

# Guildford Food Bank

England & Wales · Charity number 1188640

## Details

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**Other names** NORTH GUILDFORD FOOD BANK

**Status** Registered

**Legal form** Other

**Registered** 2020-03-19

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** St Clares' Church  
Cabell Road  
Guildford  
GU2 8JW

**Phone** 07583025435

**Email** [info@guildfordfoodbank.org](mailto:info@guildfordfoodbank.org)

**Website** [www.guildfordfoodbank.org](http://www.guildfordfoodbank.org)

## Activities

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**Objects:** THE RELIEF OF FINANCIAL HARDSHIP AMONGST PEOPLE IN GUILDFORD AND THE SURROUNDING AREA 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 POVERTYB) SUCH OTHER MEANS, INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF SUPPORT OR SIGNPOSTING TO RELEVANT INFORMATION AND OTHER ADVISORY SERVICESAND TO PROVIDE SUCH SERVICES WITH A CHRISTIAN ETHOS, SUPPORTED BY CHURCHES IN GUILDFORD.

**Activities:** The charity provides food and household items to needy individuals and families in the Guildford area. In some cases it helps with household gas and electricity payments.

## Classification

- **How:** Provides Other Finance, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

## Geography

- Surrey

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£199,998	£166,014	-	-
2024-03-31	£138,824	£146,960	-	-
2023-03-31	£169,000	£150,505	-	-
2022-03-31	£107,882	£109,203	-	-
2021-03-31	£171,621	£73,604	-	-

## Trustees

Name	Role	Appointed
Clare Porter		2023-06-02
Clive Couzens		2023-08-04
Dr Geoffrey Robert Andrews		2023-06-02
James Andrew Herring		2025-02-25
Sarah Elizabeth Fothergill		2023-01-27
Zoe Anne Watts		2021-08-09

**Guildford Food Bank**

England & Wales - Charity number 1188640

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# Accounts

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# *The North Guildford Food Bank*

**TRUSTEES' ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR**

**TO 31<sup>ST</sup> MARCH 2025**

**REGISTERED CHARITY NO.1188640**

## **TRUSTEES**

Dr Geoff Andrews  
Mrs Sarah Fothergill  
Mrs Susan Williams  
Mrs Zoe Watts  
Mrs Clare Porter  
Mr Clive Couzens

Chair  
Treasurer

## **BANKERS**

Lloyds Bank plc  
Guildford Branch  
PO Box 1000  
BX1 1LT

## **INDEPENDENT EXAMINER**

Graham Norton FCA  
2 Patterdale  
Coldharbour Road  
West Byfleet  
Surrey  
KT14 6JN

## **Annual Report and Accounts**

The Trustees present their Annual Report and Accounts, for the year ended 31<sup>st</sup> March 2025. The Charity was registered on 19<sup>th</sup> March 2020.

This report and the independently examined accounts will be lodged with the Charity Commission. A link to the report on the Charity Commission will be sent to donors on our email list.

## **Objects of the Charity**

The objects of the Charity are: the relief of financial hardship amongst people in Guildford and the surrounding area in such ways as the trustees 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 Guildford.

## **Statement of Trustees' Responsibilities**

Law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing accounts giving a true and fair view the Trustees follow best practice and:

- select suitable accounting policies and apply them consistently;
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- observe the methods and principles in the Charities SORP;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity, and which enable them to ensure that the accounts comply with applicable law. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention of fraud and any other irregularity.

## **Trustee Structure and Selection of Trustees**

The charity has six Trustees, two with portfolio: chair and treasurer. When recruiting Trustees a balance is sought between:

- Alignment with the charitable objectives of the charity
- Financial experience in managing accounts and cash flow
- Strategic and management skill

Mr James Herring, associate minister of St Clare's Church which hosts the Food Bank, agreed to join the Board of Trustees but this was not completed in the period of this report.

All prospective new trustees are interviewed by the Chair of Trustees and their appointment requires unanimous agreement of all Trustees. The Trustees' main concern is that all Trustees contribute to governing and leading the Charity, ensuring it remains true to its objectives and is sustainable.

## History

The North Guildford Food Bank started in November 2012 based at St Clare's Church, Park Barn estate, North Guildford. Food collections were made at the local Tesco and individuals, churches and other organisations in the area made food collections as well as financial help. Funds were held in the St Francis/St Clare's Parish accounts. A second outlet was opened at New Hope Church in Bellfields in January 2014 and a third at Bushy Hill Community Centre, Merrow, in May 2014. A Lloyds Charity current account was opened in April 2017 and funds transferred from the parish account. In 2017, collections for the food bank moved from the local Tesco to the Burpham branch of Sainsbury's.

The Food Bank was registered with the Charity Commission on 19<sup>th</sup> March 2020 and with HMRC soon after. Gift Aid has been claimed from the date of Charity Commission registration. The Bellfields venue could not be operated in accordance with Covid-19 restrictions and ceased to be used from late 2020. The Merrow venue was of unsatisfactory quality and had limited use by local clients, so was closed from July 2022. All clients have been served from the St Clare's church site since then, and this is also the primary venue for food storage.

## Client Numbers

The number of clients supported has typically increased year on year. The pandemic resulted in a doubling of referrals, then, following a slight reduction in 2021/22, demand has continued to rise largely due to the impact of the cost of living crisis.

In November 2024 we reminded referrers to refer clients in good time for Christmas. We experienced a significant increase in demand but were able to respond by providing additional clients sessions. The size of the hall limits us to 25 clients per session and we want to engage as many clients as possible in conversation to help them address the cause of the food or fuel poverty. Given the existing premises and number of volunteers, our capacity is 100 client parcels in a week.

The number of parcels provided has increased and this year the number of adults and children fed has increased in line with this, at 22% and 19% respectively.

Financial Year	2024/25	2023/24	2022/23
<b>Total number of parcels</b>	2,221*	1,806*	1,743
<b>Comparison with previous year</b>	122%	104%	
<b>Total number of people fed</b>	5,962	4,915	5,249
<b>Comparison with previous year</b>	121%	94%	
<b>Adults</b>	3,474	2,829	2,788
<b>Children</b>	2,488	2,086	2,461
<b>Value spent on gas and electricity</b>	£3,900		£4,532**

\* Parcel numbers are calculated as total parcels provided, excluding any cancellations

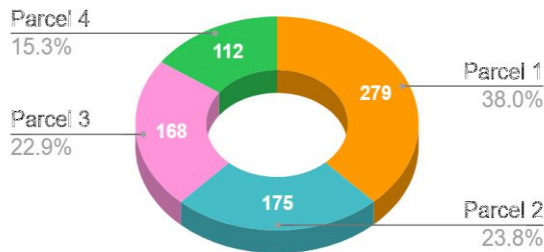
\*\* Change of fuel provider from December 2022. From 2023 the Fuel Foundation has provided vouchers for clients on pre-payment meters. From January 2025 Energy Manage has provided support for clients paying by direct debit.

Referrals are from a variety of other local agencies such as the local authority, schools, churches, Citizens' Advice, medical professionals and support workers.

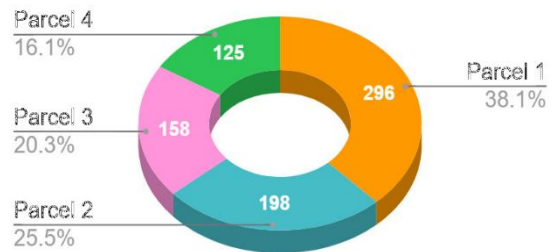
# North Guildford Food Bank 2024/25 Overall Statistics Summary

We analysed parcel numbers for the first quarter of 2025 and compared them with the numbers in the same period of 2024.

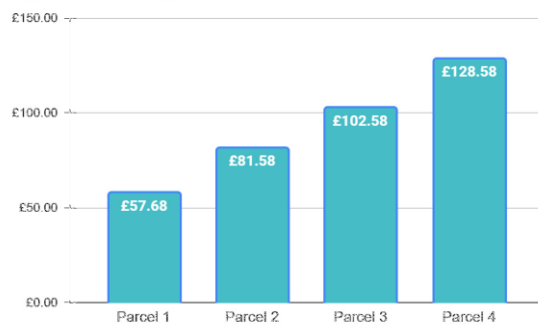
Client Parcel Sizes Jan - April 2024



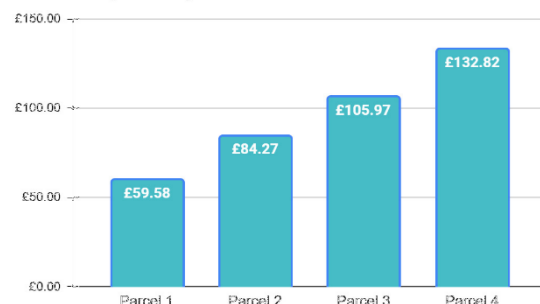
Client Parcel Sizes Jan - April 2025



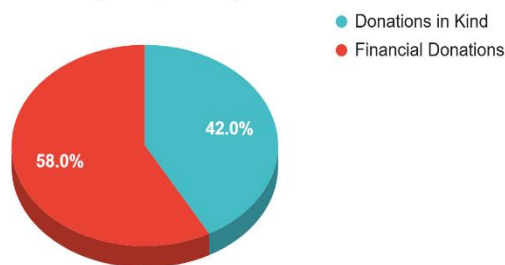
Approximate average value of client parcels - Jan - Apr 2024



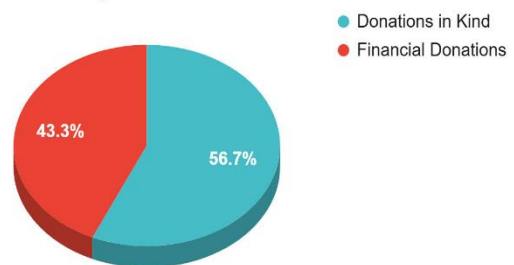
Approximate average value of client parcels - Jan - Apr 2025  
3.3% inc on previous year



Comparison of donations in kind vs financial donations used in client parcels Jan - Apr 2024



Comparison of donations in kind vs financial donations used in client parcels



Comparing our food spend in this period (2024: £35,971, 2025: £29,389) with the real values to the food parcels provided (2024: £62,004, 2025: £67,667) gave us the percentage split of donations in kind to spend on food parcels.

We have modelled food prices to be 3.3% above those in 2024, based on The Food Foundation tracker [Food Inflation](#) to January 2025.

In 2024, we estimated that our food parcels were made up of 58% purchased stock, for 2025 this reduced to 43% with 57% being from donations in kind. For 2024/25 in total the split remains broadly the same.

## **Café**

We encourage all clients to come to St Clare's so that we can signpost them to other agencies that may help them exit their financial stress, and to offer to pay for them.

Clients are welcomed to St Clare's, offered refreshments and a chance to chat to a volunteer who asks them if they need help with fuel costs and signpost them to other agencies where appropriate. Some local residents, who are not food bank clients, come to the Food Bank for company and, in the winter, a warm place. Feedback from clients who use the café shows that this is a valuable service and enables them to feel as though someone cares about them, reducing isolation. The café runs at all sessions and is open to the local community but because space is limited, preference is given to clients.

## **Signposting**

Volunteers worked on an improved signposting software which was launched in March 2024. All signposting information is now on a website and volunteers are now much more able to direct clients to agencies that may be able to provide other types of help and advice.

## **Food Deliveries to Clients**

Clients are informed that they will be given a large volume of food and non-food items and that they should endeavour to come by car unless they are very local. Guildford Borough Council provides a driver once a week who can deliver to a maximum of four homes each week. Several volunteers deliver food for those who come by public transport, on foot or are housebound. Clients are also able to have their food parcels collected by referrers, friends or family members on their behalf.

Volunteers who deliver are not allowed to enter homes because of safeguarding concerns but DBS checks have been obtained for some selected drivers to enable them to enter homes where the client needs help bringing the food parcels indoors.

## **Changes in Trustees**

There were no changes in trustees in the reporting period. The associate minister at St Clare's Church started in September 2024 and agreed to join the Board of Trustees but this was not completed in the reporting period.

## **Staff**

There were no changes in staff in the reporting period. The Food Bank continues to employ a part time manager and a full time administrator.

## **Branding**

With the assistance of an experienced volunteer we have re-designed the Food Bank's logo to better communicate the identity of the Food Bank. We have also agreed with other providers in Guildford to change the name to the Guildford Food Bank because we serve greater Guildford. These changes will be implemented in 2025/26.

## **Provision of Food and Household Supplies**

We have maintained the standard parcel size at 7 days' food which better meets the needs of clients.

We have joined FareShare paying a fee of £300 p.a. FareShare collects stock which supermarkets cannot sell. These are often short-shelf life products that require refrigeration which we cannot use but FareShare sometimes has longer dated stock which we can add to the food parcels.

The Food Bank receives items donated at the Burpham branch of Sainsbury's and at the Guildford branch of Waitrose. A number of other retail and business outlets also run collection points on our

behalf and make cash donations. The Guildford Lions continue to contribute a significant sum each week towards the provision of fresh produce. This is supplemented by gifts from various local churches, schools, businesses and individuals particularly at Harvest Festival and Christmas. The Food Bank also purchases food from a local wholesaler and Sainsbury's to top up donations of non-perishable food, plus fresh and refrigerated items which cannot be safely donated. Approximately £1,750 per week is spent on these items.

