



Ormskirk Foodbank – Trustees Annual Report and Financial Statements



5th April 2020 to 4th April 2021

'For I was hungry and you fed me, thirsty and you gave me a drink, I was a stranger and you invited me in...' Matthew 25:35

1. About us

Ormskirk Foodbank is a small charity run entirely by volunteers to provide 3-days' worth of emergency food and advice to people in Ormskirk and district who are at a time of crisis in their lives. It is a service established through Churches Together in Ormskirk and opened in June 2013 with support from the Trussell Trust, a Christian charity that provides guidance on setting up and running foodbanks. We meet with clients in New Church House in Church Street, Ormskirk and are open on Tuesdays and Fridays between 11 am and 2 pm.

Charity Name and Registration

Ormskirk Foodbank, a Charitable Incorporated Organisation, registration no. 1185980, registered with the Charity Commission on 24 October 2019.

The charity is registered with HM Revenue & Customs and the Information Commissioner.

Charity's Address

New Church House, Church Street, Ormskirk, Lancashire, L39 3RD

Tel: 07748 951274

Email: info@ormskirk.foodbank.org.uk

Website: www.ormskirk.foodbank.org.uk

Names of the Trustees who Manage the Charity

	Role	Appointed	Resigned
Geoffrey Fallows	Chair	14/03/2013	
Michael Newman	Treasurer	06/06/2016	
Julia Gay Wells	Secretary	14/03/2013	17/03/2021 (deceased)
Peter Chalk		14/03/2013	
Linda Heaton		03/06/2014	
William Jones		14/03/2013	
Jeanette King		10/06/2015	
Mark Hudson		14/03/2013	
Margaret Wiechers		03/06/2014	

Governing Document and Charitable Objects

Our objects as defined in the governing document of the Ormskirk Foodbank Charitable Incorporated Organisation are:

the relief of financial hardship amongst people in Ormskirk and the surrounding area or in other parts of the United Kingdom in such ways as the trustees from time-to-time think fit, in particular, but not exclusively by:

- a) providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty
- b) 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 with a Christian ethos, supported by churches in Ormskirk.

The constitution (Governing Document) is based on the Charity Commission's model governing document for Foundation Charitable Incorporated Organisations, ie where the trustees are the only members of the charity.

2. Our achievements and activities 5 April 2020 to 4 April 2021

The year 2020-2021 has been like no other in the time of this foodbank, as we dealt with the impact of the COVID-19 pandemic. The statistics below demonstrate increased demand for emergency food but also an increasing generosity of donors, in terms of food and financial donations. Ormskirk Foodbank responded to the changing rules, guidance, lockdowns and restrictions by switching to a delivery service during periods of lockdown and re-opening for collections as restrictions eased.

Clients served and referrals

The number of food vouchers processed in the year has increased by 18% to 609. Food was provided to 969 adults and 618 children; which was an increase of 33% compared to 2019/2020 for the total number of people fed. The number of children fed increased by 38%, which is also reflected in a change in proportions across family types; the percentage in families including single parents increased from 32% in 2019/2020 to 43% in this year. The main reasons that the clients cannot afford food is because of low income (54%), debt (10%), benefit delays (13%) and sickness (7%). The large increase in the proportion of those recorded as referred due to low income is partly a result of changes in eliciting referral crisis information during the pandemic when fewer face-to-face assessments were conducted.

Jobcentre Plus in Ormskirk continues to be our main source of clients (37%). Direct referrals taken by the foodbank increased to 31% this year compared to 12% in 2019/2020. This was expected with more people becoming aware of foodbanks through national and local media coverage; an increased presence on our social media channels; less opportunities for clients to engage face-to-face with referral agencies; and local residents finding themselves suddenly in need of emergency food due to Covid-19. Wellbeing, health and social services combined referred 10% of clients, and West Lancashire Financial Inclusion 8%. We receive small numbers of referrals from other agencies: charities, community and voluntary and statutory sector organisations.

