



## Ormskirk Foodbank – Trustees Annual Report and Financial Statements



**5<sup>th</sup> April 2021 to 31<sup>st</sup> March 2022**

‘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 find themselves in circumstances whereby they are unable to afford basics such as food. 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 Ormskirk and are open on Tuesdays and Fridays between 11 am and 1 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](mailto:info@ormskirk.foodbank.org.uk)

Website: [www.ormskirk.foodbank.org.uk](http://www.ormskirk.foodbank.org.uk)

### Names of the Trustees who Manage the Charity

	<i>Role</i>	<i>Appointed</i>	<i>Resigned</i>
Geoffrey Fallows	Chair	14/03/2013	
Michael Newman	Treasurer	06/06/2016	
Peter Chalk		14/03/2013	
Linda Heaton		03/06/2014	
William Jones		14/03/2013	
Jeanette King		01/06/2015	
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 2021 to 31 March 2022**

The year 2021-2022 covered the continuing COVID-19 pandemic and some return to our usual operational procedures. The statistics below demonstrate reduced demand for emergency food returning to pre-COVID19 levels but continuing generosity of donors, in terms of food and financial donations. Ormskirk Foodbank responded to the changing guidance and restrictions by continuing a delivery service during periods of high levels of COVID-19 infections and re-opened for collections in May 2021.

### **Clients served and referrals**

The number of food vouchers processed in the year decreased by 31% to 419. Food was provided to 635 adults and 419 children, which was a decrease of 33% compared to 2020/21 for the total number of people fed. The composition of family types has changed since the previous year, but the percentage in families including single parents remains higher than pre-COVID19. The main reasons that the clients cannot afford food is because of low income (61%), benefit changes and delays (13%), sickness (7%) and debt (3%). The large proportion of those recorded as referred due to low income is partly a result of changes in eliciting referral crisis information from some referral agencies during the pandemic when fewer face-to-face assessments were conducted.

Approximately a third of vouchers are fulfilled for clients living in Scott ward. A further 18% are households in Burscough. However, this is expected to decrease since the opening of a Skelmersdale & District Foodbank distribution centre in Burscough in November 2021. Vouchers are further distributed across the rest of Ormskirk (17%), Aughton and Town Green (13%) and surrounding villages (13%).

Jobcentre Plus in Ormskirk continues to be our main source of clients (50%). Direct referrals taken by the foodbank decreased to 18% this year compared to 31% in 2020/21, returning to levels similar to pre-COVID19. The proportion of referrals from West Lancashire Council increased from 8% in the previous year to 14%. We receive small numbers of referrals from other agencies: charities,

community and voluntary and statutory sector organisations (e.g. schools). Three organisations became new referral agencies.

### **Donors and food collected**

We continue to receive a large volume of donations, but a reduction from that in 2020/21 as expected after the first year of the pandemic. We have collection points at Tesco and Booths in Burscough, Nationwide in Ormskirk, Co-op Wigan Road and Co-op Town Green, Christchurch Ministry Centre and New Church House. The Trussell Trust has a national agreement with Tesco, and we had collections in July and December; just under 5 tonnes were collected from these and the permanent collection point in store. As well as enabling the collection of food, Tesco also make a cash donation based on the weight of that food, which totalled £2,025. From February 2022 the Tesco collection point has been shared with Skelmersdale & District Foodbank. Morrisons continue to be our largest donor in accounting for approximately 8 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.

Each week weighing, labelling and storage of the food donations occurs at our warehouse facility. 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.

### **Operational performance and changes to processes**

Pre-ordered bags of fresh fruit and vegetables supplied from Barn Owl are given to clients that are referred prior to the day of the session. 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 were £3,336 for Barn Owl and £2,364 for Scotts.

Having moved to an electronic referral system last year, we now encourage all referral agencies to sign up as e-referrers. It has become very rare for clients to arrive with red vouchers. The new system has enabled us to estimate the number of clients per session, although on-the-day referrals and drop-ins are also received.

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 55 Christmas Hampers were given out containing food and gifts for any children in the family.

