



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 31st 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 £2442.80 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 £
RECEIPTS	General Funds	Designated Funds	Total	Total
Donations- General Fund	21681.99		21681.99	24461.64
Designated Funds				
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	
Trussell Trust Grant for Volunteers		894.24	894.24	
	21681.99	84877.56	106559.55	82,878.64
LESS: Payments				
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
Trussell 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
Transport & /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 Volunteer Training	1002.00		1002.00	41.40
Consultancy for Training	690.00		690.00	0.00
Thirtyone 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
Net Surplus for the period	5431.43	16,292.00	21723.43	26727.99
Add:				
Balance brought forward from previous year	53594.11		53594.11	45151.68
Balance carried forward	59,025.54	16,292.00	75317.54	71879.67
Represented by Cash in Bank as at 31/03/2024	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

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Responsibilities and
basis of report

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

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: 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.