At Christmas, seasonal items and supermarket vouchers were included in food parcels.

## **Gas & Electricity for Clients**

From December 2022 we have distributed energy vouchers provided to the Fuel Bank Foundation to clients in fuel poverty and who have a pre-paid meter. The vouchers are provided free of charge to the food bank. The Fuel Bank Foundation flexed the value of vouchers over the winter, to account for changes in fuel costs and expected consumption. The vouchers are capped at £49 as this is the maximum amount that can be topped up on any day.

In January 2025 we introduced Energy Manage (<https://energymanage.org.uk/>)<sup>1</sup> on a three month trial to assist clients who pay by direct debit but experience energy poverty or have significant debts to a utilities provider. The experience of the first months was sufficiently successful that we have engaged Energy Manage for the whole of 2025. The collaboration with Energy Manage and affordability for the Food Bank will be reviewed towards the end of 2025.

## **St Clare's Church**

The Food Bank has an agreement with St Clare's for use of the hall and church which gives a three month notice period but the church is very committed to supporting the Food Bank. During the reporting period the Food Bank has paid a weekly amount to St Clare's Church for hire of the church hall, electricity and cleaning.

## **Trustee Meetings**

The Board of Trustees met five times in the reporting period. Items included in a typical agenda were:

1. Minutes of the previous meeting and actions arising
2. The Food Bank Manager's Report
3. The Treasurer's Report
4. How best to serve the clients
5. Premises
6. Safeguarding
7. Planning
8. Conflicts of Interest

## **Partnership with parish of St Francis Westborough & St Clare's**

It is planned that St Clare's Church and St Francis Church will become one parish with Emmanuel Stoughton Church in 2025.

Mr James Herring was appointed Associate Minister of St Clare's church and started in September 2024. In anticipation of a more active church, in July 2024 we agreed with the PCCs of St Clare's church and of Emmanuel Stoughton to release half of the church hall at St Clare's for the work of the church. We were offered wooden shuttering free of charge to create a secure area in half of the hall which

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<sup>1</sup> Community Interest Company 14963539

was erected at no cost to the Food Bank. We approached a local trust fund for funds to equip the new storage area. All the food supplies are now stored in this area. We estimate that we can hold enough food for 90 food parcels.

The Trustees wish to thank the PCC of St Francis & St Clare's and Rev Thom Jee and the PCC of Emmanuel Stoughton for the use of the St Clare's church and their partnership in serving the food and fuel-poor.

### **Total Charity Value**

The total value of the Charity as at 31 March 2025 is £153,461 comprising net movement in the period of +£33,984 and funds brought forward from the previous year of £119,477.

### **Income and Expenditure Details**

The total income for the period was £199,998 and comprised individual donations, business donations, and a small amount of interest on the Savings account. Costs were £166,014.

## RECEIPTS AND PAYMENTS ACCOUNT

For the year to 31<sup>st</sup> March 2025

	<u>Note</u>	<u>2025</u>	<u>2024</u>
		£	£
<b><u>Receipts</u></b>			
Donations			
General donations	7	198,153	132,137
Interest income		1,845	1,643
Gift Aid			5,044
<b>Total Receipts</b>		<b>199,998</b>	<b>138,824</b>
<b><u>Payments</u></b>			
Energy grants	6	5,300	4,532
Salaries		45,874	33,242
Running costs	8	15,342	17,230
Food purchases	9	99,498	91,956
<b>Total Payments</b>		<b>166,014</b>	<b>146,960</b>
<b>Net Receipts/(Payments)</b>		<b>33,984</b>	<b>(8,136)</b>
<b>Total Funds Brought Forward</b>		<b>119,477</b>	<b>127,613</b>
<b>Total Funds Carried Forward</b>	5	<b>153,461</b>	<b>119,477</b>

All of the charity's activities derive from continuing operations during the period

## STATEMENT OF ASSETS AND LIABILITIES

As at 31<sup>st</sup> March 2025

	<u>Note</u>	<u>2025</u>	<u>2024</u>
		£	£
<b><u>Current Assets</u></b>	11		
Lloyds Bank – Current Account (Instant Access)		7,789	6,892
Lloyds Bank – Savings Account (Instant Access)		69,273	60,880
Lloyds Bank – Savings Account (32 Day Notice)		-	50,870
CCLA – Charities Deposit Fund		75,322	
Tesco vouchers	9	760	735
Cash		317	100
<b>Total Current Assets</b>		<b>£153,461</b>	<b>£119,477</b>
<b><u>Current Liabilities</u></b>	10		
<b>Total Assets Retained For The Charities Own Use</b>	11	<b>£153,461</b>	<b>£119,477</b>
<b>Represented By Statement of Receipts and Payments</b>	11	<b>£153,461</b>	<b>£119,477</b>

The notes on page 11 form part of these accounts.

Approved by the Trustees on Thursday 17th July 2025, and signed on their behalf by:

..... Geoff Andrews Chair of Trustees

..... Sarah Fothergill Trustee & Treasurer

## Notes to the Accounts

1. **Statement of Trustees' Responsibilities.** The Charity was registered with The Charity Commission as Charity Number 1188640 on 19<sup>th</sup> March 2020. The Trustees are required to prepare an annual report and accounts which are lodged with the Charity Commission. The financial year-end is 31<sup>st</sup> March; these accounts cover the year to 31<sup>st</sup> March 2025.
2. **Scope and Basis of Annual Accounts.** These accounts have been prepared on a Receipts and Payments basis in accordance with applicable accounting standards and the Charities Statement of Recommended Practice.
3. **Accounting Policies:**
  - a. Donations, tax recoveries, interest income and other income have been accounted for on an 'as received' basis
  - b. Annual income of the Charity is allocated across the funds based on donor preferences
  - c. Year-end stock values of food are not considered to be material
4. **Receipts/Payments.** These are attributed to the appropriate sub-fund(s) based on the actual nature of the transactions.
5. **Reserves Policy.** The Charity needs to maintain free reserves to fund its regular work. The Trustees aim to retain such free reserves as are necessary to enable expected works to be completed within a 12 month period.
6. **Energy Grants.** Small credit top ups on gas and electricity meter cards are provided for clients in an emergency. In addition we use a third party to administer the issuing of energy vouchers that can be used with any energy company.
7. **Donations.** These are allocated based on the donor preference, if no preference is given then donations are allocated to the general fund.
8. **Running Costs.** These are operational costs incurred in the provision of food to the clients.
9. **Food Purchases.** These are the costs incurred in purchasing food that is distributed to clients. In addition, we have purchased Tesco vouchers and these are distributed to those in need in December and any unissued vouchers are treated as a current asset.
10. **Current Liabilities.** There are no current liabilities.
11. **Current Assets.** Deposit accounts are interest bearing at market rates. The current account is non-interest bearing and is maintained with the minimum amount estimated as necessary for near term expenditure.
12. **Going Concern.** The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.
13. **Related Party Transactions.** No fees or remuneration were paid to any Trustee during the period. Trustees occasionally pay for some sundry items for which they do not make a claim for expenses. Trustees may also buy client food from the supermarkets and then reclaim the costs incurred, as well as other expenses throughout the year. There were no transactions with any persons or entities connected in any way to the Charity or its Trustees.
14. **Assessment of Risks.** The Charity has two employees and no premises.

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NORTH GUILDFORD FOOD BANK**

I report on the accounts of The North Guildford Food Bank, for the twelve months ended 31<sup>st</sup> March 2025, Charity No: 1188640, set out on pages 9 to 11.

### **Respective Responsibilities of the Trustees and Independent Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

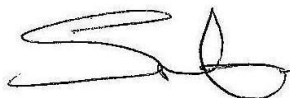
### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 the Trustees concerning 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 in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.



Graham Norton FCA

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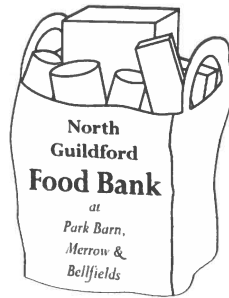
**Guildford Food Bank**

England & Wales - Charity number 1188640

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# Accounts

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## **NORTH GUILDFORD FOOD BANK**

***Registered Charity No.1188640***

**St Clare's Church  
Cabell Road  
Guildford  
GU2 8JW**

**Trustees' Annual Report and Accounts  
for the year  
to 31<sup>st</sup> March 2024**

# **NORTH GUILDFORD FOOD BANK**

## **TRUSTEES**

Dr Geoff Andrews	Chair from June 2023
Mrs Joanna Woodhouse	Chair & Secretary
	Resigned June 2023
Mrs Sarah Fothergill	Treasurer
Rev Stephen Pownall	Resigned July 2023
Mrs Susan Williams	
Mrs Zoe Watts	
Mr Leslie Smith	Resigned October 2023
Mr Clive Couzens	Appointed August 2023
Mrs Clare Porter	Appointed June 2023

## **BANKERS**

**Lloyds Bank plc  
Guildford Branch  
PO Box 1000  
BX1 1LT**

## **INDEPENDENT EXAMINER**

**Graham Norton FCA  
2 Patterdale  
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KT14 6JN**

[www.northguildfordfoodbank.co.uk](http://www.northguildfordfoodbank.co.uk)

***Registered Charity No.1188640***

# NORTH GUILDFORD FOOD BANK

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# NORTH GUILDFORD FOOD BANK

## Trustees' Report

### History

The North Guildford Food Bank was started in November 2012 based at St Clare's Church on the Park Barn estate, North Guildford. Food collections were made at the local Tesco and individuals, churches and other organisations in the area made food collections and provided financial help. Funds were held in the St Francis/St Clare Parish accounts. A second outlet was opened at New Hope Church on the Bellfields estate in January 2014 and a third at Bushy Hill Community Centre, Merrow, in May 2014. A Lloyds Charity current account was opened in April 2017 and funds transferred from the parish account. In 2017, collections for the food bank moved from the local Tesco to the Burpham branch of Sainsbury's. The Food Bank was registered with the Charity Commission on 19 March 2020 and with HMRC soon after. Gift Aid has been claimed from the date of Charity Commission registration. The Bellfields venue could not be operated in accordance with Covid-19 restrictions and ceased to be used from late 2020 onwards. The Merrow venue was of unsatisfactory quality and had limited use by local clients, so was closed from July 2022. All clients have been served from the St Clare's church site since then, and this is also the primary venue for food storage.

### Client Numbers

The number of clients helped has typically increased year on year. The pandemic resulted in a doubling of households referred to the food bank but reduced by 16% in 2021/22. However, inflationary pressure on the cost of food and fuel has led to a 4% increase in demand comparing 2022/23 and 2023/24 but the number of food parcels prepared from December 2023 onwards has increased significantly: in December 2023 we provided 306 food parcels, a 46% increase on December 2022. The first quarter of 2024 has seen a 20% increase in demand compared with the same period in 2023.

Although the number of parcels has increased, the number of people fed has decreased because of a significant increase in the number of single people or households without children in need of food.

### North Guildford Food Bank 2023/24 Overall Statistics Summary

	2023/24	2022/23
Total number of parcels	1,806*	1,743
Comparison with previous year	104%	
Total number of people fed	4,915	5,249
Comparison with previous year	94%	
Adults	2,829	2,788
Children	2,086	2,461
Value of gas and electricity top ups provided		£4,532**

\* Parcel numbers are calculated as total parcels provided, excluding any cancellations

\*\* Change of fuel provider from December 2022, see 'Gas & Electricity Top Ups' section of report.

The referrals came from a variety of other local agencies such as the local authority, schools, churches, Citizens' Advice, medical professionals and support workers.

### **Café**

We encourage all clients to come to St Clare's so that we can signpost them to other agencies that may help them exit their financial stress and to offer to pray for them.

Clients are welcomed to St Clare's and offered drinks and snacks and a chance to chat to a volunteer who asks them if they need help with fuel costs and who may be able to signpost them to other agencies. Some local residents, who are not food bank clients, come to the Food Bank for company and, in the winter, a warm place. Feedback from clients who use the café shows that this is a valuable service and enables them to feel as though someone cares about them, reducing isolation. The café runs at all sessions and is open to the local community but because space is limited, preference is given to clients.

### **Signposting**

Volunteers worked on an improved signposting software which was launched in March 2024. All signposting information is now on a website <https://ngfbsignposting.co.uk/>. Volunteers are now much more able to direct clients to agencies that may be able to provide other types of help and advice.

### **Food Deliveries to Clients**

Clients are informed that they will be given many kilos of food and non-food items and that they should endeavour to come by car unless they are very local. Guildford Borough Council provided a driver once a week who could deliver to 8 homes but this was reduced to 4 homes in March 2024. Several volunteers deliver food for those who come by public transport, on foot or are housebound. Clients are also able to have their food parcels collected by referrers, friends or family members on their behalf.

Volunteers who deliver are not allowed to enter homes because of safeguarding concerns but DBS checks will be sought for selected drivers to enable them to enter homes where the client needs help bringing the food parcels indoors.