### **Financial summary**

The attached financial report gives details of our healthy financial position. Income decreased compared to the previous year totalling £30,789, and expenditure remained fairly static at £16,776 with a closing balance of £55,206. 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 £1,900 over the year and an additional £4,532 was received through donate buttons on social media and online fundraising.

## **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 continued to receive enquiries about volunteering. Our very successful thank you 'tea party' held in September 2021 for our volunteers, donors and referral agencies was held up as an example of good practice.

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.

## **Governance, strategic direction and partnerships**

As part of our review of governance arrangements the keyholders group expanded its membership and remit, being renamed the operational group. The joint steering group and trustees meeting was streamlined, and clarity given to matters discussed at each of the operational group, steering group and trustee meeting. Designated trustees have taken on strategic oversight roles for specific areas such as safeguarding, risk and data protection.

The trustees and steering group continue to discuss the strategic direction of Ormskirk Foodbank. Our relationship with Skelmersdale & District Foodbank has strengthened, partly as a result of providing support and advice to their new distribution centre in Burscough. We have become a valued partner in West Lancashire, as a member of a community forum and the newly established Food Insecurity Forum, exploring and taking action on reducing the need for emergency food.

## **3. Our plans for 2022/23**

During 2022/2023 we plan to:

- Complete our review of governance and approve outstanding policies
- Implement agreed actions following our review of finances and healthy amount of reserves
- Increase our visibility locally, respond to the expected impact of the cost of living crisis, and work with other community-based charities focused on supporting vulnerable residents
- Carry out operational reviews of specific areas such as training for volunteers and referral agencies, and data collection (clients and stock)

## **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 continues to represent almost two year's running costs at 2021/22 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).

## 5. Approval of the Board of Trustees

The accounts were approved by the trustees on 11<sup>th</sup> July 2022.

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

Signed on behalf of the trustees

A handwritten signature in black ink, consisting of a large, stylized 'G' followed by 'Fallows', with a long horizontal line extending to the right.

Geoffrey Fallows, Chair of Trustees

Date: 10/01/2023

**Independent examiner's report to the officials of :-**

**ORMSKIRK FOODBANK**

I report on the accounts of the organisation for the year ended 5 April 2022

**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.

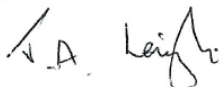
**Independent examiner's statement**

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:	21 June 2022



**ORMSKIRK FOODBANK**  
Financial Report to 5th April 2022

<b>Expenditure</b>	<b>2021</b>	<b>2022</b>	<b>Income</b>	<b>2021</b>	<b>2022</b>
Trussell Trust	720	360	Donations from Churches	4820	5830
Insurance	200	275	Identified Donors	19628	15596
NCH & M Hudson - Rental Facilities	2220	3850	Standing order Donors	1710	1900
Administration	1523	3042	Anonymous Cash Donations	1153	125
Phones and Top Up Vouchers	335	137	Social Media Donations	8357	4532
Extra Stocks Purchased	44		Tesco - Topup via Trussell Trust	491	2025
Barn Owl - Fruit & Veg Vouchers	3841	3336	Gift Aid		750
DC Scott - Meat Vouchers	1336	2364	Interest on BMM Account	5	5
Miscellaneous	210	412	Bank error refund	460	26
Warehousing	369				
W.L.Debt Advice £250 pm (Share of Donations)	5000	3000			
	<u>15798</u>	<u>16776</u>			
Surplus for Year carried down	20826	14013			
	<u><u>36624</u></u>	<u><u>30789</u></u>		<u><u>36624</u></u>	<u><u>30789</u></u>
<b>Funds Statement</b>			<b>Represented By</b>		
Surplus for year brought down	20826	14013	HSBC Current Account	11165	25174
			HSBC BMM Account	30028	30032
Surplus brought forward	20367	41193			
	<u><u>41193</u></u>	<u><u>55206</u></u>		<u><u>41193</u></u>	<u><u>55206</u></u>

M Newman Hon. Treasurer

J A Leigh - A.C.I.B - Independent Examiner

*J A Leigh*