

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

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TRUSTEES' ANNUAL REPORT

Blaze 4:16-Potters Bar Foodbank is proud to present its 2nd 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 Brookmans' 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)

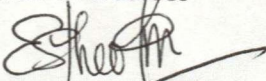
Like most Trussell Trust foodbank, stocks of food and other distributed items are not valued due to the difficulty of valuing them reliably and consistently. In addition, these stocks are restricted to foodbank distribution and have no realisable value. As at 31st March 2021, our stocks amounted to 1741.24kg (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

Easther 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
RECEIPTS				
Donations- General Fund	26125.80		26153.13	5822.69
Designated Funds				
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
	26125.80	6420.00	32545.80	6622.69
	26125.80	6420.00	32545.80	6622.69
LESS:				
PAYMENTS				
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
Net Surplus for the period	4322.85	1642.07	5964.92	3564.06
			26580.88	3058.63
Add:				
Balance brought forward from previous year	11,662.80	381.83	12046.63	8988.00
			£38,627.51	12046.63
Represented by Cash in Bank as at 31/03/2021	33,468.49	5159.02	£38,627.51	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

31st 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:

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).

0054314 on 09/02/2009