### **Change in Trustees**

Jo Woodhouse resigned as Chair and Secretary of Trustees. Geoff Andrews was appointed as Chair and brings with him experience as a trustee and valuable connections arising from his work for the Diocese of Guildford. Clare Porter also joined as Trustee, bringing good insight to the operation of the food bank from her team leader role. Les Smith, the former treasurer, resigned from the board having completed the handover to Sarah Fothergill. Clive Couzens joined the board bringing professional expertise in insurance. Rev Steve Pownall resigned as he retired as vicar of St Clare's church and moved away from Guildford. A new lay associate minister will arrive in St Clare's in August 2024 who will be invited to join the Board of Trustees.

### **Staff**

Jo Woodhouse contributed many hours as a volunteer to manage the food bank but this was not sustainable, so the Trustees agreed to extend the administrator's hours to 35 hours per

week from August 2023 and to recruit a food bank manager. The recruitment was conducted by the trustees in August 2023 and a food bank manager was appointed on 22.5 hours per week from October 2023.

A local company continues to provide office space in Guildford town centre and office services at no cost to the food bank for the administrator and the manager for which the Trustees are very grateful.

### **Payroll**

While the Food Bank had one part time administrator, the LightHouse Woking was the employer and paid the salary which was invoiced to the Food Bank. With the appointment of a food bank manager, the payroll was transferred to Stewardship and the Food Bank became the employer. This was successfully implemented from the January 2024 payroll onwards. This is a much better arrangement for the staff and Trustees.

### **Provision of Food and Household Supplies**

We have maintained the standard parcel size at 7 days' food which better meets the needs of clients.

The Food Bank receives items donated at the Burpham branch of Sainsbury's and at the Guildford branch of Waitrose. A number of other retail and business outlets also run collection points on our behalf and make cash donations. The Guildford Lions continue to contribute a significant sum each week towards the provision of fresh produce. This is supplemented by gifts from various local churches, schools, businesses and individuals particularly at Harvest Festival and Christmas. The Food Bank also purchases food from a local wholesaler and Sainsbury's to top up donations of non-perishable food, plus fresh and refrigerated items which cannot be safely donated. Approximately £1,750 per week is spent on these items.

At Christmas, seasonal items and supermarket vouchers were included in food parcels.

In February 2024, we applied to the Winter Poverty Fund of the Surrey Community Fund and received a grant of £5,000 to replenish our food stocks. In the light of growing demand, we will seek donations from other trust funds.

### **Gas & Electricity Top Ups for Clients**

From December 2022 we have distributed energy vouchers provided to the Fuel Bank Foundation to clients in fuel poverty and who have a pre-paid meter. The vouchers are provided free of charge to the food bank. The Fuel Bank Foundation flexed the value of vouchers over the winter, to account for changes in fuel costs and expected consumption. The vouchers are capped at £49 as this is the maximum amount that can be topped up on any day.

We are investigating ways to help clients who pay for utilities by direct debit but have yet to find a robust solution.

### **Electricity Contributions to Churches/Community Centre.**

The Food Bank has an agreement with St Clare's for use of the hall and church which gives a 3 month notice period but the church is very committed to supporting the Food Bank. During the reporting period the Food Bank has paid a monthly amount to St Clare's Church for hire of the church hall, electricity and cleaning.

### **Trustee Meetings**

The Trustees held regular meetings during the period. Items included in a typical agenda were:

1. Appointment of Trustees
2. Risk
3. Finance
4. Capacity
5. How best to serve the clients
6. Premises
7. Future Strategy
8. Conflicts of Interest

### **Partnership with parish of St Francis Westborough and St Clare's Park Barn**

The parish and especially St Clare's church has been very supportive of the Food Bank as has been the Archdeacon of Surrey. Both churches have been in vacancy since September 2023 and neither church was able to finance their own minister. The parish agreed to work with the neighbouring parish of Emmanuel Stoughton and an associate minister is due to start in St Clare's in August 2024. He sees the Food Bank as a key part of the church's ministry to Park Barn.

The Trustees wish to thank the PCC of St Francis & St Clare's and Rev Thom Jee and the PCC of Emmanuel Stoughton for the use of the St Clare's church and their partnership in serving the food and fuel-poor.

### **Total Charity Value**

The total value of the Charity as at 31 March 2024 is £119,477 comprising net movement in the period of (-£8,136) and funds brought forward from the previous year of £127,613.

### **Income and Expenditure Details**

The total income for the period was £138,824 and comprised individual donations, business donations, reclaimed gift aid, and a small amount of interest on the Savings account. Costs were £146,960

This report was approved by the Trustees on 3 July 2024 and signed on their behalf by:

Dr Geoff Andrews  
Chair of Trustees

# NORTH GUILDFORD FOOD BANK

## Receipts and Payments Account

For the year to 31<sup>st</sup> March 2024

		Total Funds	Total Funds
		<u>2024</u>	<u>2023</u>
<u>Receipts and Payments</u>	<u>Note</u>	£	£
<b><u>Receipts</u></b>			
Donations			
General donations	7	132,137	157,121
Interest income		1,643	191
Gift Aid		5,044	11,688
<b>Total Receipts</b>		<b><u>138,824</u></b>	<b><u>169,000</u></b>
<b><u>Payments</u></b>			
Energy grants	6	4,532	46,664
Salaries		33,242	14,625
Running costs	8	17,230	10,988
Food purchases	9	91,956	78,228
<b>Total Payments</b>		<b><u>146,960</u></b>	<b><u>150,505</u></b>
<b>Net Receipts/(Payments)</b>		<b><u>(8,136)</u></b>	<b><u>18,495</u></b>
<b>Total Funds Brought Forward</b>		<b>127,613</b>	<b>109,118</b>
<b><u>Total Funds Carried Forward</u></b>	5	<b><u>119,477</u></b>	<b><u>127,613</u></b>

All of the charity's activities derive from continuing operations during the period.

The notes on pages 11 and 12 form part of these accounts.

# NORTH GUILDFORD FOOD BANK

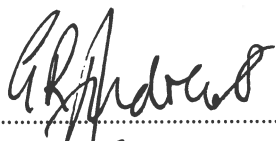
## Statement of Assets and Liabilities

As at 31<sup>st</sup> March 2023

		<u>2024</u>	<u>2023</u>
	<u>Note</u>	<u>£</u>	<u>£</u>
<b><u>Current Assets</u></b>			
	11		
Lloyds Bank – Current Account - Instant Access		6,892	4,351
Lloyds Bank – Savings Account - Instant Access		60,880	122,607
Lloyds Bank - Savings Account - 32 Day Notice		50,870	
Energy Grants Fund	6		-
Tesco vouchers	9	735	420
Cash		100	235
<b><u>Total Current Assets</u></b>		<b><u>119,477</u></b>	<b><u>£127,613</u></b>
<b><u>Current Liabilities</u></b>			
	10		-
<b><u>Total Assets Retained For The Charities Own Use</u></b>	11	<b><u>119,477</u></b>	<b><u>£127,613</u></b>
<b><u>Represented By Statement of Receipts and Payments</u></b>	11	<b><u>119,477</u></b>	<b><u>£127,613</u></b>

The notes on pages 11 and 12 form part of these accounts.

Approved by the Trustees on Monday 3<sup>rd</sup> July 2024, and signed on their behalf by:



..... G Andrews Chair of Trustees



..... Sarah Fothergill Trustee & Treasurer

# NORTH GUILDFORD FOOD BANK

## Notes to the Accounts

1. **Statement of Trustees' Responsibilities.** The Charity was formally established and registered with The Charity Commission as Charity Number 1188640 on 19<sup>th</sup> March 2020. The Trustees are required to prepare an annual report and accounts which are lodged with the Charity Commission. The financial year-end is 31<sup>st</sup> March; these accounts cover the year to 31<sup>st</sup> March 2024.
2. **Scope and Basis of Annual Accounts.** These accounts have been prepared on a Receipts and Payments basis in accordance with applicable accounting standards and the Charities Statement of Recommended Practice.
3. **Accounting Policies.** These are:
  - a. Donations, tax recoveries, interest income and other income have been accounted for on an 'as received' basis.
  - b. Annual income of the Charity is allocated across the funds based on donor preferences.
  - c. Year-end stock values of food are not considered to be material.
4. **Receipts/Payments.** These are attributed to the appropriate sub-fund(s) based on the actual nature of the transactions.
5. **Reserves Policy.** The Charity needs to maintain free reserves to fund its regular work. Currently those free reserves amount to £119,477 (2023: £127,613) which are maintained to support the expenditure needs of the Charity. The Trustees aim to retain such free reserves as are necessary to enable expected works to be completed within a 12 month period.
6. **Energy Grants.** Small credit top ups on gas and electricity meter cards are provided for clients who had gone into their 'fuel emergency allowance'. In addition we use a third party to administer the issuing of energy vouchers that can be used with any energy company and any unissued amount held by the third party is treated as a current asset.
7. **Donations.** These are allocated based on the donor preference, if no preference is given then donations are allocated to the general fund.
8. **Running Costs.** These are operational costs incurred in the provision of food to the clients.
9. **Food Purchases.** These are the costs incurred in purchasing food that is distributed to clients. In addition, we have purchased Tesco vouchers and these are distributed to those in need in December and any unissued vouchers are treated as a current asset.
10. **Current Liabilities.** There are no current liabilities.

11. **Current Assets.** Deposit accounts are interest bearing at market rates. The current account is non-interest bearing and is maintained with the minimum amount estimated as necessary for near term expenditure.
12. **Going Concern.** The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.
13. **Related Party Transactions.** No fees or remuneration were paid to any Trustee during the period. Trustees occasionally pay for some sundry items for which they do not make a claim for expenses. Trustees may also buy client food from the supermarkets and then reclaim the costs incurred, as well as other expenses throughout the year. There were no transactions with any persons or entities connected in any way to the Charity or its Trustees.
14. **Assessment of Risks.** The Charity has two employees and no premises.

# NORTH GUILDFORD FOOD BANK

## Independent Examiner's Report to the Trustees of North Guildford Food Bank

I report on the accounts of The North Guildford Food Bank, for the twelve months ended 31<sup>st</sup> March 2023, Charity No: 1188640, set out on pages 9 to 12.

### Respective Responsibilities of the Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

### Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 the Trustees concerning 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 in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.



Graham Norton FCA  
2 Patterdale

Coldharbour Road  
West Byfleet  
Surrey  
KT14 6N

3<sup>rd</sup> July 2024

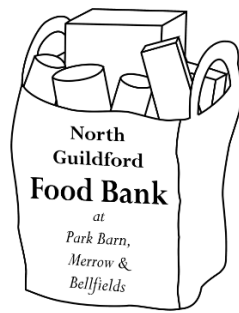
**Guildford Food Bank**

England & Wales - Charity number 1188640

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# Accounts

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## **NORTH GUILDFORD FOOD BANK**

***Registered Charity No.1188640***

**St Clare's Church  
Cabell Road  
Guildford  
GU2 8JW**

**Trustees' Annual Report and Accounts  
for the year  
to 31<sup>st</sup> March 2023**

# **NORTH GUILDFORD FOOD BANK**

## **TRUSTEES**

Mrs Joanna Woodhouse	Chair & Secretary
Mrs Sarah Fothergill (Appointed 27 January 2023)	Treasurer
Rev Stephen Pownall	
Mrs Susan Williams	
Mrs Zoe Watts	
Mr Leslie Smith	
Mr Geoff Andrews (Appointed 2 June 2023)	Chair
Mrs Clare Porter (Appointed 2 June 2023)	

## **BANKERS**

**Lloyds Bank plc  
Guildford Branch  
PO Box 1000  
BX1 1LT**

## **INDEPENDENT EXAMINER**

**Graham Norton FCA  
2 Patterdale  
Coldharbour Road  
West Byfleet  
Surrey  
KT14 6JN**

[www.northguildfordfoodbank.co.uk](http://www.northguildfordfoodbank.co.uk)

***Registered Charity No.1188640***

# **NORTH GUILDFORD FOOD BANK**

## **Annual Report and Accounts**

The Trustees present their Annual Report and Accounts, for the year ended 31<sup>st</sup> March 2023. The Charity was registered on 19 March 2020.

This report and the independently examined accounts will be lodged with the Charity Commission. Copies will be made available to all donors, where names and addresses are known.

### **Objects of the Charity**

The objects of the Charity are:

The relief of financial hardship amongst people in Guildford and the surrounding area 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 Guildford.

### **Statement of Trustees' Responsibilities**

Law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing accounts giving a true and fair view the Trustees should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- observe the methods and principles in the Charities SORP;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity, and which enable them to ensure that the accounts comply with applicable law. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention of fraud and any other irregularity.

### **Trustee Structure and Selection of Trustees**

The charity has five Trustees, three with portfolio: chair, secretary and treasurer. When recruiting trustees a balance is sought between:

- Alignment with the charitable objectives of the charity
- Financial experience in managing accounts and cash flow
- Strategic and management skill

All new trustees would be interviewed by the chair of trustees.

The Trustees' main concern is that any Trustee plays a part in managing the Charity and helping to raise funds, whilst acting in a spirit of cooperation and mutual help.

