

The North Guildford Food Bank

TRUSTEES' ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR

TO 31ST 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 31st March 2025. The Charity was registered on 19th 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;
- 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

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 19th 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
Total number of parcels	2,221*	1,806*	1,743
Comparison with previous year	122%	104%	
Total number of people fed	5,962	4,915	5,249
Comparison with previous year	121%	94%	
Adults	3,474	2,829	2,788
Children	2,488	2,086	2,461
Value spent on gas and electricity	£3,900		£4,532**

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

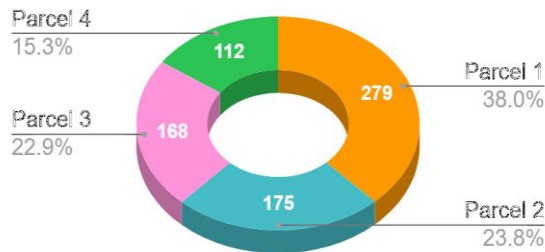
** Change of fuel provider from December 2022. From 2023 the Fuel Foundation has provided vouchers for clients on pre-payment meters. From January 2025 Energy Manage has provided support for clients paying by direct debit.

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

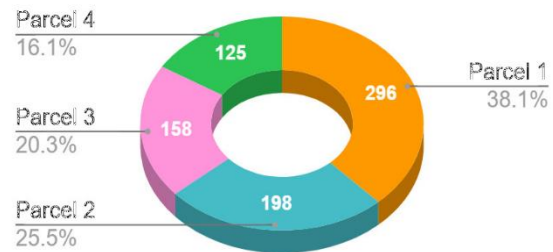
North Guildford Food Bank 2024/25 Overall Statistics Summary

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

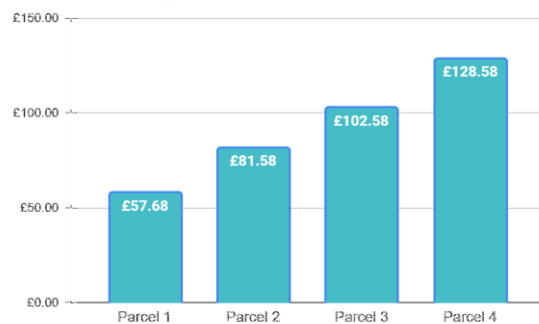
Client Parcel Sizes Jan - April 2024



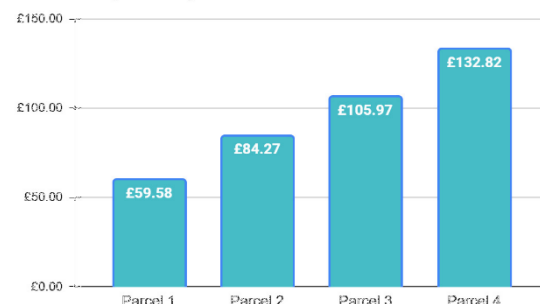
Client Parcel Sizes Jan - April 2025



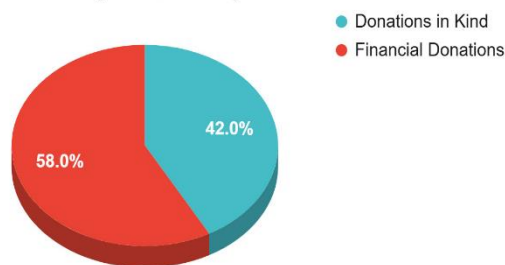
Approximate average value of client parcels - Jan - Apr 2024



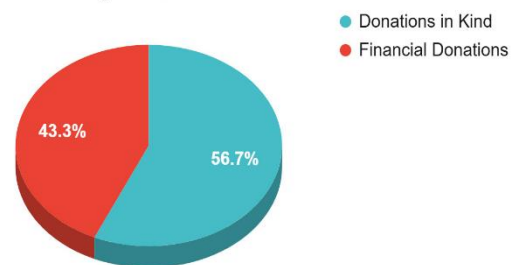
Approximate average value of client parcels - Jan - Apr 2025
3.3% inc on previous year



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 pray 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/>)¹ 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

¹ 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 31st March 2025

	<u>Note</u>	<u>2025</u>	<u>2024</u>
		£	£
<u>Receipts</u>			
Donations			
General donations	7	198,153	132,137
Interest income		1,845	1,643
Gift Aid			5,044
Total Receipts		199,998	138,824
<u>Payments</u>			
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
Total Payments		166,014	146,960
Net Receipts/(Payments)		33,984	(8,136)
Total Funds Brought Forward		119,477	127,613
Total Funds Carried Forward	5	153,461	119,477

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

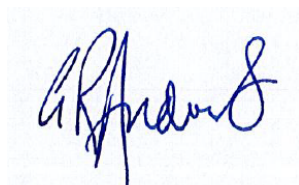
STATEMENT OF ASSETS AND LIABILITIES

As at 31st March 2025

	<u>Note</u>	<u>2025</u>	<u>2024</u>
		£	£
<u>Current Assets</u>	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
Total Current Assets		£153,461	£119,477
<u>Current Liabilities</u>	10		
Total Assets Retained For The Charities Own Use	11	£153,461	£119,477
Represented By Statement of Receipts and Payments	11	£153,461	£119,477

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 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 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 31st 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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