For another year, two major grants significantly strengthened our work:

- **Hertsmere Borough Council** provided quarterly funding totalling **£38,430 via DWP**, enabling us to purchase food, cover fuel payments, and supply wider essentials. Every penny was used for its intended purpose, directly supporting those in need.
- **The Trussell Trust** awarded a grant of **£16,292** for our **Financial Inclusion Project**, alongside an additional **£2,443.80** towards our general fund to assist with admin or training costs.

The Financial Inclusion Project is a cornerstone of our mission to reduce poverty and dependency on food parcels. Through this initiative, clients gained access to **specialist advice from Citizens Advice and Red Cross advisers**, covering complex debt management and welfare benefits. By tackling the root causes of financial hardship, we helped clients build resilience and reduce reliance on emergency food support.

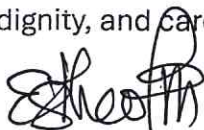
In addition, we offered **referral and triage services** as well as **advocacy support** for the most vulnerable. Payments of **£16,292** were made directly to Citizens Advice and Red Cross for their services. This service will continue till the next financial year.

### Trustees and Benefits

We are proud to confirm that **no benefits were paid to trustees in 2023/24**, other than reimbursement of expenses incurred while conducting foodbank business. All such expenses were agreed upon, approved, and wholly directed towards the benefit of the Charitable Incorporated Organisation (CIO). We are proud to announce the appointment of two new trustees who have very specific skills and contributions to bring to work of the organisation. They will be overseeing policies and procedures and pastoral and safeguarding.

### Closing Note

This year has been one of both challenge and triumph. The sharp rise in demand underscores the importance of our mission, while the unwavering generosity of donors, agencies, and the wider community has ensured that no one was left without support. Together, we continue to bring hope, dignity, and care to those facing hardship.



Esther N Chelliah  
Chair of Trustees

Date: 05/11/2025



**BLAZE 4:16- POTTERS BAR FOODBANK**  
**RECEIPTS AND PAYMENTS FOR THE PERIOD ENDED 31st MARCH 2025**

	£	£	2025 £	2024 £
<b>RECEIPTS</b>				
<b>Donations- General Fund</b>	20875.48		20875.48	21681.99
<b>Designated Funds</b>				
Hertsmere Council Grant- Food, Energy & Wider Essentials		38,430.00		51,399.32
Financial Inclusion Grant -Trussell 24/25		16292.00	54,722.00	16,292.00
Trussell Trust Grant For Volunteerss b/f				894.24
Add: Grant brought forward		16292.00	16,292.00	16,292.00
	20875.48	71,014.00	91889.48	106559.55
<b>LESS: Payments</b>				
Store Rental	2,460.00		2,460.00	2,142.64
Hertsmere Grant- Energy, Water & Wider Essentials		26507.65	27397.65	37676.32
Hertsmere Grant- Food and Other Essentials		18739.32	18739.32	11503.91
Volunteer Gift	0		0	894.24
Printing & Stationery & Courier	163.42		163.42	501.85
Office Stationery & Equipment	3486.07		3486.07	758.14
Financial Inclusion to Red Cross & CA		16,292.00	16,292.00	16292.00
Annual Christmas Event/Lunch & Refreshments	3357.20		3357.20	3934.74
Miscellaneous Expenses	256.23		256.23	382.47
Office Phone	592.77		592.77	327.00
Data Protection Registration ICO	35.00		35.00	35.00
Tranport & /Fuel Costs	2606.76		2606.76	1834.88
Mother's Day celebration & gifts		890.00		425.00
Repairs & Maintenance	1044.56		1044.56	1149.30
Warehouse & Kitchen Essentials	962.71		962.71	886.10
Insurance- Public Liability & DVLA Costs	1180.77		1180.77	1233.99
Trustee and Volunnteer Training	145.20		145.20	1002.00
Team Building (staff) /consultanty	1379.90		1379.90	690.00
Thirtyone Eight membership and other subscriptic	206.72		206.72	145.00
Independent Examiner's Fee	0.00		0.00	360.00
Bread and Eggs for Clients	1700.09		1700.09	2391.02
Waste Maintenance Fee	268.64		268.64	270.52
	19846.04	62,428.97	82,275.01	84,836.12
<b>Net Surplus for the period</b>	1029.44	8,585.03	9614.47	21723.43
Add: Balance brought forward	59025.54			£53,594.11
<b>Balance carried forward</b>	<b>60054.98</b>	<b>8,585.03</b>	<b>68640.01</b>	<b>75317.54</b>
<b>Represented by Cash in Bank as at 31/03/2025</b>	<b>60054.98</b>	<b>8,585.03</b>	<b>68,640.01</b>	<b>75,317.54</b>

The accounts were adopted and approved by Trustees

Signed   
 Trustee  
 Kathleen Hillier

  
 Trustee  
 Tam Kok Wah

Dated 05/11/2025



Section A Independent Examiner's Report

Report to the trustees Blaze 4:16- Potters Bar Foodbank

On accounts for the year ended 31/03/2025 Charity no (if any) 1185255

Set out on pages 1-6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

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 Trust's accounts carried out under section 145 of the 2011 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of 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.

\* Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 08/11/2025

Name: ESSAM EL-TAKLAWY

Relevant professional qualification(s) or body (if any):

Selected Accountants Ltd

Address:	98 Bourne Terrace
	London
	W2 5TH

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**BLAZE 4:16-POTTERS BAR FOODBANK**

England & Wales - Charity number 1185255

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# Accounts

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**BLAZE 4:16- POTTERS BAR FOODBANK**

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENT**

**YEAR ENDED 31/03/2024**

**Charity Number: 1185255**

**CIO-FOUNDATION- REGISTERED 11 SEPTEMBER 2019**

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## TRUSTEES' ANNUAL REPORT

Blaze 4:16-Potters Bar Foodbank has again completed another successful year of providing food parcels to those who find themselves in crisis and making a difference in combating poverty. As part of the Trussell Trust Network, our principal aim is to provide emergency food relief to the local people in Potters Bar and its nearby areas. We continue to work with several agencies such as the Citizens Advice, Hertsmere Borough Council, Health Advisors, Schools, Probation Services, GPs, local churches and NHS Authorities. These agencies refer clients to us. At the foodbank, the service users are met by our friendly befrienders, offer tea and a welcome chat while they wait for their food parcels. In taking a more-than food approach, the clients are usually sign-posted to other support services to enable to address any significant problems they may have. We also offer any pastoral support if needed. On a regular basis meals are served for our clients who are highly appreciative of the service and often stay and make friendships at the centre. This warm welcoming approach provides an avenue for those who are experiencing loneliness and the atmosphere at the centre provides them opportunities to feel safe and valued.