# NORTH GUILDFORD FOOD BANK

## Trustees' Report

### History

The North Guildford Food Bank was started in November 2012 based at St Clare's Church on the Park Barn estate, North Guildford. Food collections were made at the local Tesco and individuals, churches and other organisations in the area made food collections and provided financial help. Funds were held in the St Francis/St Clare Parish accounts. A second outlet was opened at New Hope Church on the Bellfields estate in January 2014 and a third at Bushy Hill Community Centre, Merrow in May 2014. A Lloyds Charity current account was opened in April 2017 and funds transferred from the parish account. In 2017, collections for the food bank moved from the local Tesco to the Burpham branch of Sainsbury's. The Food Bank was registered with the Charity Commission on 19 March 2020 and with HMRC soon after. Gift Aid has been claimed from the date of Charity Commission registration. The Bellfields venue could not be operated in accordance with Covid restrictions and ceased to be used from late 2020 onwards. The Merrow venue was of unsatisfactory quality and had limited use by local clients, so was closed from July 2022. All clients have been served from the St Clare's church site since then, and this is also the primary venue for food storage.

### Client Numbers

The number of clients helped has typically increased year on year. However with the effects of Covid-19 the number of households referred to us due to being unable to afford food more than doubled in 2020/21, reduced by 16% in 2021/22 but have returned to almost Covid levels in 2022/23, which may be associated with the increase in the cost of living as well as an influx of refugees from other nations.

### North Guildford Foodbank 2022/23 Overall Statistics Summary

	2022/23	2021/22	2020/21
<b>Total number of parcels</b>	1,916	1,619	1,925
<b>Comparison with previous year</b>	118%	84%	105%
<b>Total number of people fed</b>	5,776	4,693	5,330
<b>Comparison with previous year</b>	123%	88%	96%
<b>Adults</b>	3,058	2,485	2,933
<b>Children</b>	2,718	2,208	2,397
<b>Value of gas and electricity top ups provided</b>	£49,664*	£37,577	£7,630**

\* Change of fuel provider from December 2022, see 'Gas & Electricity Top Ups' section of report. \*\* Top ups were only made for the period Dec 20 to Mar 21

The referrals came from a variety of other local agencies such as the local authority, schools, churches, Citizens' Advice, medical professionals and support workers.

### Food Deliveries to Clients

Prior to March 2020 we did not offer delivery of food parcels on a routine basis, although very occasionally an ad hoc arrangement had been made. Once the period of lockdown began, it became difficult for many of our clients to collect their parcels due to shielding, isolating, lack

of available public transport or fear of going out. We recruited additional volunteers to offer a delivery service to clients' home addresses. From July 2020 we were also able to make use of a delivery driver and van provided by the local authority one morning per week. Since the lockdowns have ended, we have endeavoured to reduce the number of deliveries made, partly due to a reduction in availability of drivers, and partly to encourage clients to mix with others again and to take responsibility for their own arrangements, and to enable them to access the other support we offer. Deliveries remain available for clients who are medically housebound, infected with Covid-19 or have other exceptional circumstances. Clients are also able to have their food parcels collected by referrers, friends or family members on their behalf.

### **Café**

Prior to Covid all of our client sessions operated on a café model; clients would be offered refreshments and a chance to chat to a volunteer whilst their food parcels were prepared. During the lockdowns this was prohibited but after a trial in November 2021, the cafe was reopened at our Park Barn sessions from February 2022. This allows us to offer a service to local residents, whether or not they are food bank clients, to assist with isolation, and to discuss with clients what other support might be valuable, and to signpost to suitable agencies. Feedback from clients who use the cafe are that this is a valuable service and enables them to feel as though someone cares about them, reducing isolation. The café now runs at all sessions, although space is limited and preference is given to clients.

### **Change in Trustees**

Sarah Fothergill was appointed as Treasurer from 27<sup>th</sup> January 2023. Les Smith, the former treasurer, remains on the board of trustees for the time being, whilst the financial handover takes place. Efforts are being made to recruit new trustees as it is anticipated that some of the existing trustees will step down in the next year.

Post the year end, Joanna Woodhouse and Steve Pownall have resigned from the board, Geoff Andrews has been recruited as the new Chair of Trustees and Clare Porter has joined the board as a Trustee.

### **Staff**

All trustees, team leaders and helpers at the food bank have continued on a voluntary basis, but the administrative work involved has become substantial and the trustees recruited a part-time paid administrator, as the work had grown beyond that which was manageable on a voluntary basis. This part-time role commenced in May 2022. Shared office premises have been made available to the administrator in Guildford town centre free of charge.

It is anticipated that a further paid staff member will be recruited next year to co-ordinate the food bank, as again this role has expanded beyond that which is manageable on a voluntary basis.

### **Provision of Food and Household Supplies**

Up until March 2020 the Food Bank relied mainly on the food contributions made by shoppers, initially at the local Tesco and from mid-2017 at the Burpham branch of Sainsbury's. A smaller Sainsbury's branch, Guildford Waitrose and a number of other retail and business

outlets now also run collection points on our behalf. In addition, the Guildford Lions contribute a significant sum each week towards the provision of fresh produce. This is further supplemented by gifts from various local churches, schools, businesses and individuals particularly at Harvest Festival and Christmas. The Food Bank has continued to receive donations, but also purchases food from Sainsbury's, particularly fresh and refrigerated items which cannot be safely donated. Approximately £1,000 per week is spent on these items. We also increased the standard parcel size from 3 – 5 days' food to 7 days' food, as this better met the needs of clients, and we were able to afford to do so.

Supermarket vouchers were included, together with seasonal items, in food parcels given out over the Christmas and Easter periods.

### **Gas & Electricity Top Ups for Clients**

In January 2021 the Food Bank entered into a trial scheme with Surrey Community Action (SCA) whereby they organised the topping up of gas and electricity cards for clients on prepayment meters using a third party. This required us to recruit additional volunteers to make telephone calls and arrange the vouchers, but no longer required clients to bring their prepayment key or card to us in person, and was therefore more practical for clients receiving deliveries. In February 2021, following the successful trial, we were able to open this to all clients on prepayment meters. This has continued and has been extremely popular with clients, especially as utility prices have increased substantially. We had a team of 3 volunteers managing this system in conjunction with SCA, but there were significant administrative charges payable to the voucher issuer, and the workload was considerable.

As of December 2022 we changed the voucher provider to the Fuel Bank Foundation, who themselves fundraise to cover as much of the administrative and other costs as possible. Their vouchers are of slightly reduced value, but this has been acceptable to clients. As a result of the Fuel Bank Foundation's fundraising, we have only paid £1,000 towards fuel top-up vouchers since December 2022, although further contributions cannot be ruled out. The value of vouchers given to clients significantly exceeds that sum. In the financial year to March 2023, we received a business donation of £5,600 which was earmarked for fuel support. In May 2023, £3,500 of this was transferred to the Fuel Bank Foundation as it was deemed this element was for the time now covered by them.

We remain unable to offer this service to clients who pay for utilities via direct debit rather than a prepayment meter, although some have been signposted to another organisation which can help with that.

### **Electricity Contributions to Churches/Community Centre.**

During the period the food bank has paid a monthly amount to St Clare's Church for hire of the church hall, electricity and cleaning. It also made an annual contribution to the Bushey Hill Community Centre for electricity.

### **Trustee Meetings**

The Trustees held regular meetings during the period. Items included in a typical agenda were:

1. Appointment of Trustees
2. Risk

3. Finance
4. Capacity
5. Premises
6. Future Strategy
7. Conflicts of Interest

### **Thanks**

The Trustees wish to thank St Francis & St Clare's PCC for the use of the St Clare's church premises for the Food Bank and our special thanks go to all the faithful and hard-working volunteers who give their time and support to the work.

### **Total Charity Value**

The total value of the Charity as at 31 March 2023 is £127,613 comprising net movement in the period of +£18,495 and funds brought forward from the previous year of £109,118.

### **Income and Expenditure Details**

The total Income for the period was £169,000 comprised of individual donations, business donations, reclaimed gift aid, and a small amount of interest on the Savings account. Costs were £150,505.

This report was approved by the Trustees on 3 July 2023 and signed on their behalf by:

J Woodhouse  
Chair of Trustees  
Resigned 2 June 2023

J Woodhouse

G Andrews  
Chair of Trustees  
Appointed 2 June 2023

GRAndrews

# NORTH GUILDFORD FOOD BANK

## Receipts and Payments Account

For the year to 31<sup>st</sup> March 2023

		Trust Total Funds	Trust Total Funds
		<b><u>2023</u></b>	<b><u>2022</u></b>
<b><u>Receipts and Payments</u></b>	<b><u>Note</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
<b><u>Receipts</u></b>			
Donations			
General donations	7	157,121	94,124
Interest income		191	8
Gift Aid		11,688	13,750
<b>Total Receipts</b>		<b><u>£169,000</u></b>	<b><u>£107,882</u></b>
<b><u>Payments</u></b>			
Energy grants	6	46,664	37,577
Salaries		14,625	-
Running costs	8	10,988	11,358
Food purchases	9	78,228	59,617
Transaction fees		-	651
<b>Total Payments</b>		<b><u>£150,505</u></b>	<b><u>£109,203</u></b>
<b>Net Receipts/(Payments)</b>		<b><u>£18,495</u></b>	<b><u>£(1,321)</u></b>
<b>Total Funds Brought Forward</b>		<b><u>£109,118</u></b>	<b><u>£110,439</u></b>
<b>Total Funds Carried Forward</b>	5	<b><u>£127,613</u></b>	<b><u>£109,118</u></b>

All of the charity's activities derive from continuing operations during the period.

The notes on pages 11 and 12 form part of these accounts.

# NORTH GUILDFORD FOOD BANK

## Statement of Assets and Liabilities

As at 31<sup>st</sup> March 2023

		<u>2023</u>	<u>2022</u>
	<u>Note</u>	<u>£</u>	<u>£</u>
<b><u>Current Assets</u></b>			
	11		
Lloyds Bank – Current Account - Instant Access		4,351	9,197
Lloyds Bank – Savings Account - Instant Access		122,607	96,016
Bankuet Fund - Instant Access			-
Energy Grants Fund	6	-	1,868
Tesco vouchers	9	420	1,380
Cash		235	657
<b><u>Total Current Assets</u></b>		<b><u>£127,613</u></b>	<b><u>£109,118</u></b>
<b><u>Current Liabilities</u></b>			
	10	-	-
<b><u>Total Assets Retained For The Charities Own Use</u></b>	11	<b><u>£127,613</u></b>	<b><u>£109,118</u></b>
<b><u>Represented By Statement of Receipts and Payments</u></b>	11	<b><u>£127,613</u></b>	<b><u>£109,118</u></b>

The notes on pages 11 and 12 form part of these accounts.

Approved by the Trustees on Monday 3<sup>rd</sup> July 2023, and signed on their behalf by:

**J Woodhouse**

..... J Woodhouse Chair of Trustees (resigned 2<sup>nd</sup> June 2023)

**GRAndrews**

..... G Andrews Chair of Trustees (appointed 2<sup>nd</sup> June 2023)

 Digitally signed by Sarah.Fothergill  
Date: 2023.07.07 14:57:14 +01'00'

..... Sarah Fothergill Trustee & Treasurer

# NORTH GUILDFORD FOOD BANK

## Notes to the Accounts

1. **Statement of Trustees' Responsibilities.** The Charity was formally established and registered with The Charity Commission as Charity Number 1188640 on 19<sup>th</sup> March 2020. The Trustees are required to prepare an annual report and accounts which are lodged with the Charity Commission. The financial year-end is 31<sup>st</sup> March; these accounts cover the year to 31<sup>st</sup> March 2023.
2. **Scope and Basis of Annual Accounts.** These accounts have been prepared on a Receipts and Payments basis in accordance with applicable accounting standards and the Charities Statement of Recommended Practice.
3. **Accounting Policies.** These are:
  - a. Donations, tax recoveries, interest income and other income have been accounted for on an 'as received' basis.
  - b. Annual income of the Charity is allocated across the funds based on donor preferences.
  - c. Year-end stock values of food are not considered to be material.
4. **Receipts/Payments.** These are attributed to the appropriate sub-fund(s) based on the actual nature of the transactions.
5. **Reserves Policy.** The Charity needs to maintain free reserves to fund its regular work. Currently those free reserves amount to £127,613(2022:£109,118) which are maintained to support the expenditure needs of the Charity. The Trustees aim to retain such free reserves as are necessary to enable expected works to be completed within a 12 month period.
6. **Energy Grants.** Small credit top ups on gas and electricity meter cards are provided for clients who had gone into their 'fuel emergency allowance'. In addition we use a third party to administer the issuing of energy vouchers that can be used with any energy company and any unissued amount held by the third party is treated as a current asset.
7. **Donations.** These are allocated based on the donor preference, if no preference is given then donations are allocated to the general fund.
8. **Running Costs.** These are operational costs incurred in the provision of food to the clients.
9. **Food Purchases.** These are the costs incurred in purchasing food that is distributed to clients. In addition, we have purchased Tesco food vouchers and these are distributed to those in need and any unissued vouchers are treated as a current asset.
10. **Current Liabilities.** There are no current liabilities.

11. **Current Assets.** Deposit accounts are interest bearing at market rates. The current account is non-interest bearing and is maintained with the minimum amount estimated as necessary for near term expenditure.
12. **Going Concern.** The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.
13. **Related Party Transactions.** No fees or remuneration were paid to any Trustee during the period. Trustees occasionally pay for some sundry items for which they do not make a claim for expenses. Trustees may also buy the food from the supermarkets and then reclaim the costs incurred as well as other expenses throughout the year. There were no transactions with any persons or entities connected in any way to the Charity or its Trustees.
14. **Assessment of Risks.** The Charity has only one employee and no premises.

