



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
1st April 2020 to 31st 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

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.

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 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 has more than doubled. The increase is set out below:

North Guildford Foodbank 2020/21 Overall Statistics Summary (1 Apr 2020 to 31 Mar 2021)			
	2020/21	2019/20	2018/19
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 1st April 2020 to 31st March 2021

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

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 31st March 2021

		<u>2021</u>
	<u>Note</u>	<u>£</u>
<u>Current Assets</u>	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
<u>Total Current Assets</u>		<u>£110,439</u>
<u>Current Liabilities</u>	11	-
<u>Total Assets Retained For The Charities Own Use</u>	12	<u>£110,439</u>
<u>Represented By Statement of Receipts and Payments</u>	12	<u>£110,439</u>

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 22th 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 19th 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 31st March; these accounts cover the year to 31st 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 31st 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.

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22th October 2021