### Achievements

Our Charity is open to service-users once a week on Saturday for a two-hour period and we can proudly say that we have undertaken to meet the needs of our local community during the time we are open. This is done at the Wayside Community Centre in Potters Bar, EN6 5NE. Although we are open to service users once a week, our volunteers and trustees work throughout the week to ensure the work is carried out smoothly and efficiently. Work such as supermarket food collections, stock inventory, administration and management, liaising with referral agencies, donors and partners are all done in the free time during the week by volunteers, the value of their work cannot be understated. Apart from ensuring that we give the best service by providing well-balanced and nutritional food, we also provide energy assistance, wider essentials such as microwaves, blankets, hot-water bottles, toiletries, clothing, heaters and other essentials.

This financial year we served a total of 2043 clients (757 fulfilled vouchers), 901 of whom were children. 1074 (51%) of the 2043 clients, 467 of whom were children used the foodbank due to rising costs of essentials. There has been a significant rise in the use of our services this year totalling to 2043 compared to 895 service users in 2023. Despite the increase, we were able to successfully provide the necessities due to the generosity of all our donors and the grants for food purchases from Hertsmere Borough Council.

Although we work with several agencies, the referrals were mostly from Citizens Advice Bureau, Hertsmere Borough Council, Causeway Church, Chrysalis, Health Visitors PB Hospital and Hertfordshire Country Council. We indeed owe our gratitude to all our benevolent donors for going beyond their call of duty to ensure we have the supplies needed to offer this vital service. The following donated generously this year:

- TESCO and Sainsbury's patrons where we collect our weekly donations from their collection points. We would like to record our thanks to Kyri (Sainsbury's) and Beatrice (Tesco) for their valuable support for the work of the foodbank

- Hertsmere Borough Council for the grants this financial year of £50,300 for food, energy payments and wider essentials.
- Councillor Abhishek, the Potters Bar Indians and the Potters Bar Community for the generosity during the Christmas period.
- Brookmans' Rotary Club and Tangent Club
- Local Businesses such as Albion Potters Bar
- Local Schools such as Stormant School in Potters Bar
- Local churches- Potters Bar Baptist Church & King Charles the Matyr

Our partnership with Hertsmere Council and through the DWP grants is invaluable as this year we provided fuel vouchers and wider essentials up to £37,676.32. We also provided gift vouchers to enable clients to buy fresh food. As trustees and in agreement with the Council we enabled fuel voucher payments either through top-up meter cards, direct debits or payments directly to the suppliers. Clients were assisted with both electricity and gas assistance and water payments for those who needed help in this area.

In December, for Christmas, our local councillor along with the Potters Bar Indians and local community provided Christmas gifts and gift vouchers for 35 families. We also served a sumptuous buffet for about 100 clients who had come with their families. The Causeway church put up a Nativity play for the children and balloons were given to all children who were thrilled playing with them and overwhelmed with the gifts they received as well. Many families had expressed such gratitude and reported that these gifts and food parcels made a big difference to their Christmas celebrations. It was truly a wonderful and remarkable way in which those who had nothing to look forward to during Christmas were blessed with the generosity of well-meaning people in the community.

For Mother's Day celebrations, we gave out gift vouchers to all mums, including our volunteers to thank them for their excellent work they do each day we are open. Clients who received the gift vouchers were exceptionally grateful for making their Mother's Day celebrations extra special.

### **Reserves Policy**

Blaze 4:16-Potters Bar Foodbank aims to keep approximately twelve months running costs in reserves in their agreed reserves policy. This is also to cover mainly rental and other regular running costs. To achieve this, we aim to put £5000 in the event of any major problems.

### **Staff**

Throughout the year we have a pool of 25 volunteers, 20 of whom serve regularly and tirelessly to ensure our clients are served and treated in a respectful and non-judgemental way. The trustees record their heartfelt gratitude to the sterling work of all our volunteers who so willingly offer their free time to serve their community and help those who need assistance.

### **Income and Reporting**

All income is recognised when received. The accounts have been prepared on a Receipts and Payments basis and as an on-going concern. Our charity's principal source of funds is through

donations which are classified at general funds. Our income for the year ended is shown as 88,274, which is largely grants classified as designated funds of £66,592. Our receipt of unrestricted funds is also substantial

### **Inventory (stock)**

Like most Trussell Trust foodbank, stocks of food and other distributed items are not valued due to the difficulty of valuing them reliably and consistently. In addition, these stocks are restricted to foodbank distribution and have no realisable value. As at 31<sup>st</sup> March 2024, our stocks amounted to 1870.23 which using the Trussell Trust guidance, it worth approximately £4,432.45.

### **Designated Funds**

Two major grants were made this year. Hertsmere Borough Council gave our charity each quarter up to a total grant of £50,300 via DWP for additional food purchases, fuel payments and wider essentials. These funds were used for the intended purposes this year.

Our plan for last year was implemented this year which leads us to the second grant which was from Trussell Trust for our Financial Inclusion Project of 16,292 plus a payment towards our general fund of 2443.80 to assist with administrative costs. The aim of this project is to reduce the effects of poverty and reliance on food parcels by providing a money advice & mentoring service within Potters Bar foodbank. This is in the form of advice from a qualified Citizens Advice and Red Cross advisers for advice up to, and including, complex debt and welfare benefits issues. Clients therefore had access to dedicated support to help them with their immediate and underlying problems to reduce their need for foodbank assistance and build financial resilience for the future. Additionally, we offered a referral & triage service and advocacy support for the most vulnerable clients. We paid our external partners this year the amount of £16,292 directly to CA and Red Cross and a second grant of £16,292/- was received for the same project aims for the year 2024/2025 and is carried over to the next financial year. To show the accuracy of the designated funds of £16,292 that was received, the additional £2,442.80 for both years was reclassified as general funds.