# **NORTH GUILDFORD FOOD BANK**

## **Independent Examiner's Report to the Trustees of North Guildford Food Bank**

I report on the accounts of The North Guildford Food Bank, for the twelve months ended 31<sup>st</sup> March 2023, Charity No: 1188640, set out on pages 9 to 12.

### **Respective Responsibilities of the Trustees and Independent Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 the Trustees concerning 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 in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

Graham Norton FCA  
2 Patterdale  
Coldharbour Road  
West Byfleet  
Surrey  
KT14 6N

3<sup>rd</sup> July 2023

**Signature:**   
J Woodhouse (Jul 8, 2023 09:48 GMT+1)

**Email:** jo@ngfoodbank.co.uk

**Signature:** *GRAndrews*  
GRAndrews (Jul 10, 2023 23:34 GMT+1)

**Email:** chairoftrustees@ngfoodbank.co.uk




# NGFB Annual Report 23\_To Sign

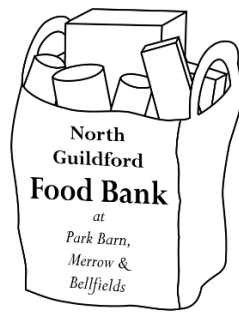
Final Audit Report

2023-07-10

Created:	2023-07-08
By:	Joanna Woodhouse (jowoodhouse@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMLZnFRJw1uVr2Rxd865I-XcERLzWRRTJ

## "NGFB Annual Report 23\_To Sign" History

-  Document digitally presigned by Sarah.Fothergill  
2023-07-07 - 1:57:14 PM GMT- IP address: 109.152.150.234
-  Document created by Joanna Woodhouse (jowoodhouse@gmail.com)  
2023-07-08 - 8:44:18 AM GMT- IP address: 109.152.150.234
-  Document emailed to jo@ngfoodbank.co.uk for signature  
2023-07-08 - 8:45:46 AM GMT
-  Email viewed by jo@ngfoodbank.co.uk  
2023-07-08 - 8:46:22 AM GMT- IP address: 109.152.150.234
-  Signer jo@ngfoodbank.co.uk entered name at signing as J Woodhouse  
2023-07-08 - 8:48:20 AM GMT- IP address: 109.152.150.234
-  Document e-signed by J Woodhouse (jo@ngfoodbank.co.uk)  
Signature Date: 2023-07-08 - 8:48:22 AM GMT - Time Source: server- IP address: 109.152.150.234
-  Document emailed to chairoftrustees@ngfoodbank.co.uk for signature  
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-  Email viewed by chairoftrustees@ngfoodbank.co.uk  
2023-07-10 - 10:33:08 PM GMT- IP address: 2.100.192.75
-  Signer chairoftrustees@ngfoodbank.co.uk entered name at signing as GRAndrews  
2023-07-10 - 10:34:43 PM GMT- IP address: 2.100.192.75
-  Document e-signed by GRAndrews (chairoftrustees@ngfoodbank.co.uk)  
Signature Date: 2023-07-10 - 10:34:45 PM GMT - Time Source: server- IP address: 2.100.192.75
-  Agreement completed.  
2023-07-10 - 10:34:45 PM GMT



## **NORTH GUILDFORD FOOD BANK**

***Registered Charity No.1188640***

**St Clare's Church  
Cabell Road  
Guildford  
GU2 8JW**

**Trustees' Annual Report and Accounts  
for the year  
to 31<sup>st</sup> March 2023**

# **NORTH GUILDFORD FOOD BANK**

## **TRUSTEES**

Mrs Joanna Woodhouse	Chair & Secretary
Mrs Sarah Fothergill (Appointed 27 January 2023)	Treasurer
Rev Stephen Pownall	
Mrs Susan Williams	
Mrs Zoe Watts	
Mr Leslie Smith	
Mr Geoff Andrews (Appointed 2 June 2023)	Chair
Mrs Clare Porter (Appointed 2 June 2023)	

## **BANKERS**

**Lloyds Bank plc  
Guildford Branch  
PO Box 1000  
BX1 1LT**

## **INDEPENDENT EXAMINER**

**Graham Norton FCA  
2 Patterdale  
Coldharbour Road  
West Byfleet  
Surrey  
KT14 6JN**

[www.northguildfordfoodbank.co.uk](http://www.northguildfordfoodbank.co.uk)

***Registered Charity No.1188640***

# **NORTH GUILDFORD FOOD BANK**

## **Annual Report and Accounts**

The Trustees present their Annual Report and Accounts, for the year ended 31<sup>st</sup> March 2023. The Charity was registered on 19 March 2020.

This report and the independently examined accounts will be lodged with the Charity Commission. Copies will be made available to all donors, where names and addresses are known.

### **Objects of the Charity**

The objects of the Charity are:

The relief of financial hardship amongst people in Guildford and the surrounding area 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 Guildford.

### **Statement of Trustees' Responsibilities**

Law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing accounts giving a true and fair view the Trustees should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- observe the methods and principles in the Charities SORP;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity, and which enable them to ensure that the accounts comply with applicable law. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention of fraud and any other irregularity.

### **Trustee Structure and Selection of Trustees**

The charity has five Trustees, three with portfolio: chair, secretary and treasurer. When recruiting trustees a balance is sought between:

- Alignment with the charitable objectives of the charity
- Financial experience in managing accounts and cash flow
- Strategic and management skill

All new trustees would be interviewed by the chair of trustees.

The Trustees' main concern is that any Trustee plays a part in managing the Charity and helping to raise funds, whilst acting in a spirit of cooperation and mutual help.

# NORTH GUILDFORD FOOD BANK

## Trustees' Report

### History

The North Guildford Food Bank was started in November 2012 based at St Clare's Church on the Park Barn estate, North Guildford. Food collections were made at the local Tesco and individuals, churches and other organisations in the area made food collections and provided financial help. Funds were held in the St Francis/St Clare Parish accounts. A second outlet was opened at New Hope Church on the Bellfields estate in January 2014 and a third at Bushy Hill Community Centre, Merrow in May 2014. A Lloyds Charity current account was opened in April 2017 and funds transferred from the parish account. In 2017, collections for the food bank moved from the local Tesco to the Burpham branch of Sainsbury's. The Food Bank was registered with the Charity Commission on 19 March 2020 and with HMRC soon after. Gift Aid has been claimed from the date of Charity Commission registration. The Bellfields venue could not be operated in accordance with Covid restrictions and ceased to be used from late 2020 onwards. The Merrow venue was of unsatisfactory quality and had limited use by local clients, so was closed from July 2022. All clients have been served from the St Clare's church site since then, and this is also the primary venue for food storage.

### Client Numbers

The number of clients helped has typically increased year on year. However with the effects of Covid-19 the number of households referred to us due to being unable to afford food more than doubled in 2020/21, reduced by 16% in 2021/22 but have returned to almost Covid levels in 2022/23, which may be associated with the increase in the cost of living as well as an influx of refugees from other nations.

### North Guildford Foodbank 2022/23 Overall Statistics Summary

	2022/23	2021/22	2020/21
<b>Total number of parcels</b>	1,916	1,619	1,925
<b>Comparison with previous year</b>	118%	84%	105%
<b>Total number of people fed</b>	5,776	4,693	5,330
<b>Comparison with previous year</b>	123%	88%	96%
<b>Adults</b>	3,058	2,485	2,933
<b>Children</b>	2,718	2,208	2,397
<b>Value of gas and electricity top ups provided</b>	£49,664*	£37,577	£7,630**

\* Change of fuel provider from December 2022, see 'Gas & Electricity Top Ups' section of report. \*\* Top ups were only made for the period Dec 20 to Mar 21

The referrals came from a variety of other local agencies such as the local authority, schools, churches, Citizens' Advice, medical professionals and support workers.

### Food Deliveries to Clients

Prior to March 2020 we did not offer delivery of food parcels on a routine basis, although very occasionally an ad hoc arrangement had been made. Once the period of lockdown began, it became difficult for many of our clients to collect their parcels due to shielding, isolating, lack

of available public transport or fear of going out. We recruited additional volunteers to offer a delivery service to clients' home addresses. From July 2020 we were also able to make use of a delivery driver and van provided by the local authority one morning per week. Since the lockdowns have ended, we have endeavoured to reduce the number of deliveries made, partly due to a reduction in availability of drivers, and partly to encourage clients to mix with others again and to take responsibility for their own arrangements, and to enable them to access the other support we offer. Deliveries remain available for clients who are medically housebound, infected with Covid-19 or have other exceptional circumstances. Clients are also able to have their food parcels collected by referrers, friends or family members on their behalf.

### **Café**

Prior to Covid all of our client sessions operated on a café model; clients would be offered refreshments and a chance to chat to a volunteer whilst their food parcels were prepared. During the lockdowns this was prohibited but after a trial in November 2021, the cafe was reopened at our Park Barn sessions from February 2022. This allows us to offer a service to local residents, whether or not they are food bank clients, to assist with isolation, and to discuss with clients what other support might be valuable, and to signpost to suitable agencies. Feedback from clients who use the cafe are that this is a valuable service and enables them to feel as though someone cares about them, reducing isolation. The café now runs at all sessions, although space is limited and preference is given to clients.

### **Change in Trustees**

Sarah Fothergill was appointed as Treasurer from 27<sup>th</sup> January 2023. Les Smith, the former treasurer, remains on the board of trustees for the time being, whilst the financial handover takes place. Efforts are being made to recruit new trustees as it is anticipated that some of the existing trustees will step down in the next year.

Post the year end, Joanna Woodhouse and Steve Pownall have resigned from the board, Geoff Andrews has been recruited as the new Chair of Trustees and Clare Porter has joined the board as a Trustee.

### **Staff**

All trustees, team leaders and helpers at the food bank have continued on a voluntary basis, but the administrative work involved has become substantial and the trustees recruited a part-time paid administrator, as the work had grown beyond that which was manageable on a voluntary basis. This part-time role commenced in May 2022. Shared office premises have been made available to the administrator in Guildford town centre free of charge.

It is anticipated that a further paid staff member will be recruited next year to co-ordinate the food bank, as again this role has expanded beyond that which is manageable on a voluntary basis.

### **Provision of Food and Household Supplies**

Up until March 2020 the Food Bank relied mainly on the food contributions made by shoppers, initially at the local Tesco and from mid-2017 at the Burpham branch of Sainsbury's. A smaller Sainsbury's branch, Guildford Waitrose and a number of other retail and business

outlets now also run collection points on our behalf. In addition, the Guildford Lions contribute a significant sum each week towards the provision of fresh produce. This is further supplemented by gifts from various local churches, schools, businesses and individuals particularly at Harvest Festival and Christmas. The Food Bank has continued to receive donations, but also purchases food from Sainsbury's, particularly fresh and refrigerated items which cannot be safely donated. Approximately £1,000 per week is spent on these items. We also increased the standard parcel size from 3 – 5 days' food to 7 days' food, as this better met the needs of clients, and we were able to afford to do so.

Supermarket vouchers were included, together with seasonal items, in food parcels given out over the Christmas and Easter periods.

### **Gas & Electricity Top Ups for Clients**

In January 2021 the Food Bank entered into a trial scheme with Surrey Community Action (SCA) whereby they organised the topping up of gas and electricity cards for clients on prepayment meters using a third party. This required us to recruit additional volunteers to make telephone calls and arrange the vouchers, but no longer required clients to bring their prepayment key or card to us in person, and was therefore more practical for clients receiving deliveries. In February 2021, following the successful trial, we were able to open this to all clients on prepayment meters. This has continued and has been extremely popular with clients, especially as utility prices have increased substantially. We had a team of 3 volunteers managing this system in conjunction with SCA, but there were significant administrative charges payable to the voucher issuer, and the workload was considerable.

As of December 2022 we changed the voucher provider to the Fuel Bank Foundation, who themselves fundraise to cover as much of the administrative and other costs as possible. Their vouchers are of slightly reduced value, but this has been acceptable to clients. As a result of the Fuel Bank Foundation's fundraising, we have only paid £1,000 towards fuel top-up vouchers since December 2022, although further contributions cannot be ruled out. The value of vouchers given to clients significantly exceeds that sum. In the financial year to March 2023, we received a business donation of £5,600 which was earmarked for fuel support. In May 2023, £3,500 of this was transferred to the Fuel Bank Foundation as it was deemed this element was for the time now covered by them.

We remain unable to offer this service to clients who pay for utilities via direct debit rather than a prepayment meter, although some have been signposted to another organisation which can help with that.

### **Electricity Contributions to Churches/Community Centre.**

During the period the food bank has paid a monthly amount to St Clare's Church for hire of the church hall, electricity and cleaning. It also made an annual contribution to the Bushey Hill Community Centre for electricity.

### **Trustee Meetings**

The Trustees held regular meetings during the period. Items included in a typical agenda were:

1. Appointment of Trustees
2. Risk

3. Finance
4. Capacity
5. Premises
6. Future Strategy
7. Conflicts of Interest

### **Thanks**

The Trustees wish to thank St Francis & St Clare's PCC for the use of the St Clare's church premises for the Food Bank and our special thanks go to all the faithful and hard-working volunteers who give their time and support to the work.

