

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 31st 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

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NORTH GUILDFORD FOOD BANK

Annual Report and Accounts

The Trustees present their Annual Report and Accounts, for the year ended 31st 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;
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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
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- Strategic and management skill

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

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Trustees' Report

History

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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
Total number of parcels	1,916	1,619	1,925
Comparison with previous year	118%	84%	105%
Total number of people fed	5,776	4,693	5,330
Comparison with previous year	123%	88%	96%
Adults	3,058	2,485	2,933
Children	2,718	2,208	2,397
Value of gas and electricity top ups provided	£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 27th 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 31st March 2023

		Trust Total Funds	Trust Total Funds
		<u>2023</u>	<u>2022</u>
<u>Receipts and Payments</u>	<u>Note</u>	<u>£</u>	<u>£</u>
<u>Receipts</u>			
Donations			
General donations	7	157,121	94,124
Interest income		191	8
Gift Aid		11,688	13,750
Total Receipts		<u>£169,000</u>	<u>£107,882</u>
<u>Payments</u>			
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
Total Payments		<u>£150,505</u>	<u>£109,203</u>
Net Receipts/(Payments)		<u>£18,495</u>	<u>£(1,321)</u>
Total Funds Brought Forward		<u>£109,118</u>	<u>£110,439</u>
Total Funds Carried Forward	5	<u>£127,613</u>	<u>£109,118</u>

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 2023

		<u>2023</u>	<u>2022</u>
	<u>Note</u>	<u>£</u>	<u>£</u>
<u>Current Assets</u>	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
<u>Total Current Assets</u>		<u>£127,613</u>	<u>£109,118</u>
<u>Current Liabilities</u>	10	-	-
<u>Total Assets Retained For The Charities Own Use</u>	11	<u>£127,613</u>	<u>£109,118</u>
<u>Represented By Statement of Receipts and Payments</u>	11	<u>£127,613</u>	<u>£109,118</u>

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

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

J Woodhouse

..... J Woodhouse Chair of Trustees (resigned 2nd June 2023)

GRAndrews

..... G Andrews Chair of Trustees (appointed 2nd 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 19th 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 31st March; these accounts cover the year to 31st 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 31st 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

3rd July 2023

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

Email: jo@ngfoodbank.co.uk

Signature: 
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

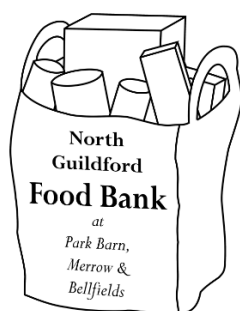
Created:	2023-07-08
By:	Joanna Woodhouse (jowoodhouse@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMLZnFRJw1uVr2Rxd865I-XcERLzWRRTJ

"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
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-  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)
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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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



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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 31st March 2023

		Trust Total Funds	Trust Total Funds
		<u>2023</u>	<u>2022</u>
<u>Receipts and Payments</u>	<u>Note</u>	<u>£</u>	<u>£</u>
<u>Receipts</u>			
Donations			
General donations	7	157,121	94,124
Interest income		191	8
Gift Aid		11,688	13,750
Total Receipts		<u>£169,000</u>	<u>£107,882</u>
<u>Payments</u>			
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
Total Payments		<u>£150,505</u>	<u>£109,203</u>
Net Receipts/(Payments)		<u>£18,495</u>	<u>£(1,321)</u>
Total Funds Brought Forward		<u>£109,118</u>	<u>£110,439</u>
Total Funds Carried Forward	5	<u>£127,613</u>	<u>£109,118</u>

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 2023

		<u>2023</u>	<u>2022</u>
	<u>Note</u>	<u>£</u>	<u>£</u>
<u>Current Assets</u>	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
<u>Total Current Assets</u>		<u>£127,613</u>	<u>£109,118</u>
<u>Current Liabilities</u>	10	-	-
<u>Total Assets Retained For The Charities Own Use</u>	11	<u>£127,613</u>	<u>£109,118</u>
<u>Represented By Statement of Receipts and Payments</u>	11	<u>£127,613</u>	<u>£109,118</u>

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

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

J Woodhouse

..... J Woodhouse Chair of Trustees (resigned 2nd June 2023)

GRAndrews

..... G Andrews Chair of Trustees (appointed 2nd 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 19th 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 31st March; these accounts cover the year to 31st 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 31st 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

3rd July 2023

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

Email: jo@ngfoodbank.co.uk

Signature: 
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)
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-  Signer jo@ngfoodbank.co.uk entered name at signing as J Woodhouse
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-  Signer chairoftrustees@ngfoodbank.co.uk entered name at signing as GRAndrews
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-  Agreement completed.
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NORTH GUILDFORD FOOD BANK

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3rd July 2023