### **Benefits Trustees**

No benefits were paid to the trustees in 23/24 other than expenses incurred while on foodbank business. These were agreed upon and approved and wholly for the benefit of the CIO.

Finally, we will continue to work with our new partner Causeway Church who have supported the work by being onsite to assess and refer clients to our service.

This report was submitted and accepted at the Trustees' Meeting on 25/11/2024



**Esther N Chelliah**  
**Chair of Trustees**

Date: 25/11/2024



**BLAZE 4:16- POTTERS BAR FOODBANK  
RECEIPTS AND PAYMENTS FOR THE PERIOD ENDED 31st MARCH 2024**

	£	£	2024 £	2023 £
	General Funds	Designated Funds	Total	Total
<b>RECEIPTS</b>				
<b>Donations- General Fund</b>	21681.99		21681.99	24461.64
<b>Designated Funds</b>				
Hertsmere Council Grant- Food, Energy & Wider Essentials		50,300.00	50,300.00	37,125.00
Trussell Trust Grant		0.00	0.00	5000.00
Financial Inclusion Grant -Trussell 24/25		16292.00	16,292.00	16,292.00
	21681.99	66592.00	88,273.99	82,878.64
Hertsmere Council Grant- Food, Energy & Wider Essentials b/f		1099.32	1099.32	
Financial Inclusion Grant 23/24 b/f		16292.00	16292.00	
Trussel Trust Grant for Volunteers		894.24	894.24	
	21681.99	84877.56	106559.55	82,878.64
<b>LESS: Payments</b>				
Store Rental	2,142.64		2,142.64	1944.00
Hertsmere Grant- Energy, Water & Wider Essentials		37,676.32	37676.32	32879.24
Hertsmere Grant- Food and Other Essentials	430.91	11,073.00	11503.91	8373.81
Trussel Trust Grant- Volunteer Gift Payments		894.24	894.24	1719.00
Printing & Stationery	501.85		501.85	81.79
Office Stationery & Equipment	758.14		758.14	585.09
Financial Inclusion to Red Cross & CA		16,292.00	16292.00	0.00
Annual Christmas Event/Lunch & Refreshments	1284.74	2,650.00	3934.74	3213.87
Miscellaneous Expenses	382.47		382.47	1171.42
Office Phone	327.00		327.00	86.00
Data Protection Registration ICO	35.00		35.00	35.00
Tranport & /Fuel Costs	1834.88		1834.88	1346.15
Mother's Day celebration & gifts	425.00		425.00	380.00
Repairs & Maintenance	1149.30		1149.30	678.73
Warehouse & Kitchen Essentials	886.10		886.10	1411.20
Insurance- Public Liability & others	1233.99		1233.99	983.95
Trustee and Volunnteer Training	1002.00		1002.00	41.40
Consultancy for Training	690.00		690.00	0.00
Thirtione Eight membership fee	145.00		145.00	130.00
Independent Examiner's Fee	360.00		360.00	240.00
Bread and Eggs for Clients	2391.02		2391.02	0.00
Waste Maintenance Fee	270.52		270.52	850.00
	16250.56	68,585.56	84,836.12	56150.65
<b>Net Surplus for the period</b>	5431.43	16,292.00	21723.43	26727.99
Add:				
<b>Balance brought forward from previous year</b>	53594.11		53594.11	45151.68
Balance carried forward	59,025.54	16,292.00	75317.54	71879.67
<b>Represented by Cash in Bank as at 31/03/2024</b>	59,025.54	16292.00	75,317.54	71,879.67

The accounts were adopted and approved by Trustees

Signed

Trustee

Kathleen Hillier

*Kathleen Hillier*

Trustee

Tam Kok Wah

*Tam Kok Wah*

Dated 25/11/24



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Blaze 4:16-Potters Bar Foodbank

On accounts for the year ended

31/03/2024 Charity no (if any) 1185255

Set out on pages

1-5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024

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 Trust's accounts carried out under section 145 of the 2011 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

9/12/2024

Name:

ESSAM EL-TAHLAWY - Selected Accountant

Relevant professional qualification(s) or body (if any):

AATQB ESSAM EL-TAHLAWY  
The Association of Accounting Technicians

**Address:** 98 Bourne Terrace

London

W2 5TH

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

--	--

**BLAZE 4:16-POTTERS BAR FOODBANK**

England & Wales - Charity number 1185255

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# Accounts

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**BLAZE 4:16- POTTERS BAR FOODBANK**

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENT  
YEAR ENDED 31/03/2023**

**Charity Number: 1185255**

**CIO-FOUNDATION- REGISTERED 11 SEPTEMBER 2019**

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## TRUSTEES' ANNUAL REPORT

I am pleased to submit the 4<sup>th</sup> Annual Report Blaze 4:16- Potters Bar Foodbank since the official registration as a charity on 11 September 2019. Our organisation is committed to opening its doors to the community following our mission to tackle poverty, provide education, training and other activities that engage, advance and enrich the community in Potters Bar and its surrounding areas. We are registered as a CIO with the Charity Commission and are part of the Trussell Trust Network of Foodbanks. Our service to the community is an ongoing service to provide food emergency parcels and other assistance by working with a number of agencies who refer their clients who are struggling to make ends meet. Agencies such as Citizens Advice Bureau, Hertsmere Council, health advisors, and probation officers local schools, churches, GPs and local NHS authorities assess clients' needs and refer them to us. We are open every Saturday once a week and offer both onsite and delivery services. Clients who use our service are given a warm welcome by our befrienders and offered a safe space to meet other people, chat with our advisors and enjoy a cup of tea, coffee or soft drink. On a regular basis this year we offer warm food as well which is catered so that clients have a good meal and enjoy a warm and friendly atmosphere. This service has been warmly welcomed by our service users who are very appreciative and thankful for the healthy and generous spread of food they receive at the centre. Our more-than food approach, offers various support including signposting, pastoral support and referrals to other support services so that the overall dependence on foodbank is addressed by tackling the root problems our service users face.

### Achievements and Challenges

The most gratifying achievement is that Blaze 4:16-Potters Bar Foodbank, despite being a small charity, is able to provide a vital service especially during this time of great economic and cost of living crisis. We saw an increase in the number of people finding themselves in crisis due to many reasons. Clients on low income (68%) were the largest proportion of people visiting our centre. Stories of struggling to put food on the table or paying their energy bills because of low income were key reasons for visiting the foodbank. This year we served a total of 895 clients (592 in 2021.2022), 389 of whom were children. Among them 28.45% were single parents, 20.44 % were clients with families, 38.12% were single people.