### **Total Charity Value**

The total value of the Charity as at 31 March 2023 is £127,613 comprising net movement in the period of +£18,495 and funds brought forward from the previous year of £109,118.

### **Income and Expenditure Details**

The total Income for the period was £169,000 comprised of individual donations, business donations, reclaimed gift aid, and a small amount of interest on the Savings account. Costs were £150,505.

This report was approved by the Trustees on 3 July 2023 and signed on their behalf by:

J Woodhouse  
Chair of Trustees  
Resigned 2 June 2023

J Woodhouse

G Andrews  
Chair of Trustees  
Appointed 2 June 2023

GRAndrews

# NORTH GUILDFORD FOOD BANK

## Receipts and Payments Account

For the year to 31<sup>st</sup> March 2023

		Trust Total Funds	Trust Total Funds
		<b><u>2023</u></b>	<b><u>2022</u></b>
<b><u>Receipts and Payments</u></b>	<b><u>Note</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
<b><u>Receipts</u></b>			
Donations			
General donations	7	157,121	94,124
Interest income		191	8
Gift Aid		11,688	13,750
<b>Total Receipts</b>		<b><u>£169,000</u></b>	<b><u>£107,882</u></b>
<b><u>Payments</u></b>			
Energy grants	6	46,664	37,577
Salaries		14,625	-
Running costs	8	10,988	11,358
Food purchases	9	78,228	59,617
Transaction fees		-	651
<b>Total Payments</b>		<b><u>£150,505</u></b>	<b><u>£109,203</u></b>
<b>Net Receipts/(Payments)</b>		<b><u>£18,495</u></b>	<b><u>£(1,321)</u></b>
<b>Total Funds Brought Forward</b>		<b><u>£109,118</u></b>	<b><u>£110,439</u></b>
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All of the charity's activities derive from continuing operations during the period.

The notes on pages 11 and 12 form part of these accounts.

# NORTH GUILDFORD FOOD BANK

## Statement of Assets and Liabilities

As at 31<sup>st</sup> March 2023

		<u>2023</u>	<u>2022</u>
	<u>Note</u>	<u>£</u>	<u>£</u>
<b><u>Current Assets</u></b>			
	11		
Lloyds Bank – Current Account - Instant Access		4,351	9,197
Lloyds Bank – Savings Account - Instant Access		122,607	96,016
Bankuet Fund - Instant Access			-
Energy Grants Fund	6	-	1,868
Tesco vouchers	9	420	1,380
Cash		235	657
<b><u>Total Current Assets</u></b>		<b><u>£127,613</u></b>	<b><u>£109,118</u></b>
<b><u>Current Liabilities</u></b>			
	10	-	-
<b><u>Total Assets Retained For The Charities Own Use</u></b>	11	<b><u>£127,613</u></b>	<b><u>£109,118</u></b>
<b><u>Represented By Statement of Receipts and Payments</u></b>	11	<b><u>£127,613</u></b>	<b><u>£109,118</u></b>

The notes on pages 11 and 12 form part of these accounts.

Approved by the Trustees on Monday 3<sup>rd</sup> July 2023, and signed on their behalf by:

**J Woodhouse**

..... J Woodhouse Chair of Trustees (resigned 2<sup>nd</sup> June 2023)

**GRAndrews**

..... G Andrews Chair of Trustees (appointed 2<sup>nd</sup> June 2023)

 Digitally signed by Sarah.Fothergill  
Date: 2023.07.07 14:57:14 +01'00'

..... Sarah Fothergill Trustee & Treasurer

# NORTH GUILDFORD FOOD BANK

## Notes to the Accounts

1. **Statement of Trustees' Responsibilities.** The Charity was formally established and registered with The Charity Commission as Charity Number 1188640 on 19<sup>th</sup> March 2020. The Trustees are required to prepare an annual report and accounts which are lodged with the Charity Commission. The financial year-end is 31<sup>st</sup> March; these accounts cover the year to 31<sup>st</sup> March 2023.
2. **Scope and Basis of Annual Accounts.** These accounts have been prepared on a Receipts and Payments basis in accordance with applicable accounting standards and the Charities Statement of Recommended Practice.
3. **Accounting Policies.** These are:
  - a. Donations, tax recoveries, interest income and other income have been accounted for on an 'as received' basis.
  - b. Annual income of the Charity is allocated across the funds based on donor preferences.
  - c. Year-end stock values of food are not considered to be material.
4. **Receipts/Payments.** These are attributed to the appropriate sub-fund(s) based on the actual nature of the transactions.
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9. **Food Purchases.** These are the costs incurred in purchasing food that is distributed to clients. In addition, we have purchased Tesco food vouchers and these are distributed to those in need and any unissued vouchers are treated as a current asset.
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11. **Current Assets.** Deposit accounts are interest bearing at market rates. The current account is non-interest bearing and is maintained with the minimum amount estimated as necessary for near term expenditure.
12. **Going Concern.** The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.
13. **Related Party Transactions.** No fees or remuneration were paid to any Trustee during the period. Trustees occasionally pay for some sundry items for which they do not make a claim for expenses. Trustees may also buy the food from the supermarkets and then reclaim the costs incurred as well as other expenses throughout the year. There were no transactions with any persons or entities connected in any way to the Charity or its Trustees.
14. **Assessment of Risks.** The Charity has only one employee and no premises.

# **NORTH GUILDFORD FOOD BANK**

## **Independent Examiner's Report to the Trustees of North Guildford Food Bank**

I report on the accounts of The North Guildford Food Bank, for the twelve months ended 31<sup>st</sup> March 2023, Charity No: 1188640, set out on pages 9 to 12.

### **Respective Responsibilities of the Trustees and Independent Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 the Trustees concerning 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 in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

Graham Norton FCA  
2 Patterdale  
Coldharbour Road  
West Byfleet  
Surrey  
KT14 6N

3<sup>rd</sup> July 2023

**Signature:**   
J Woodhouse (Jul 8, 2023 09:48 GMT+1)

**Email:** jo@ngfoodbank.co.uk

**Signature:** *GRAndrews*  
GRAndrews (Jul 10, 2023 23:34 GMT+1)

**Email:** chairoftrustees@ngfoodbank.co.uk

# NGFB Annual Report 23\_To Sign

Final Audit Report

2023-07-10

Created:	2023-07-08
By:	Joanna Woodhouse (jowoodhouse@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMLZnFRJw1uVr2Rxd865I-XcERLzWRRTJ

## "NGFB Annual Report 23\_To Sign" History

-  Document digitally presigned by Sarah.Fothergill  
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-  Document created by Joanna Woodhouse (jowoodhouse@gmail.com)  
2023-07-08 - 8:44:18 AM GMT- IP address: 109.152.150.234
-  Document emailed to jo@ngfoodbank.co.uk for signature  
2023-07-08 - 8:45:46 AM GMT
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2023-07-08 - 8:46:22 AM GMT- IP address: 109.152.150.234
-  Signer jo@ngfoodbank.co.uk entered name at signing as J Woodhouse  
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-  Document e-signed by J Woodhouse (jo@ngfoodbank.co.uk)  
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2023-07-10 - 10:33:08 PM GMT- IP address: 2.100.192.75
-  Signer chairoftrustees@ngfoodbank.co.uk entered name at signing as GRAndrews  
2023-07-10 - 10:34:43 PM GMT- IP address: 2.100.192.75
-  Document e-signed by GRAndrews (chairoftrustees@ngfoodbank.co.uk)  
Signature Date: 2023-07-10 - 10:34:45 PM GMT - Time Source: server- IP address: 2.100.192.75
-  Agreement completed.  
2023-07-10 - 10:34:45 PM GMT

# NORTH GUILDFORD FOOD BANK

## Independent Examiner's Report to the Trustees of North Guildford Food Bank

I report on the accounts of The North Guildford Food Bank, for the twelve months ended 31<sup>st</sup> March 2023, Charity No: 1188640, set out on pages 9 to 12.

### Respective Responsibilities of the Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act; and
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3<sup>rd</sup> July 2023

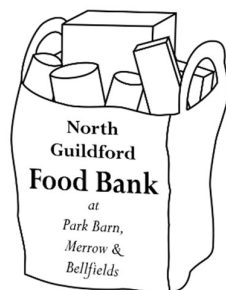
**Guildford Food Bank**

England & Wales - Charity number 1188640

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# Accounts

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## **NORTH GUILDFORD FOOD BANK**

***Registered Charity No.1188640***

**St Clare's Church  
Cabell Road  
Guildford  
GU2 8JW**

**Trustees' Annual Report and Accounts  
for the year  
to 31<sup>st</sup> March 2022**

# **NORTH GUILDFORD FOOD BANK**

## **TRUSTEES**

Mrs Joanna Woodhouse  
Mr Leslie Smith  
Rev Stephen Pownall  
Mrs Susan Williams  
Mrs Zoe Watts

Chair & Secretary  
Treasurer

## **BANKERS**

**Lloyds Bank plc  
Guildford Branch  
PO Box 1000  
BX1 1LT**

## **INDEPENDENT EXAMINER**

**Graham Norton FCA  
2 Patterdale  
Coldharbour Road  
West Byfleet  
Surrey  
KT14 6JN**

[www.northguildfordfoodbank.co.uk](http://www.northguildfordfoodbank.co.uk)

***Registered Charity No.1188640***

# NORTH GUILDFORD FOOD BANK

## Annual Report and Accounts

The Trustees present their Annual Report and Accounts, for the year ended 31<sup>st</sup> March 2022. The Charity was registered on 19 March 2020. Prior to this date the North Guildford Food Bank existed but it was not a registered charity. The Funds transferred into this charity were £12,422 on 1 April 2020.

This report and the independently examined accounts will be lodged with the Charity Commission. Copies will be made available to all donors, where names and addresses are known.

### Objects of the Charity

The objects of the Charity are:

The relief of financial hardship amongst people in Guildford and the surrounding area 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 Guildford.

### Statement of Trustees' Responsibilities

Law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing accounts giving a true and fair view the Trustees should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- observe the methods and principles in the Charities SORP;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity, and which enable them to ensure that the accounts comply with applicable law. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention of fraud and any other irregularity.

**Trustee Structure and Selection of Trustees**

The charity has five Trustees, three with portfolio: chair, secretary and treasurer. When recruiting trustees a balance is sought between:

- Alignment with the charitable objectives of the charity
- Financial experience in managing accounts and cash flow
- Strategic and management skill

All new trustees would be interviewed by the chair of trustees.

The Trustees' main concern is that any Trustee plays a part in managing the Charity and helping to raise funds, whilst acting in a spirit of cooperation and mutual help.

# NORTH GUILDFORD FOOD BANK

## Trustees' Report

### History

The North Guildford Food Bank was started in November 2012 based at St Clare's Church on the Park Barn estate, North Guildford. Food collections were made at the local Tesco and individuals and churches and other organisations in the area made food collections and provided financial help. Funds were held in the St Francis & St Clare Parish accounts. A second outlet was opened at New Hope Church on the Bellfields estate in January 2014 and a third at Bushy Hill Community Centre, Merrow in May 2014. A Lloyds Charity current account was opened in April 2017 and funds transferred from the parish account. In 2017 collections for the food bank moved from the local Tesco to the Burpham branch of Sainsbury's. The Food Bank was registered with the Charity Commission on 19 March 2020 and with HMRC soon after. Gift Aid has been claimed from the date of Charity Commission registration.

### Client Numbers

The number of clients helped has typically increased year on year. However with the effects of Covid-19 the number of households referred to us due to being unable to afford food more than doubled in 2020/21, and has reduced by 16% this year.

<b>North Guildford Foodbank 2020/21 Overall Statistics Summary (1 Apr 2020 to 31 Mar 2021)</b>			
	<b>2021/22</b>	<b>2020/21</b>	<b>2019/20</b>
Total number of parcels	1619	1925	940
Comparison with previous year	84%	105%	51%
Total number of people fed	4693	5330	2715
Comparison with previous year	88%	96%	47%
Adults	2485	2933	1423
Children	2208	2397	1292
Spend on gas and electricity top ups (* Top ups were only made for the period Dec 20 to Mar 21)	£37,577	£7,630*	£6,221

The referrals came from a variety of other local agencies such as the local authority, schools, churches, Citizens' Advice, medical professionals and support workers.

### **Food Deliveries to Clients**

Prior to March 2020 we did not offer delivery of food parcels on a routine basis, although very occasionally an ad hoc arrangement had been made. Once the period of lockdown began it became difficult for many of our clients to collect their parcels due to shielding, isolating, lack of available public transport or fear of going out. We recruited additional volunteers to offer a delivery service to clients' home addresses. From July 2020 we were also able to make use of a delivery driver and van provided by the local authority one morning per week. Since the lockdowns have ended, we have endeavoured to reduce the number of deliveries made, partly due to a reduction in availability of drivers, and partly to encourage clients to take responsibility for their own arrangements, and to enable them to access the other support we offer.

