

## **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  
Mrs Joanna Woodhouse

Chair from June 2023  
Chair & Secretary  
Resigned June 2023  
Treasurer  
Resigned July 2023

Mrs Sarah Fothergill  
Rev Stephen Pownall  
Mrs Susan Williams  
Mrs Zoe Watts  
Mr Leslie Smith  
Mr Clive Couzens  
Mrs Clare Porter

Resigned October 2023  
Appointed August 2023  
Appointed 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 2024. 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. 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 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

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.

# 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
		<b><u>2024</u></b>	<b><u>2023</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	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.

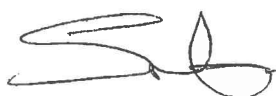
### Basis of Independent Examiner's Statement

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  
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KT14 6N

3<sup>rd</sup> July 2024