Our partnership with Hertsmere Council was successfully strengthened through the DWP grant this year of £37,125/- which was used to subsidise fuel and water payments along with help with other wider essentials such as cookers, duvets, heaters, blankets, hot-water bottles, to mention a few. We also provided some gift vouchers which were distributed to clients with their food parcels to enable them to buy fresh food. This was done in several ways which we believed as trustees, would support the service users. In agreement with the council, we topped-up metres and cards for electricity and gas, paid directly to the utility suppliers or reimbursed clients who had direct debit mandates. Needless to say our clients were overwhelmed with the support given and were so grateful for the assistance

which helped them with to heat their homes and avoid going cold during the winter. This was a very successful grant scheme which enabled more than 300 families, both single and with children to survive the winter comfortably. We are also thankful for the Trussell Trust grant of £5,000 to buy wider essentials other than food and also make some gift payments to volunteers as a sign of appreciation for their commitment to the cause of the charity.

Mother's lunch and gifts were also organised this year and this was a special moment especially to single mums who were delighted with the attention they received once again this year. Brook man's Rotary Club and local churches such as King Charles the Martyr continue with their support and bring into the centre every week, food, freshly baked cakes and biscuits for our clients who are really overwhelmed to receive not only food parcels but freshly baked cakes and biscuits. The Mayor of Hertsmere and staff attended our Christmas lunch this year. Clients has a wonderful time and were really pleased with the gifts and lunch they received. Struggling families were so pleased and reported that they had a wonderful time without which Christmas would have been a time of loneliness and sadness.

We would like to formally thank the following people who have made our work at the charity much easier and rewarding and without whom we will not be able to carry out the vital work that we do:

- Donors and patrons of TESCO and Sainsbury's in Potters Bar
- Community Champions Kyri of Sainsbury's and Beatrice of TESCO
- Members and the Vicar of King Charles the Martyr
- Councillor Abhishek and Potters Bar Indians
- Brookmans' Rotary Club and Tangent Club
- Local Businesses such as Albion Potters Bar
- Our excellent volunteers who are willing to take on any challenge and are there every week without fail.
- Hertsmere Council and Trussell Trust for the grants
- Local schools particularly Stormont School and churches that donate their harvest collection to us

### **Reserves Policy**

Blaze 4:16-Potters Bar Foodbank aims to keep approximately twelve months running costs in reserves in their agreed reserves policy. This is also to cover mainly rental costs. To achieve this we will aim to set aside this year £4000 in the event of any major problems arising.

### **Staff**

We will not be able to accomplish much without the sterling work of our regular volunteers. We have 20 regular volunteers and some others who serve on an ad-hoc basis. Their efforts and commitment to serving our organisation and our service users is undoubtedly much valued and as trustees, we would like to record our gratitude for the tireless and timely service of the volunteers. We also would like to thank our founder member for faithfully

-serving in various ways and also record our thanks to all trustees for their time and service to enable us to achieve our goals and mission.

### **Income and Reporting**

All income is recognised when received. The accounts have been prepared on a Receipts and Payments basis and as an on-going concern.

### **Inventory (stock)**

Our stock in for the year ended was 12,103.44 kg and stock out was 9,142.69 kg. Like most Trussell Trust foodbank, stocks of food and other distributed items are not valued due to the difficulty of valuing them reliably and consistently. In addition, these stocks are restricted to foodbank distribution and have no realisable value. As at 31<sup>st</sup> March 2023, our stocks amounted to 3,458.72 (2022 was 866kg) which using the Trussell Trust guidance, is worth approximately £6,052.76/- (2022- £2,381/-)

### **Designated Funds**

The balance of Grants as at 31/03/2023 is £20,729.36 and the breakdown is as follows:

- Trussell Trust Inclusion Grant - £18,735.80 (for the year 2023/2024)
- Hertsmere Grant – Food & Wider Essentials - £1100.56
- Trussell Trust Grant- Volunteer Benefits and Wider Essentials – 894.24

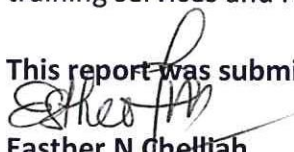
### **Benefits Trustees**

No benefits were paid to the trustees in 22/23 other than expenses incurred while on foodbank business. These were agreed upon and approved and wholly for the benefit of the CIO

### **Future Plans**

The financial inclusion project, will enable us to work with Citizens Advice and the Red Cross to reduce the effects of poverty and reliance on food parcels by providing a money advice & mentoring services. We are a small charity, only open for two hours every Saturday but with a steadily increasing number of customers who rely on us for regular food parcels and energy assistance. Potters Bar is a mixed area with some pockets of severe deprivation and an ethnically diverse population. The population density is quite high with little infrastructure or local support, the CA is very oversubscribed and not always accessible. Many of our clients are overwhelmed by benefits and debt issues and have mental health or other long term support needs. Having an adviser and other local support agencies working directly with our charity will make all the difference in these clients being able to access – and trust- appropriate support services. We also need to train & support our volunteer team to triage and signpost to the support available. We will also revitalise our education and training services and recruit more volunteers to achieve this purpose.