Donors and food collected

Over thirty-three tonnes of food have been donated during the year; this is an increase from 19 tonnes in 2019/2020. We continue to have collection points at Tesco and Booths in Burscough, Nationwide in Ormskirk, Co-op Wigan Road, Christchurch Ministry Centre and New Church House. A new collection point was set up in Co-op Town Green. The Trussell Trust has a national agreement with Tesco, and we had collections in July and December, which this year did not involve our volunteers; approximately 7 tonnes were collected from these and the permanent collection point. As well as collecting food, Tesco also make a cash donation based on the weight of the food, which totalled £491. Morrisons began donating food and encouraging their customers to donate; they became our largest donor in 2020/2021 accounting for almost 12 tonnes. In addition to food donated at collection points we have received generous donations from individuals, Edge Hill University, schools, churches, staff at local businesses / services, and community and voluntary groups, especially at Christmas. B&M stores partnered with their local foodbanks and provided a financial donation to be used to purchase stock in the store.

Each week volunteers come to our warehouse facility to weigh, label and store the food donations. During this year all foodbank bags were packed at the warehouse and the delivery drivers picked up the bags from there to deliver to clients. Any surplus food is sent or collected by other local foodbanks in Skelmersdale and Merseyside, or other organisations that provide food to those in need such as Southport Shoreline, Whitechapel and Micah in Liverpool and the Venus Centre in Bootle. We extend our thanks to volunteers who collect and bring stock to the warehouse, and to those who carried out the usual warehouse duties whilst adhering to Covid-secure procedures.

Operational performance and changes to processes

After a short break at the beginning of the year, we continued to provide a bag of fresh fruit and vegetables supplied from Barn Owl. Meat vouchers for Scotts are given out to those who are referred via a referral agency and at the discretion of the session lead, when clients collect from New Church House. The costs of these services this year was £3,841 for Barn Owl and £1,336 for Scotts.

We moved to an electronic referral system at the beginning of the pandemic and new referral agencies were encouraged to use this system. Five organisations became new referral agencies and the pandemic enabled us to renew contact with existing agencies. Communications with referral agencies increased as our procedures changed, and we thank them for their patience and continued support in helping us to provide food to clients in need.

Christmas is a very busy time for the foodbank not just because of the number of clients but the many organisations and people who give extra food and toy/gift donations. Over 60 Christmas Hampers containing food and gifts for any children in the family were distributed.

Financial summary

The attached financial report gives details of our healthy financial position. Income more than doubled compared to the previous year totalling £36,624, and expenditure £15,798 with a closing balance of £41,193. Many thanks are due to all those who have donated to the foodbank over the

year, including the many regular and one-off donors, businesses, schools and support groups. Our generous standing order donors contributed £1,710 over the year; this includes new standing orders and reflects that some people found it easier to donate a regular financial gift rather than food stock during the lockdown. Since the introduction of donate buttons and the increasing use of online fundraising, we received over £8,000 through these mechanisms.

Volunteers

All these achievements and activities could not have happened without the active support and commitment of our volunteers to whom we are most grateful for all their time and dedication to the Ormskirk Foodbank. We received many offers of volunteers during the pandemic, but our change in procedures and adherence to social distancing guidelines resulted in less volunteers being required. Some volunteers chose not to continue when we returned to a collection service, but new volunteers had joined. We greatly appreciated the help from Dial-A-Ride volunteers during the delivery service in the first lockdown period.

Special thanks are due to our 'keyholders' who run the New Church House teams. We are also very grateful to those with specific responsibilities such as coordinating the foodbank; organising the warehouse; administering finances (Treasurer); carrying out administrative duties; coordinating the volunteers; technical support and keeping us up-to-date on social media; safeguarding; one of our trustees for the use of his property for the warehouse; and Ormskirk Parish Church for use of New Church House on Tuesdays and Fridays.

Strategic direction and partnerships

The trustees and steering group continue to discuss the strategic direction of Ormskirk Foodbank. New relationships have been made with other local organisations supporting those who cannot afford to buy food or in financial hardship. We have joined a forum for such groups in West Lancashire and contributed to local food insecurity research.

3. Our plans for 2021/22

During 2021/22 we plan to:

- Review our governance arrangements
- Review our strategic direction, making use of the Trussell Trust Together for Change strategy
- Encourage the use of e-referrals as standard
- Return to a collection service as restrictions are lifted, carry out risk assessments and adapt procedures as appropriate
- Review our healthy financial position and consider appropriate use of funds in line with our strategic direction

4. Financial Review

Principal sources of funding and outgoings

The major source of income from the charity has come from individual donations received from residents of West Lancashire and donations from local businesses and other charities. We receive a top-up donation from Tesco based on the weight of food donated at an in-store permanent collection point. No income was received in the form of grants.

