



**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**

**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

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

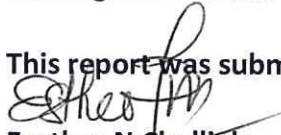
### **Benefits Trustees**

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
Less: Payments				
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

Dated:

2/11/2023

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 2023

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:

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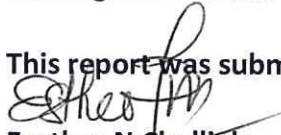
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This report was submitted and accepted at the Trustees' Meeting on 02/11/2023

  
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**

2022

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The Accounts were adopted and approved by Trustees

Signed:

Trustee

Kathleen Hillier

Dated: 2/11/2023

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 2023

Charity no  
(if any)

1185255

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(remember to include the page numbers of additional sheets)

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[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.

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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:

Date:

11/12/2023

Name:

Essam EL-tahlawy

Relevant professional  
qualification(s) or body

SELECTED ACCOUNTANTS LTD





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 2023

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

Signed:

Date:

11/12/2023

Name:

Essam EL-tahawy

Relevant professional  
qualification(s) or body

SELECTED ACCOUNTANTS LTD

--

2 SPRING STREET  
LONDON.  
W2 3 RA

## Disclosure

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

[illegible]