This report was submitted and accepted at the Trustees' Meeting on 02/11/2023

  
Esther N Chelliah  
Chair of Trustees

Dated: 02/11/2023



BLAZE 4:16 - POTTERS BAR FOODBANK  
RECEIPTS AND PAYMENTS FOR THE PERIOD ENDED 31st MARCH 2023

2022

	£ General Funds	£ Designated Funds	£ Total	£ Total
<b>RECEIPTS</b>				
General FUNDS	22017.84		22017.84	12902.02
<b>DESIGNATED FUNDS</b>				
Hertsmere Council Grant- Food, energy & Wider Essentials		37125.00	37125.00	20,000.00
Trussell Trust Grant- volunteer Payments & Wider Essentials		5000.00	5000.00	0.00
Trussell Trust Grant- Financial Inclusion Project		18735.80	18735.80	0.0
Hertsmere Grant for Van or Other Expenses		0.00	0.00	10,000.00
	22017.84	60860.8	82878.64	42902.02
<b>Less: Payments</b>				
Store Rental	1944.00		1944.00	1840.00
Van	0.00		0.00	18788.00
Grant- Clients' Energy, Water & Wider Essentials		32879.24	32879.24	
Clients' Food Grant		7726.62	7726.62	10903.13
Printing & Stationery	81.79		81.79	10.98
Office Stationery & Equipment	585.09		585.09	727.87
Annual Christmas Event/Lunch		2247.28	2247.28	1873.12
Miscellaneous Expenses	1171.42		1171.42	283.11
Telephone- office mobile phone	86.00		86.00	0.00
Data Protection Registration ICO	35.00		35.00	35.00
Waste Disposal & Garage Clearance	850.00		850.00	0.00
Peppy mum's mother's day event		380.00	380.00	154.00
Volunteer Gift Payments from Trussell Trust Grant		1719.00	1719.00	0.00
Warehouse stocking and cupboards	1411.20		1411.20	93.67
Van Fuel and transport/travelling costs	1346.15		1346.15	105.85
Weekly running costs for refreshment/lunch	966.59		966.59	0.00
Purchase of baby products		647.19	647.19	14.59
Thirtyone Eight membership fee & Training	171.40		171.40	420.00
Insurance -Van and Public Liability	983.95		983.95	721.49
Van Running/Upkeep Cost/Repairs	678.73		678.73	227.04
Independent Examination Report Fees	240.00		240.00	180.00
	10551.32	45599.33	56150.65	36377.85
Net Surplus for the period	11466.52	15261.47	26,727.99	6,524.17
Balance brought forward from previous year	39,683.79	5,467.89	45151.68	38627.51
	51150.31	20,729.36	£71,879.67	£45,151.68
Represented by Cash in Bank as at 31/03/2023	51150.31	20,729.36	£71,879.67	£45,151.68

The Accounts were adopted and approved by Trustees

Signed:

Trustee

Kathleen Hillier

Trustee

Tam Kok Wah

Dated:

2/11/2023



Section A Independent Examiner's Report

Report to the trustees/ members of

Blaze 4:16-Potters Bar Foodbank

On accounts for the year ended

31st March 2023 Charity no (if any) 1185255

Set out on pages

5 (remember to include the page numbers of additional sheets)

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Responsibilities and basis of report

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Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
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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.

\* Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 11/12/2023

Name: Essam EL-tahlawy

Relevant professional qualification(s) or body

SELECTED ACCOUNTANTS LTD



**BLAZE 4:16- POTTERS BAR FOODBANK**

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENT  
YEAR ENDED 31/03/2023**

**Charity Number: 1185255**

**CIO-FOUNDATION- REGISTERED 11 SEPTEMBER 2019**

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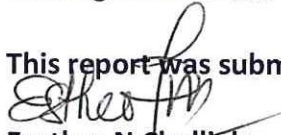
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This report was submitted and accepted at the Trustees' Meeting on 02/11/2023

  
Esther N Chelliah  
Chair of Trustees

Dated: 02/11/2023



BLAZE 4:16 - POTTERS BAR FOODBANK  
RECEIPTS AND PAYMENTS FOR THE PERIOD ENDED 31st MARCH 2023

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The Accounts were adopted and approved by Trustees

Signed:

Trustee

Kathleen Hillier

Trustee

Tam Kok Wah

Dated:

2/11/2023



Section A Independent Examiner's Report

Report to the trustees/ members of

Blaze 4:16-Potters Bar Foodbank

On accounts for the year ended

31st March 2023 Charity no (if any) 1185255

Set out on pages

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Signed: [Signature]

Date: 11/12/2023

Name: Essam EL-tahlawy

Relevant professional qualification(s) or body

SELECTED ACCOUNTANTS LTD



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name: Blaze 4:16-Potters Bar Foodbank

On accounts for the year ended

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Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of 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.

\* Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 11/12/2023

Name: Essam EL-tahawy

Relevant professional qualification(s) or body

SELECTED ACCOUNTANTS LTD



**BLAZE 4:16-POTTERS BAR FOODBANK**

England & Wales - Charity number 1185255

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# Accounts

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**BLAZE 4:16- POTTERS BAR FOODBANK**

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENT  
YEAR ENDED 31/03/2022**

**Charity Number: 1185255**

**CIO-FOUNDATION- REGISTERED 11 SEPTEMBER 2019**

**CONTENTS**

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<b>Receipt and Payment Financial Statement</b>	<b>5</b>
<b>Independent Examiner's Statement</b>	<b>6</b>

## TRUSTEES' ANNUAL REPORT

This is the 3<sup>rd</sup> Annual Report submitted by Blaze 4:16- Potters Bar Foodbank since the official registration as a charity on 11 September 2019. Our Foodbank has been open since May 2013 and we are proud to say that our doors have been open to the community now for the past nine (9) years. Our primary aim to tackle poverty, provide education, training and other activities that engage, advance and enrich the community in Potters Bar and its surrounding areas. We are registered as a CIO with the Charity Commission and are part of the Trussell Trust Network of Foodbanks. Our basic model is to provide a 3-7 day emergency food relief to local people in crises. We work in partnership with several referral agencies such as the Citizens Advice Bureau, Hertsmere Council, local schools, churches, GPs and local NHS authorities who assess the eligibility of clients to be able to access the service of our foodbank. Our befrienders at the Foodbank meet our service users and welcome them to our centre, offering tea and a welcome chat while they wait for their food parcels. Our current model which is a more-than food approach, offers various support including signposting and referrals to other support services so that the overall dependence on foodbank is addressed by tackling the root problems our service users face.

We also provide other wrap around services which bring the community together such as:

- Pastoral support
- Guitar and Keyboard lessons
- Programming courses for children
- English and Maths tuition
- ESOL 1:1 courses
- Tailor made Microsoft suite courses for adults
- A tech playgroup for children

Due to COVID and its effect on our services, we had to suspend these activities but we our intention in to follow this up in the coming year.