Expenditure is primarily for the operational running of the foodbank, including the purchase of fresh items for clients in the form of fruit and vegetables, and the provision of vouchers to redeem for meat. Other outgoings include rental for the distribution centre and warehouse facility, administration, insurance and an annual payment to Trussell Trust. A regular donation from a local business is shared with another local charity, West Lancs Debt Advice, and is recorded as an expenditure.

Policy on reserves

Ormskirk Foodbank's policy on reserves is to ensure the stability of the foodbank's operations by maintaining a level of useable reserves sufficient to cover unexpected and unplanned events so that the work can continue. The initial amount set aside took into account a) uncertainty of or reduction in donations or other funding and b) the need for any large project spend including IT, premises or building repairs. The amount in reserves has increased from the initial £10,000 to £30,000 and now represents almost two year's running costs at 2020/21 levels of expenditure.

Remuneration of trustees

All trustees act in a voluntary capacity and do not receive remuneration or other material benefits from their services to the Charity. One trustee receives monthly rental payment for use of their premises as a warehouse for Ormskirk Foodbank. Out-of-pocket expenses necessarily and reasonably incurred by trustees in promoting the purposes of the foodbank are reimbursed at cost.

Details of any funds materially in deficit

Ormskirk Foodbank has no funds which are materially in deficit.

Statutory statements on liabilities

The trustees declare that:

- The charity has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement (e.g. any outstanding/ongoing contract or legal undertaking to buy or provide specific services)
- The charity has no debt outstanding at the date of this statement which is owned by the CIO and which is secured by an express charge on any assets of the CIO (e.g. a mortgage on property owned by the charity).

Approval of the Board of Trustees

4. Financial Review

The accounts were approved by the trustees on 27th September 2021.

The trustees declare that they have approved the above Annual Report and Statement of Financial Activity.

Signed on behalf of the trustees


Geoffrey Fallows, Chair of Trustees

Date:

17.1.22

Independent examiner's report to the officials of :-

ORMSKIRK FOODBANK

I report on the accounts of the organisation for the year ended 5 April, 2021

Respective responsibilities of officials and examiner

The officials are responsible for the preparation of the accounts. The officials consider that an audit is not required for this year and that an independent examination is needed.

It is my responsibility to:

- examine the accounts to confirm that from the information provided, the Income and Expenditure account represents a fair reflection of the financial affairs of the organisation.
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination includes a review of the accounting records kept by the organisation and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as officials concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

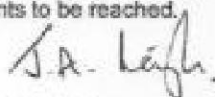
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep proper accounting records
- to prepare accounts which accord with the accounting records
- have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:



John Anthony Leigh

Professional Qualification

Associate of Chartered Institute of Bankers UK

Address:

23 High Moss, Ormskirk L39 4TP

Date:

23 July 2021

ORMSKIRK FOODBANK
Financial Report to 5th April 2021

Expenditure	2021	2019	Income	2021	2019
Trussell Trust	720	690	Donations from Churches	4820	1030
Insurance	200	200	Identified Donors	19628	11429
NCH - Rental Facilities	2220	1824	Standing order Donors	1710	810
Administration	1523	643	Anonymous Cash Donations	1153	407
Phones and Top Up Vouchers	335	105	Social Media Donations	8357	1
Extra Stocks Purchased	44	501	Tesco - Topup via Trussell Trust	491	2419
Barn Owl - Fruit & Veg Vouchers	3841	2023	Gift Aid		330
DC Scott - Meat Vouchers	1336	3330	Interest on BMM Account	5	20
Miscellaneous	210	77	Bank error refund	460	
Warehousing	369	81			
W.L.Debt Advice (Share of Donations)	5000	3500			
	<u>15798</u>	<u>12974</u>			
Surplus for Year carried down	20826	3472			
	<u>36624</u>	<u>16446</u>			
Funds Statement				<u>36624</u>	<u>16446</u>
Surplus for year brought down	20826	3472	Represented By		
Surplus brought forward	20367	16895	HSBC Current Account	11165	10344
			HSBC BMM Account	30028	10023
	<u>41193</u>	<u>20367</u>		<u>41193</u>	<u>20367</u>

M Newman Hon. Treasurer