### **Café**

Prior to Covid all of our client sessions operated on a café model, ie clients would be offered refreshments and a chance to chat to a volunteer whilst their food parcels were prepared. During the lockdowns this was prohibited but after a trial in November 2021, the cafe was reopened at our Park Barn sessions from February 2022. This allows us to offer a service to local residents, whether or not they are food bank clients, to assist with isolation, and to discuss with clients what other support might be valuable, and to signpost to suitable agencies. Feedback from clients who use the cafe are that this is a valuable service and enables them to feel as though someone cares about them, reducing isolation.

### **Venues and Sessions**

The food bank has previously run sessions in 3 venues, close to where many of our clients reside. During lockdown, we amalgamated the Bellfields service into our Park Barn service and have since vacated the Bellfields premises. We routinely run 3 client sessions in Park Barn and one in Merrow per week, and one donation and stock-sorting session in Park Barn. We continue to use the church hall at St Clare's Church, Park Barn to store the majority of our stock, which is our preferred option, but we do not have long term security of tenure there and this is subject to the church's leadership.

### **Change in Trustees**

In June 2021 our former Chair of Trustees, Heather Roche, sadly died. She volunteered at the food bank from the early years, taking on shared leadership and then being Coordinator from February 2018 and Chair of Trustees from March 2020. Heather had devoted a significant amount of her time and energy to ensuring the smooth running of the food bank and had overseen substantial changes as our referral process moved online, numbers of clients grew and Covid restrictions affected all of our operations. She is greatly missed.

There were some consequential changes in the management of the food bank - Joanna Woodhouse (existing trustee) took over the role of Chair and Zoe Watts (stock manager) became a trustee.

## **Staff**

All trustees, team leaders and helpers at the food bank have continued on a voluntary basis, but the administrative work involved has become substantial and the trustees started the recruitment process for a part-time paid administrator, as the work had grown beyond that which was manageable on a voluntary basis.

## **Provision of Food and Household Supplies**

Up until March 2020 the Food Bank relied mainly on the food contributions made by shoppers, initially at the local Tesco and from mid-2017 at the Burpham branch of Sainsbury's. A smaller Sainsbury's branch and Waitrose now also run collection points. This was supplemented by gifts from various local churches, schools and organisations, particularly at Harvest Festival and Christmas. Since March 2020 the Food Bank has continued to receive donations, but also started to purchase food from Sainsbury's, particularly fresh and refrigerated items which cannot be safely donated.

## **Gas & Electricity Top Ups for Clients**

In February 2016, with funds being available, the Food Bank was able to offer small credit top ups on gas and electricity meter cards for clients who had gone into their 'fuel emergency allowance'. From March 2020 the topping up of gas and electricity meter cards stopped due to Covid-19 and did not resume until mid-December 2020.

In January 2021 the Food Bank entered into a trial scheme with Surrey Community Action (SCA) whereby they organised the topping up of gas and electricity cards for clients on pre-payment meters using a third party. This required us to recruit additional volunteers to make telephone calls and arrange the vouchers, but no longer required clients to bring their prepayment key or card to us in person, and was therefore more practical for clients receiving deliveries. In February 2021, following the successful trial, we were able to open this to all clients on prepayment meters. This has continued and has been extremely popular with clients, especially as utility prices have increased substantially. We now have a team of 3 volunteers managing this system in conjunction with SCA, but there are significant administrative charges payable to the voucher issuer, and the workload is considerable. We have not been able to offer this service to clients who pay for utilities via direct debit rather than a prepayment meter.

## **Electricity Contributions to Churches/Community Centre.**

During the period the food bank has paid a monthly amount to St Clare's Church for hire of the church hall, electricity and cleaning. It also makes an annual contribution to the Bushey Hill Community Centre for electricity.

## **Trustee Meetings**

The Trustees held regular meetings during the period. Items included in a typical agenda were:

- Appointment of Trustees
- Risk
- Finance
- Capacity
- Premises

- Future Strategy
- Conflicts of Interest

**Thanks**

The Trustees wish to thank St Francis & St Clare's PCC for the use of the St Clare's church premises for the Food Bank and our special thanks go to all the faithful and hard-working volunteers who give their time and support to the work.

**Total Charity Value**

The total value of the Charity as at 31 March 2022 is £109,118 comprising net payment in the period of £1,321 and funds brought forward from the previous year of £110,439.

**Income and Expenditure Details**

The Total Income for the period was £107,882 nearly all of which was donations and the attributable reclaimed gift aid. Costs were £109,203.

This report was approved by the Trustees on 9<sup>th</sup> August 2022 and signed on their behalf by:

J Woodhouse  
Chair of Trustees

# NORTH GUILDFORD FOOD BANK

## Receipts and Payments Account

For the year to 31<sup>st</sup> March 2022

		Trust Total Funds	Trust Total Funds
		<u>2022</u>	<u>2021</u>
<u>Receipts and Payments</u>	<u>Note</u>	<u>£</u>	<u>£</u>
<b><u>Receipts</u></b>			
Donations			
General donations	7	94,124	135,925
Restricted donations	7	-	8,555
Bankuet income	10	-	19,110
Interest income		8	9
Gift Aid		13,750	8,022
<b>Total Receipts</b>		<b><u>£107,882</u></b>	<b><u>£171,621</u></b>
<b><u>Payments</u></b>			
Energy grants	6	37,577	7,630
Running costs	8	11,358	9,955
Food purchases	9	59,617	55,668
Transaction fees		651	351
<b>Total Payments</b>		<b><u>£109,203</u></b>	<b><u>£73,604</u></b>
<b>Net Receipts/(Payments)</b>		<b><u>£(1,321)</u></b>	<b><u>£98,017</u></b>
<b>Transfer from the North Guildford Food Bank</b>			
		-	<b><u>£12,422</u></b>
<b>Total Funds Brought Forward</b>		<b><u>£110,439</u></b>	
<b>Total Funds Carried Forward</b>	5	<b><u>£109,118</u></b>	<b><u>£110,439</u></b>

All of the charity's activities derive from continuing operations during the period.

The notes on pages 11 and 12 form part of these accounts.

# NORTH GUILDFORD FOOD BANK

## Statement of Assets and Liabilities

As at 31<sup>st</sup> March 2022

		<u>2022</u>	<u>2021</u>
	<u>Note</u>	<u>£</u>	<u>£</u>
<b><u>Current Assets</u></b>			
	12		
Lloyds Bank – Current Account - Instant Access		9,197	13,510
Lloyds Bank – Savings Account - Instant Access		96,016	88,008
Bankuet Fund - Instant Access			8,646
Energy Grants Fund	6	1,868	-
Tesco vouchers	9	1,380	-
Cash		657	275
<b><u>Total Current Assets</u></b>		<b><u>£109,118</u></b>	<b><u>£110,439</u></b>
<b><u>Current Liabilities</u></b>			
	11	-	-
<b><u>Total Assets Retained For The Charities Own Use</u></b>	12	<b><u>£109,118</u></b>	<b><u>£110,439</u></b>
<b><u>Represented By Statement of Receipts and Payments</u></b>	12	<b><u>£109,118</u></b>	<b><u>£110,439</u></b>

The notes on pages 11 and 12 form part of these accounts.

Approved by the Trustees on 9<sup>th</sup> August 2022, and signed on their behalf by:

..... J Woodhouse Trustee

..... L Smith Trustee

# NORTH GUILDFORD FOOD BANK

## Notes to the Accounts

1. **Statement of Trustees' Responsibilities.** The Charity was formally established and registered with The Charity Commission as Charity Number 1188640 on 19<sup>th</sup> March 2020. The Trustees are required to prepare an annual report and accounts which are lodged with the Charity Commission. The financial year-end is 31<sup>st</sup> March; these accounts cover the year to 31<sup>st</sup> March 2022.
2. **Scope and Basis of Annual Accounts.** These accounts have been prepared on a Receipts and Payments basis in accordance with applicable accounting standards and the Charities Statement of Recommended Practice.
3. **Accounting Policies.** These are:
  - a. Donations, tax recoveries, interest income and other income have been accounted for on an 'as received' basis.
  - b. Annual income of the Charity is allocated across the funds based on donor preferences.
  - c. Year-end stock values of food are not considered to be material.
4. **Receipts/Payments.** These are attributed to the appropriate sub-fund(s) based on the actual nature of the transactions.
5. **Reserves Policy.** The Charity needs to maintain free reserves to fund its regular work. Currently those free reserves amount to £109,118 (2021:£110,439) which are maintained to support the expenditure needs of the Charity. The Trustees aim to retain such free reserves as are necessary to enable expected works to be completed within a 12 month period.
6. **Energy Grants.** Small credit top ups on gas and electricity meter cards are provided for clients who had gone into their 'fuel emergency allowance'. In addition we use a third party to administer the issuing of energy vouchers that can be used with any energy company and any unissued amount held by the third party is treated as a current asset.
7. **Donations.** These are allocated based on the donor preference, if no preference is given then donations are allocated to the general fund. There were no restricted donations, for 'food only' received in the year.
8. **Running Costs.** These are operational costs incurred in the provision of food to the clients.
9. **Food Purchases.** These are the costs incurred in purchasing food that is distributed to clients. In addition, we have purchased Tesco food vouchers and these are distributed to those in need and any unissued vouchers are treated as a current asset.

10. **Bankuet.** In April 2020 the Food Bank entered into a scheme with a new business, Bankuet Ltd, who would receive donations on behalf of the Food Bank, purchase food at competitive rates and then supply the food as requested to the Food Bank. This arrangement was concluded in April 2021
11. **Current Liabilities.** There are no current liabilities.
12. **Current Assets.** Deposit accounts are interest bearing at market rates. The current account is non-interest bearing and is maintained with the minimum amount estimated as necessary for near term expenditure. The Bankuet fund was closed in April 2021.
13. **Going Concern.** The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.
14. **Related Party Transactions.** No fees or remuneration were paid to any Trustee during the period. Trustees occasionally pay for some sundry items for which they do not make a claim for expenses. Trustees may also buy the food from the supermarkets and then reclaim the costs incurred. There were no transactions with any persons or entities connected in any way to the Charity or its Trustees.
15. **Assessment of Risks.** The Charity has no employees or premises.

# NORTH GUILDFORD FOOD BANK

## Independent Examiner's Report to the Trustees of North Guildford Food Bank

I report on the accounts of The North Guildford Food Bank, for the twelve months ended 31<sup>st</sup> March 2022, Charity No: 1188640, set out on pages 9 to 12.

### Respective Responsibilities of the Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

### Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 the Trustees concerning 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.

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Graham Norton FCA  
2 Patterdale  
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Surrey  
KT14 6N

Signed

9<sup>th</sup> August 2022

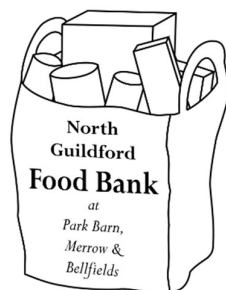
**Guildford Food Bank**

England & Wales - Charity number 1188640

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# Accounts

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## **NORTH GUILDFORD FOOD BANK**

***Registered Charity No.1188640***

**St Clare's Church  
Cabell Road  
Guildford  
GU2 8JW**

**Trustees' First Report and Accounts  
for the period from  
1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

# **NORTH GUILDFORD FOOD BANK**

## **TRUSTEES**

Mrs Heather Roche (appointed 2 February 2018, died 10 June 2021)

Mrs Joanna Woodhouse (appointed 31 July 2019)

Mr Leslie Smith (appointed 22 November 2012)

Rev Stephen Pownall (appointed 22 November 2012)

Mrs Susan Williams (appointed 15 January 2014)

Mrs Zoe Watts (appointed 9 August 2021)

Chair until 10 June 2021

Chair from 9 August 2021

& Secretary

Treasurer

## **BANKERS**

**Lloyds Bank plc  
Guildford Branch  
PO Box 1000  
BX1 1LT**

## **INDEPENDENT EXAMINER**

**Graham Norton FCA  
2 Patterdale  
Coldharbour Road  
West Byfleet  
Surrey  
KT14 6JN**

[www.northguildfordfoodbank.co.uk](http://www.northguildfordfoodbank.co.uk)

***Registered Charity No.1188640***

# NORTH GUILDFORD FOOD BANK

## Annual Report and Accounts

The Trustees present their first Annual Report and Accounts, for the year ended 31 March 2021. The Charity was registered on 19 March 2020. Prior to this date the North Guildford Food Bank existed but it was not a registered charity. The Funds transferred into this charity were £12,422 on 1 April 2020.

This report and the independently examined accounts will be lodged with the Charity Commission. Copies will be made available to all donors, where names and addresses are known.

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All new trustees would be interviewed by the chair of trustees.

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# NORTH GUILDFORD FOOD BANK

## Trustees' Report

### History

The North Guildford Food Bank was started in November 2012 based at St Clare's Church on the Park Barn estate, North Guildford. Food collections were made at the local Tesco and individuals and churches and other organisations in the area made food collections and provided financial help. Funds were held in the St Francis & St Clare Parish accounts. A second outlet was opened at New Hope Church on the Bellfields estate in January 2014 and a third at Bushy Hill Community Centre, Merrow in May 2014. A Lloyds Charity current account was opened in April 2017 and funds transferred from the parish account. In 2017 collections for the food bank moved from the local Tesco to the Burpham branch of Sainsbury's. The Food Bank was registered with the Charity Commission on 19 March 2020 and with HMRC soon after. Gift Aid has been claimed from the date of Charity Commission registration.