### **Achievements and Challenges**

The most important thing is to say that we have more than survived the pandemic and all the challenges we faced during this period. We kept our doors open with the tireless and selfless efforts of all our volunteers. With the increasing number of deliveries we had to do, we are thankful to the community and Hertsmere for the help we received to get the foodbank a vehicle. This enables us to deliver food mainly to our vulnerable service users, mainly those who are various disabilities and illnesses and those still very much affected by COVID. We are now able to do our collections at our local supermarkets with so much ease and not depend entirely on volunteers' vehicles which we had done before. We cannot thank our grant providers enough for this valuable gift which makes providing delivery and collection services more manageable. We are so very thankful to volunteers who are so willing to respond to the needs of the people by packing the food parcels despite not having

our own premises, which is the biggest challenge of all. The number of people who required emergency relief was 592 just in the 2 hours we are open on Saturdays and more than half of whom were children. Additionally, we served fresh food the volunteers worked really hard in meeting the needs of the people who came to the centre for various reasons such as loss of jobs, illness, being furloughed and other pressing needs due to the pandemic. Our modus operandi is to not be judgemental and provide immediate care and support those in dire need. We didn't turn anyone away and clients without referral were also served with donations from churches and community run charities.

This year DWP grant which we received through Hertsmere Borough Council enabled us to provide winter fuel and other essential needs. In phase 1 of the fuel grant scheme from January to March 2022, we distributed duvets, heaters, microwaves and winter clothing. We also provided some gift vouchers which were distributed to clients with their food parcels to enable them to buy fresh food. We also provided fuel and water bill assistance. This was done in several ways which we believed as trustees would support the service users. In agreement with the council, we topped-up metres and cards for electricity and gas, paid directly to the utility suppliers or reimbursed clients who had direct debit mandates. Needless to say our clients were overwhelmed with the support given and were so grateful for the assistance which helped them with to heat their homes and avoid going cold during the winter. This was a very successful grant scheme which enabled 258 families, both single and with children to survive the winter comfortably.

In May 2021, we organised a Mother's day lunch and gave gifts to all mothers who were so delighted with the gifts that they received. What was more appreciated was the acknowledgement of the difficulties they face that apart from the challenge of carrying out their parental duties during this post-pandemic period and inflation, they had to worry daily about putting food on the table and this day provided them with hope and love that they deserved. Clients were given a special lunch take-away and they were pleased to have received a warm meal to take home. Brook man's Rotary Club and local churches such as King Charles the Martyr continue with their support and bring into the centre every week, food, freshly baked cakes and biscuits for our clients who are really overwhelmed to receive not only food parcels but freshly baked cakes and biscuits.

Once again, our Christmas lunch was made special by the Potters Bar Indians who provided Christmas gifts and gift vouchers for 35 families. Many families were blessed and expressed such gratitude by saying this made their Christmas. They would have otherwise not had a Christmas and make Christmas special for their children.

We would like to formally thank the following people who have made our work at the charity much easier and rewarding and without whom we will not be able to carry out the vital work that we do:

- Donors and patrons of TESCO and Sainsbury's in Potters Bar
- Community Champions Kyri of Sainsbury's and Beatrice of TESCO
- Members and the Vicar of King Charles the Martyr
- Councillor Abhishek and Potters Bar Indians

- Brookmans' Rotary Club
- Local Businesses such as WEX
- Our excellent volunteers who are willing to take on any challenge and are there every week without fail.
- Hertsmere Council and Trussell Trust for the grants
- Local schools and churches that donated their harvest collection to us

### **Reserves Policy**

Blaze 4:16-Potters Bar Foodbank aims to keep approximately twelve months running costs in reserves in their agreed reserves policy. This is also to cover mainly rental costs. To achieve this we will aim to put £3000 in the event of any major problems.

### **Staff**

We are regularly supported by at least 20 volunteers on a weekly basis and we are so deeply thankful to them for not only giving above and beyond their time to this vital service but also their resources. We have young and old serving and without their sterling and dedicated effort, we would not be able to function effectively as a charity. A big thank you to our trustees also who give their time, talent and treasure to keep this vital service alive and flourishing.

### **Income and Reporting**

All income is recognised when received. The accounts have been prepared on a Receipts and Payments basis and as an on-going concern.

### **Inventory (stock)**

Like most Trussell Trust foodbank, stocks of food and other distributed items are not valued due to the difficulty of valuing them reliably and consistently. In addition, these stocks are restricted to foodbank distribution and have no realisable value. As at 31<sup>st</sup> March 2022, our stocks amounted to 866kg (2021 was 1721.24) which using the Trussell Trust guidance, it worth approximately £2,381/- (2021- £3047/-)

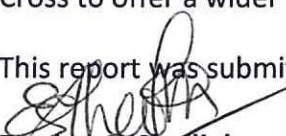
### **Grants and Assets**

The Van amounts to £18,788/- which is not depreciated this year. We also have our Winter Fuel grant with a balance of £5467.89.

### **Future Plans**

With the assistance, guidance and grants from the Trussell Trust and as part of the financial inclusion project, we are planning to work in partnership with Citizens Advice and the Red Cross to offer a wider range of services to our service users.

This report was submitted and accepted at the Trustees' Meeting on 1/12/2022

  
**Esther N Chelliah**  
 Chair of Trustees

**Dated: 1/12/2022**



BLAZE 4:16 - POTTERS BAR FOODBANK

RECEIPTS AND PAYMENTS FOR THE PERIOD ENDED 31st MARCH 2022

2021

*Mathy Hillier*  
*Kathleen Hillier*

RECEIPTS

GENERAL FUNDS

Designated Funds

	£	£	£	£
	General Funds	Designated Funds	Total	Total
	12902.02		12902.02	26125.80
Hertsmere Council Grant- Use for Van or other		10000.00	10000.00	
Hertsmere Council Grant for Food, Energy, Winter Clothes & Other Winter Essential		20000.00	20000.00	6420.00
	<u>12902.02</u>	<u>30000.00</u>	<u>42902.02</u>	<u>32545.80</u>
	12902.02	30000.00	42902.02	32545.80

