



Ormskirk Foodbank – Trustees Annual Report and Financial Statements



1st April 2023 to 31st March 2024

‘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

Website: 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	
J Mark Smith	Treasurer	27/03/2023	
Peter Chalk		14/03/2013	
Gillian Conway		27/03/2023	
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	25/09/2023

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 1 April 2023 to 31 March 2024

During the year 2023-2024 we saw an increased demand for emergency food because of the cost of living crisis, and continuing generosity of donors of stock. Financially we experienced a drop in income and increase in expenditure. June 2023 marked 10 years since Ormskirk Foodbank started providing emergency food parcels. We recognised this with an event to say thank you to our volunteers, donors, referral agencies and supporters.

Clients served and referrals

Vouchers processed reached an all-time high for Ormskirk Foodbank in 2023/24; a total of 727. This was a 5% increase from the previous year. Food was provided to 1023 adults and 749 children. The composition of family types shows almost equal proportions of families (including single parents) and single people, totalling approximately 87% of households. Fifty-two percent of clients mentioned the rising cost of essentials as a reason for being referred to the foodbank. Other reasons recorded frequently were the ongoing impact of physical and mental health conditions (21%), debt (13%), earnings related issues (10%), personal circumstances (10%) and benefit related (9%) (It should be noted that totals in reasons for referral can be higher than 100% as a change in the data collection system enables multiple reasons to be recorded for each household.) The 727 vouchers fulfilled represented 360 households, of which almost 200 came for the first time. On average households visited the foodbank twice over the year. Over 55% of households visited only once, and a further 41% between two and six times.

Approximately 40% of vouchers are fulfilled for clients living in Ormskirk West ward, with another 24% from other parts of Ormskirk, Aughton and part of Town Green. The households from Burscough and Rufford receiving food parcels remains low (15%) with the presence of the Burscough foodbank. Vouchers are further distributed to residents across rural village wards bordering Ormskirk (13%).

Jobcentre Plus in Ormskirk continues to be our main source of clients (57%). This is reflected in 70% of vouchers fulfilled being for households on benefits and not earning. The proportion of referrals from West Lancashire Council Financial Inclusion service and direct referrals taken by the foodbank accounted for 15% and 14% respectively of all referrals. We receive small numbers from other agencies: charities, community and voluntary and statutory sector organisations (e.g. schools).

Donors and food collected

We continue to receive a large volume of donations, with a similar total amount to 2022/23. We have collection points from which we collect regularly at Tesco and Booths in Burscough, Co-op Wigan Road and Co-op Town Green, Christchurch Ministry Centre, New Church House, Ormskirk adult and junior park runs. We have less frequent collections from other donation points at Nationwide and Halifax building societies, Home Bargains, the Kicking Donkey, Ring O Bells nursery, Dingle Bells Spar and local churches. Morrisons continue to be our largest donor in accounting for 25% of all stock donated. The Trussell Trust has an agreement with Tesco, for one national and one locally arranged collection per year. The amount collected from these and the permanent collection point in store was like the previous year. We continue to share the Tesco collections with Skelmersdale & District Foodbank. As well as enabling the collection of food, Tesco also make a cash donation based on the weight of that food, which totalled £886. 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. Following many years of good stock levels, the impact of decreasing donations of certain items resulted in approximately 2% of stock being purchased.

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. However, with the increasing numbers of clients this dropped in 2023/24.

Operational performance and changes to processes

2023/24 has been a year of consolidation of operational processes and plans for improving the signposting offer to clients, to assist them in resolving issues that has necessitated their referral for emergency food.

During 2023 the presence of West Lancs Debt Advice at the distribution centre sessions reduced to once per week, due to volunteer availability, but the service continues to be well received by clients who have been directed to other services and assisted with information appropriate to their situation.

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 £5,354 for Barn Owl and £5,668 for Scotts.

Financial summary

The attached financial report gives details of our healthy financial position. Income decreased compared to the previous year totalling £24,400, and expenditure increased to £36,689, with a closing balance of £50,312. 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.

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 Ormskirk Foodbank. We continued to receive enquiries about volunteering and placements for students from Edge Hill University.

Special thanks are due to our volunteer coordinator who stepped down during 2023 and to the operational group who run the New Church House teams, organise the warehouse, carry out administrative tasks and provide technical support and a social media presence. We are also very grateful to those not on the operational team but with specific responsibilities such as administering finances (Treasurer); 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 ongoing development of governance arrangements we have actioned all recommendations from our governance assessment, including reviewing policies in the light of new requirements and guidance. An audit of health and safety has been undertaken resulting in new procedures and policies.

The trustees and steering group continue to discuss the strategic direction of Ormskirk Foodbank and our input to actions to prevent the need for foodbanks. We are recognised as a valued partner in West Lancashire, particularly as a member of the Food Insecurity Forum. Closer links have been made with West Lancashire Council Financial Inclusion team with spin offs of links to other organisations.

3. Our plans for 2024/25

During 2024/25 we plan to:

- Develop a strategic statement for Ormskirk Foodbank
- Review the financial position, the pausing of donations through the website and the most appropriate use of our resources outwith provision of emergency food
- Improve the signposting offer to our clients and explore the feasibility of onward referrals

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, purchase of extra stock, 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 decreased from the previous year to £40,950 and represents almost 13 month's running costs at 2023/24 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 22nd July 2024.

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 series of loops and a long horizontal stroke extending to the right.

Geoffrey Fallows, Chair of Trustees

Date: 11/01/2025

Independent examiner's report to the officials of :-

ORMSKIRK FOODBANK

I report on the accounts of the organisation for the year ended 5 April 2024

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:	30 May 2024



ORMSKIRK FOODBANK

Financial Report to 31 March 2024

Expenditure	2023	2024	Income	2023	2024
Trussell Trust	360	360	Donations from Churches	8368	7458
Insurance	303	315	Identified Donors	16878	8590
Rental, Warehouse & Ormskirk PC	4240	5400	Standing order Donors	1745	3105
Administration	1608	908	Anonymous Cash Donations	190	559
Phones and Top Up Vouchers	149	171	Social Media Donations	3163	2671
Extra Stocks Purchased	475	1465	Tesco - Topup via Trussell Trust	1234	886
Fruit & Veg, Ormskirk	5010	5354	Gift Aid		338
Fruit & Veg, Skem & Burscough	4077	11237	Refunds	1020	8
Meat Vouchers Ormskirk & Skem	5576	5668	Interest on BMM Account	132	785
Miscellaneous	537	1216			
Anniversary Celebration		776			
Bank Charges		819			
Donations to other Charities (Share of Donations)	3000	3000			
	<u>25335</u>	<u>36689</u>			
Loss for Year carried down	7395	-12289			
	<u><u>32730</u></u>	<u><u>24400</u></u>		<u><u>32730</u></u>	<u><u>24400</u></u>
Funds Statement			Represented By		
Loss for year brought down	7395	-12289	HSBC Current Account	32436	9362
Surplus brought forward	55206	62601	HSBC BMM Account	30165	40950
	<u><u>62601</u></u>	<u><u>50312</u></u>		<u><u>62601</u></u>	<u><u>50312</u></u>

Mark Smith - Hon. Treasurer

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

