



**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**

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## 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 2002, 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/-)

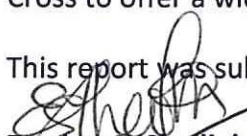
### **Grants and Assets**

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

*Natly 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
	12902.02	30000.00	42902.02	32545.80
	12902.02	30000.00	42902.02	32545.80

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### 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
	6686.72	29691.13	36377.85	5964.92
<b>Net Surplus for the period</b>	6215.30	308.87	6,524.17	26580.88

Balance brought forward from previous year

33,468.49	5,159.02	38627.51	12046.63
33468.49	5,467.89	£45,151.68	£38,627.51

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

39,683.79	5467.89	£45,151.68	£38,627.51
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The Accounts were adopted and approved by Trustees

Signed:

Trustee  
Kathleen Hillier

Dated: 1/12/2022

Trustee  
Tam Kok Wah



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### 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

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:

Date:

03/01/2023

Name:

ESSAM EL-TAHLAWY

Relevant professional  
qualification(s) or body

SELECTED ACCOUNTANTS LTD

(if any):

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Address:

2 SPRING STREET
LONDON
W2 3RA

## 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.

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