PAYMENTS

Store Rental	1840.00		1840.00	1813.34
Van		18788.00	18788.00	0.00
Clients' Energy, Food, Water, Winter Clothing		10903.1	10903.13	0.00
Replenishing of Stock (emergency supplies)	0.00		0.00	820.53
Printing & Stationery	10.98		10.98	52.94
Office Stationery & Equipment	727.87		727.87	611.49
Annual Christmas Event/Lunch	1873.12		1873.12	393.83
Miscellaneous Expenses	283.11		283.11	73.45
Telephone- Grant for mobile phone	0.00		0.00	200.00
Data Protection Registration ICO	35.00		35.00	40.00
Gloves, face masks - COVID Safeworking measures	0.00		0.00	321.54
Peppy mum's event	154.00		154.00	818.50
Marketing and Publicity	0.00		0.00	163.92
Warehouse stocking and cupboards	93.67		93.67	485.39
Van Rental & Fuel	105.85		105.85	90.00
Emergency purchase for client	0.00		0.00	79.99
Emergency purchase of baby products	14.59		14.59	0.00
Thirtyone Eight membership fee & Training	420.00		420.00	0.00
Insurance -Van and Public Liability	721.49		721.49	0.00
Van Running Costs	227.04		227.04	0.00
Independent Examination Report Fees	180.00		180.00	0.00
	<u>6686.72</u>	<u>29691.13</u>	<u>36377.85</u>	<u>5964.92</u>
<b>Net Surplus for the period</b>	<b>6215.30</b>	<b>308.87</b>	<b>6,524.17</b>	<b>26580.88</b>

Balance brought forward from previous year

33,468.49	5,159.02	38,627.51	12,046.63
<u>33,468.49</u>	<u>5,467.89</u>	<u>£45,151.68</u>	<u>£38,627.51</u>

Represented by Cash in Bank as at 31/03/2022

<u>39,683.79</u>	<u>5,467.89</u>	<u>£45,151.68</u>	<u>£38,627.51</u>
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The Accounts were adopted and approved by Trustees

Signed:

Trustee  
Kathleen Hillier

*Kathleen Hillier*

Trustee  
Tam Kok Wah

*Tam Kok Wah*

Dated: 1/12/2022



Section A

Independent Examiner's Report

Report to the trustees/ members of

Blaze 4:16-Potters Bar Foodbank

On accounts for the year ended

31st March 2022

Charity no (if any)

1185255

Set out on pages

5

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

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 Trust's accounts carried out under section 145 of the 2011 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

03/01/2023

Name:

ESSAM EL-TAHLAWY

Relevant professional qualification(s) or body

SELECTED ACCOUNTANTS LTD

(if any):

Address:

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

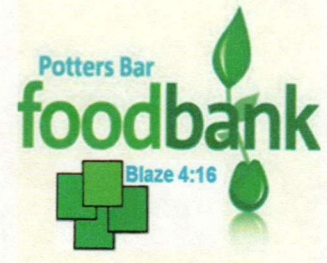
**BLAZE 4:16-POTTERS BAR FOODBANK**

England & Wales - Charity number 1185255

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# Accounts

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**BLAZE 4:16- POTTERS BAR FOODBANK**

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENT  
YEAR ENDED 31/03/2021**

**Charity Number: 1185255**

**CIO-FOUNDATION- REGISTERED 11 SEPTEMBER 2019**

**CONTENTS**

	<b>Page</b>
<b>Trustees Report</b>	<b>2-4</b>
<b>Receipt and Payment Financial Statement</b>	<b>5</b>
<b>Independent Examiner's Statement</b>	<b>6</b>



## TRUSTEES' ANNUAL REPORT

Blaze 4:16-Potters Bar Foodbank is proud to present its 2<sup>nd</sup> year annual report since the official registration as a charity on 11 September 2019. Our objectives are to combat poverty, provide education, training and other activities that engage, advance and enrich the community in Potters Bar and its surrounding areas. The organisation is registered as a CIO with the Charity Commission. As part of the Trussell Trust Network of Foodbanks, our principal activity is to provide emergency food relief to local people in crises. We work in partnership with several referral agencies such as the Citizens Advice Bureau, Hertsmere Council, local schools, churches, GPs and local NHS authorities who assess the eligibility of clients to be able to access the service of our foodbank. At the foodbank, the service users are met by our friendly befrienders, offer tea and a welcome chat while they wait for their food parcels. In taking a more-than food approach, the clients are usually sign-posted to other support services to enable in order to address any significant problems may have.

Blaze 4:16 also provides several other services such as the following:

- Guitar and Keyboard lessons
- Programming courses for children
- English and Maths tuition
- ESOL 1:1 courses
- Tailor made Microsoft suite courses for adults
- A Health and Advice Centre –guidance offered by our resident Paediatrician for 0-16 year old children
- A tech playgroup for children

### **Achievements and Challenges**

The pandemic was the greatest challenge faced by the charity this year. Although we had to suspend all our wrap around services due to the lockdown, we remained open every week throughout the year and continued to support those who were severely affected by the pandemic. We faced the challenge of servicing an increased number of referrals and we also offered a delivery service to the most vulnerable and those self-isolating during the whole year. Our volunteers were quick to respond to the needs of the people by offering to deliver the food parcels and together with the Potters Bar Emergency Supplies group, we met the need of about 1000 people, one third of whom were children. The number of people who required emergency relief was double the number we served the previous year of 512. We had fresh food such as potatoes and other vegetables dropped off at our distribution centre by the PB Emergency Supplies group and the volunteers worked really hard in meeting the needs of the people who came to the centre for various reasons such as loss of jobs, illness, being furloughed and other pressing needs due to the pandemic.

In order to respond appropriately to the increasing number of service users, we had to adopt a different model as several of the clients were not able to get referrals. We did not turn anyone away who was in dire need. We also sought the help of the churches for storage purposes and King Charles the Martyr kindly offered to store some of our supplies. We also had to rent additional storage for the increased number of donations we were getting from various partners and the community. Hertsmere Borough Council were also very supportive throughout this year and offered us a small grant in March to either towards a purchase of a van or meet other pressing need. We have set aside this sum with a view to buy a van soon. Hertsmere Council also provided some gift vouchers which were distributed to clients with their food parcels.

The Trussell Trust also gave us a grant to help us purchase emergency food supplies when we had run out of food and other necessities. We were also supported to purchase masks and other supplies to enable us to adhere to government regulations in dealing with COVID

In October, when the lockdown was lifted for a short period, we used the grant of £300/- (which was given to us by the local councillor) and, some additional funds set aside for this event to organise a small event for mothers- Peppy Mum's Alone Time. They were invited one by one to the centre (maintain all government regulations), provided with lunch, some gifts and a photo-shoot to say thank you for the difficulties they faced during the pandemic, plus having to deal with the children at home because schools were closed. They were "super-mums' and recognised as such.