### Client Numbers

The number of clients helped has typically increased year on year. However, with the effects of Covid-19 the number of households referred to us due to being unable to afford food has more than doubled. The increase is set out below:

<b>North Guildford Foodbank 2020/21 Overall Statistics Summary (1 Apr 2020 to 31 Mar 2021)</b>			
	<b>2020/21</b>	<b>2019/20</b>	<b>2018/19</b>
Total number of parcels	1925	940	623
Increase on previous year	105%	51%	
Total number of people fed	5330	2715	1841
Increase on previous year	96%	47%	
Adults	2933	1423	971
Children	2397	1292	870
Spend on gas and electricity top ups (* Top ups were only made for the period Dec 20 to Mar 21)	£7,630*	£6,221	£4,720

The referrals came from a variety of other local agencies such as the local authority, schools, churches, Citizens' Advice Bureau, medical professionals and support workers.

### Food Deliveries to Clients

Prior to March 2020 we did not offer delivery of food parcels on a routine basis, although very occasionally an ad hoc arrangement had been made. Once the period of lockdown began it became difficult for many of our clients to collect their parcels due to shielding, isolating, lack of available public transport or fear of going out. We recruited additional volunteers to offer a delivery service to clients' home addresses. From July 2020 we were also able to make use of a delivery driver and van provided by the local authority one morning per week.

### **Provision of Food and Household Supplies**

Up until March 2020 the Food Bank relied mainly on the food contributions made by shoppers, initially at the local Tesco and from mid-2017 at the Burpham branch of Sainsbury's. This was supplemented by gifts from various local churches, schools and organisations, particularly at Harvest Festival and Christmas. Since March 2020 the Food Bank has continued to receive donations, but also started to purchase food from Sainsbury's and from a local wholesaler.

### **Food Storage**

Prior to March 2020 our main food storage facility had consisted of a series of lock-up garages provided by the local authority. These were secure, but were not ideal due to being damp and cold, issues with vermin and insects, and involving cramped conditions for sorting the food stored. As the Food Bank was growing we were requiring more and more garage space, which was more challenging to manage. We also had small office store areas at each of our 3 venues, but these could only store approximately one week's worth of food, requiring frequent top-up visits to the garages. In March 2020 the Committee of St Clare's church offered us the use of the whole of their building during the lockdown period, when other activities were unable to continue. We moved all of our stock into the hall at that church. This was warmer, drier, free from pest difficulties, and also allowed our volunteers to work with the stock whilst remaining socially distanced. We have retained the small stock areas at the other two venues, although only one of those venues has remained in use throughout the time. Stock remains stored in the St Clare's hall, where we also pack the food parcels. As church activities have restarted we no longer occupy the whole building exclusively but remain in exclusive occupation of the hall on a verbal licence.

### **Move of Bellfield's Outlet**

From July 2020 onwards the team using Hope Church, Bellfields, Guildford moved their session to the St Clare's venue, to allow an increased number of volunteers to work at once whilst remaining socially distanced.

### **Receiving Clients**

Prior to March 2020, we were able to operate a free drop-in café for clients to use whilst their parcels were prepared. Clients would arrive with a paper referral slip but without any prior booking, and their parcels would be prepared whilst they waited. During that time we also had the opportunity to sit with the clients, offer support and friendship, and signpost to other support eg debt counsellors, cooking classes etc if appropriate. Once the lockdown period commenced we were unable to offer the café and stopped allowing clients inside the premises. Those who collected their parcels did so at the door, but the majority of clients over the year have opted for deliveries. Whilst we are hoping to reopen the café soon, we have not yet been able to do so. This has reduced the number of referrals to other agencies, although some have still been made, primarily to debt counsellors.

### **Client Referrals**

We changed our systems to allow parcels to be prepared in advance of the client's attendance or delivery. This initially required referrers to email referrals to us, and we then developed an online referral system to be used by referrers. Parcels are now requested in advance of the session, to assist with planning volunteer needs and with maintaining Covid-19-safe working practices. We increased our weekly food packing sessions from 4 to 5 to accommodate the increase in client numbers. We increased the frequency of donation sorting sessions from monthly to weekly.

### **Improvements Enabled by Good Support**

At the start of the pandemic we were fortunate to be inundated with offers of assistance, either as volunteers or in the form of financial or food donations. We did not fundraise but nonetheless were blessed with considerable finance from members of the community. We have used some of those donations to increase the size of a food parcel from 3-5 days' food to a generous week's food, and to include additional fresh food options such as dairy, bread and fruit. In order to store these safely we purchased a refrigerator, and received another as a donation. We were also able to be more generous with gas and electricity top up payments (see below) once that scheme restarted. The new volunteers were welcome as many of our longstanding volunteers had to cease involvement due to shielding or vulnerability to Covid-19.

### **Gas & Electricity Top Ups for Clients**

In February 2016, with funds being available, the Food Bank was able to offer small credit top ups on gas and electricity meter cards for clients who had gone into their 'fuel emergency allowance'. From March 2020 the topping up of gas and electricity meter cards stopped due to Covid-19 and did not resume until mid-December 2020. In January 2021 the Food Bank entered into a trial scheme with Surrey Community Action (SCA) whereby they organised the topping up of gas and electricity cards for clients on pre-payment meters using a third party. This required us to recruit additional volunteers to make telephone calls and arrange the vouchers, but no longer required clients to bring their prepayment key or card to us in person, and was therefore more practical for clients receiving deliveries. In February 2021, following the successful trial, we were able to open this to all clients on prepayment meters.

### **Bankuet Ltd**

In April 2020 the Food Bank entered into a scheme with a new business, Bankuet Ltd, which would receive donations on behalf of the Food Bank, purchase food at competitive rates and then supply the food, as requested, to the Food Bank. This arrangement was concluded in April 2021.

### **Restricted Donations**

The following donations have come with the restriction 'for food only'. A separate fund has not been established as these monies were used in the period.

8 Apr 20	Flow Community Surrey	£5,000
15 May 20	Charitable Foundation	£2,000
20 May 20	Charitable Foundation	£1,000
12 Feb 21	Charitable Foundation	£555

### **Electricity Contributions to Churches/Community Centre.**

The Food Bank makes quarterly contributions towards electricity costs at its three outlets. From March 2020, when the food bank took over total use of the St Clare's church hall, a nominal hire charge has been paid, together with the cleaning charge.

### **Trustee Meetings**

The Trustees held regular meetings during the period. Items included in a typical agenda were:

- Appointment of Trustees
- Risk
- Finance
- Capacity
- Premises
- Future Strategy
- Conflicts of Interest.

### **Staffing**

The Food Bank has no paid staff, only volunteers.

### **Loss of Foodbank Coordinator and Chair of Trustees**

It is with great sadness that we report the loss of Mrs Heather Roche, our Coordinator and Chair of Trustees, who died suddenly on 10 June 2021. She volunteered at the food bank from the early years, taking on shared leadership and then being Coordinator from February 2018 and Chair of Trustees from March 2020. She made a huge contribution to the charity, was much respected and will be sorely missed.

### **Thanks**

The Trustees wish to thank St Francis & St Clare's PCC for the use of the St Clare's church premises for the Food Bank and our special thanks go to all the faithful and hard-working volunteers who give their time and support to the work.

### **Total Charity Value**

The total value of the Charity as at 31 March 2021 is £110,439, comprising net receipts in the period of £98,017 and the transfer from the Food Bank prior to its registration as a charity of £12,422.

### **Income and Expenditure Details**

The Total Income for the period was £171,621, nearly all of which was donations and the attributable reclaimed gift aid. Costs were £73,604.

This report was approved by the Trustees on 22 October 2021 and signed on their behalf by:

J Woodhouse  
Chair of Trustees

# NORTH GUILDFORD FOOD BANK

## Receipts and Payments Account

For the period from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

		Trust Total Funds
<b><u>Receipts and Payments</u></b>	<b><u>Note</u></b>	<b><u>£</u></b>
<b><u>Receipts</u></b>		
Donations		
General donations	7	135,925
Restricted donations	7	8,555
Bankuet income	10	19,110
Interest income		9
Gift Aid		8,022
<b>Total Receipts</b>		<b><u>£171,621</u></b>
<b><u>Payments</u></b>		
Energy grants	6	7,630
Running costs	8	9,955
Food purchases	9	55,668
Transaction fees		351
<b>Total Payments</b>		<b><u>£73,604</u></b>
<b>Net Receipts/(Payments)</b>		<b><u>£98,017</u></b>
<b>Transfer from the North Guildford Food Bank</b>		<b><u>£12,422</u></b>
<b><u>Total Funds Carried Forward</u></b>	<b>5</b>	<b><u>£110,439</u></b>

There are no comparatives since the Charity only started its activities from 1 April 2020. All of the charity's activities derive from continuing operations during the period.

The notes on pages 11 and 12 form part of these accounts.

# NORTH GUILDFORD FOOD BANK

## Statement of Assets and Liabilities

As at 31<sup>st</sup> March 2021

		<b><u>2021</u></b>
	<b><u>Note</u></b>	<b><u>£</u></b>
<b><u>Current Assets</u></b>	12	
Lloyds Bank – Current Account - Instant Access		13,510
Lloyds Bank – Savings Account - Instant Access		88,008
Bankuet Fund - Instant Access		8,646
Cash		275
<b><u>Total Current Assets</u></b>		<b><u>£110,439</u></b>
<b><u>Current Liabilities</u></b>	11	-
<b><u>Total Assets Retained For The Charities Own Use</u></b>	12	<b><u>£110,439</u></b>
<b><u>Represented By Statement of Receipts and Payments</u></b>	12	<b><u>£110,439</u></b>

There are no comparatives since the Charity only started its activities from 1 April 2020.

The notes on pages 11 and 12 form part of these accounts.

Approved by the Trustees on 22<sup>th</sup> October 2021, and signed on their behalf by:

..... J Woodhouse Chair of Trustees

..... L Smith Trustee

# NORTH GUILDFORD FOOD BANK

## Notes to the Accounts

1. **Statement of Trustees' Responsibilities.** The Charity was formally established and registered with The Charity Commission as Charity Number 1188640 on 19<sup>th</sup> March 2020. The Charity's accounts are from 1 April 2020 and the previous North Guildford Food Bank has transferred its funds of £12,422. The Trustees are required to prepare an annual report and accounts which are lodged with the Charity Commission. The financial year-end is 31<sup>st</sup> March; these accounts cover the year to 31<sup>st</sup> March 2021.
2. **Scope and Basis of Annual Accounts.** These accounts have been prepared on a Receipts and Payments basis in accordance with applicable accounting standards and the Charities Statement of Recommended Practice. There are no comparatives since the Charity only started its activities from 1 April 2020.
3. **Accounting Policies.** These are:
  - a. Donations, tax recoveries, interest income and other income have been accounted for on an 'as received' basis.
  - b. Annual income of the Charity is allocated across the funds based on donor preferences.
  - c. Year-end stock values of food are not considered to be material.
4. **Receipts/Payments.** These are attributed to the appropriate sub-fund(s) based on the actual nature of the transactions.
5. **Reserves Policy.** The Charity needs to maintain free reserves to fund its regular work. Currently those free reserves amount to £110,439 which are maintained to support the expenditure needs of the Charity. The Trustees aim to retain such free reserves as are necessary to enable expected works to be completed within a 12 month period.
6. **Energy Grants.** Small credit top ups on gas and electricity meter cards are provided for clients in fuel poverty.
7. **Donations.** These are allocated based on the donor preference, if no preference is given then donations are allocated to the general fund. All restricted donations, for 'food only' received in the year were fully utilised in the period on the restricted activities.
8. **Running Costs.** These are operational costs incurred in the provision of food to the clients.
9. **Food Purchases.** These are the costs incurred in purchasing food that is distributed to customers.

10. **Bankuet.** In April 2020 the Food Bank entered into a scheme with a new business, Bankuet Ltd, who would receive donations on behalf of the Food Bank, purchase food at competitive rates and then supply the food as requested to the Food Bank. This arrangement was concluded in April 2021.
11. **Current Liabilities.** There are no current liabilities.
12. **Current Assets.** Deposit accounts are interest bearing at market rates. The current account is non-interest bearing and is maintained with the minimum amount estimated as necessary for near term expenditure. The Bankuet fund was closed in April 2021.
13. **Corresponding Figures.** There are no corresponding figures for 2019 since the Charity did not exist and the previous activities and funds of the North Guildford Food Bank (£12,422) were transferred to the Charity.
14. **Going Concern.** The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.
15. **Related Party Transactions.** No fees or remuneration were paid to any Trustee during the period. Some trustees buy food from the supermarkets and other items for running the Food Bank, and then reclaim the costs incurred. Trustees and volunteers occasionally pay for sundry items for which they do not make an expense claim.
16. **Assessment of Risks.** The Charity has no employees or premises.

# NORTH GUILDFORD FOOD BANK

## Independent Examiner's Report to the Trustees of North Guildford Food Bank

I report on the accounts of the North Guildford Food Bank, for the twelve months ended 31<sup>st</sup> March 2021, Charity No: 1188640, set out on pages 8 to 12.

### Respective Responsibilities of the Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

### Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 the Trustees concerning 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 in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

Graham Norton FCA  
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22<sup>th</sup> October 2021