Just before the second lockdown we also organised a lunch for clients and volunteers while still following all government regulations. Clients were given a special lunch take-away and they were pleased to have received a warm meal to take home.

We also work in partnership with the Brook man's Rotary Club who bring into the centre every week, freshly baked cakes and biscuits for our clients who are really overwhelmed to receive not only food parcels but freshly baked cakes and biscuits.

In December, for Christmas, our local councillor along with the Potters Bar Indians provided Christmas gifts and gift vouchers for 25 families. Many families had expressed such gratitude and reported that these gifts and food parcels made a big difference to their Christmas celebrations. It was truly a wonderful and remarkable way in which those who had nothing to look forward to during Christmas were blessed with the generosity of well-meaning people in the community.

We would like to formally thank the following people who have made our work at the charity much easier and rewarding and without whom we will not be able to carry out the vital work that we do:

- Donors and patrons in TESCO and Sainsbury's in Potters Bar
- Members and the Vicar of King Charles the Martyr
- Councillor Abhishek and Potters Bar Indians
- Brookmans' Rotary Club
- Local Businesses such as WEX and Canada Life

- Our excellent volunteers who are willing to take on any challenge and are there every week without fail.
- Hertsmere Council and Trussell Trust for the grants during the pandemic
- All our regular donors
- Royal Veterinary College for their support and kind donations
- Potters Bar Emergency Supplies group for their generous support and help for the first four months during the pandemic by providing and collecting fresh produce
- Local schools and churches that donated their harvest collection to us

### **Reserves Policy**

Blaze 4:16-Potters Bar Foodbank aims to keep approximately twelve months running costs in reserves in their agreed reserves policy. This is also to cover mainly rental costs. To achieve this we will aim to put £3000 in the event of any major problems.

### **Staff**

The charity is run solely by very dedicated volunteers who not only sacrifice their time but also their resources. The fact that we got through a very difficult period during the pandemic is testament to the selfless work of our volunteers. A heartfelt thank you is recorded for all volunteers, young and old.

### **Income and Reporting**

All income is recognised when received. The accounts have been prepared on a Receipts and Payments basis and as an on-going concern.

### **Inventory (stock)**

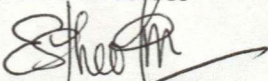
Like most Trussell Trust foodbank, stocks of food and other distributed items are not valued due to the difficulty of valuing them reliably and consistently. In addition, these stocks are restricted to foodbank distribution and have no realisable value. As at 31<sup>st</sup> March 2021, our stocks amounted to 1741.24kg (2020 was 1334.54) which using the Trussell Trust guidance, it worth approximately £3,047.17 (2020- £2322/-)

### **Future Plans**

The Charity intends to reinvigorate its wrap around services soon after the lockdown measures are completely lifted. It also intends to start up a money advice and guidance arm and widen its services to the community.

This report was submitted and accepted at the Trustees' Meeting on 29/11/2021

**Easter N Chelliah**  
Chair of Trustees



Date: 29/11/2021



**BLAZE 4:16 - POTTERS BAR FOODBANK  
RECEIPTS AND PAYMENTS FOR THE PERIOD ENDED 31st MARCH 2021**

	£	£	£	2020 £
	General Funds	Designated Funds	Total	Total
<b>RECEIPTS</b>				
<b>Donations- General Fund</b>	26125.80		26153.13	5822.69
<b>Designated Funds</b>				
Hertsmere Council Grant- Use for Van or other	5000.00			
Trussell Trust Grant for Supplies for COVID measures	1420.00	6420.00	6420.00	800.00
	<hr/>		<hr/>	
	26125.80	6420.00	32545.80	6622.69
	<hr/>		<hr/>	
	26125.80	6420.00	32545.80	6622.69
<b>LESS:</b>				
<b>PAYMENTS</b>				
Store Rental	1813.34		1813.34	580.00
Replenishing of Stock (emergency supplies)		820.53	820.53	685.53
Printing & Stationery	52.94		52.94	74.97
Office Stationery & Equipment	611.49		611.49	482.91
Annual Christmas Event/Lunch	393.83		393.83	184.08
Miscellaneous Expenses	73.45		73.45	91.35
Telephone- Grant for mobile phone		200.00	200.00	146.18
Data Protection Registration ICO	40.00		40.00	40.00
Gloves, face masks - COVID Safeworking measures		321.54	321.54	34.01
Peppy mum's event	518.50	300.00	818.50	
Marketing and Publicity	163.92		163.92	284.65
Warehouse stocking and cupboards	485.39		485.39	
Van Rental	90.00		90.00	
Emergency purchase for client	79.99		79.99	232.69
Emergency purchase of baby products				149.14
Thirtyone Eight membership fee				120.00
Online Training for Safeguarding				60.00
Teaching Resources				398.55
<b>Net Surplus for the period</b>				
	<hr/>		<hr/>	
	4322.85	1642.07	5964.92	3564.06
			<hr/>	
			26580.88	3058.63
<b>Add:</b>				
<b>Balance brought forward from previous year</b>	<hr/>	<hr/>	<hr/>	<hr/>
	11,662.80	381.83	12046.63	8988.00
			<hr/>	
			<b>£38,627.51</b>	<b>12046.63</b>
			<hr/>	
<b>Represented by Cash in Bank as at 31/03/2021</b>	<hr/>	<hr/>	<hr/>	<hr/>
	33,468.49	5159.02	<b>£38,627.51</b>	12,046.63

The accounts were adopted and approved by Trustees

Signed

Trustee  
Kathleen Hillier

Trustee  
Tam Kok Wah

Dated

29/11/2021



Section A

Independent Examiner's Report

Report to the trustees/ members of

Blaze 4:16-Potters Bar Foodbank

On accounts for the year ended

31<sup>st</sup> March 2021

Charity no (if any)

1185255

Set out on pages

5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 Trust'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 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Essam EL-tahlawy*

Date:

27/12/2021

Name:

Essam EL-tahlawy

Relevant professional qualification(s) or body (if any):

Selected Accountants Ltd

Address:

2 Spring Street

London

W2 3RA

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

