

MANNA FOODBANK

**ANNUAL REPORT AND
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED
31ST DECEMBER 2020**

CHARITY REGISTRATION No. 1188762

Independent Examiners Ltd
Unit 2
The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF

MANNA FOOD BANK

CONTENTS

Page 3	Legal and Administrative Information.
Page 4	Independent Examiner's Report on the accounts.
Pages 5	Trustees' Report.
Page 6	Statement of Receipts and Payments.
Page 7	Statement of Assets and Liabilities.
Pages 8 to 9	Notes to the Accounts.

MANNA FOOD BANK

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1188762
START OF FINANCIAL YEAR	1st January 2020
END OF FINANCIAL YEAR	31st December 2020
TRUSTEES SERVING DURING AND AFTER THE YEAR	Elizabeth Wood-Dow OBE (Chair)- appointed 26.11.12 Linda Mardell - appointed 24.11.20 Murray Ransom - appointed 1.8.20 Penelope Humphris - appointed 1.7.19 Wendy Ransom - appointed 26.11.12 Jean Pinkerton OBE - appointed 1.10.19
GOVERNING INSTRUMENT	Constitution adopted 10 October 2012 and amended on 23 March 2020
Date of Registration	25-Mar-20
OBJECTS	To provide emergency food parcel for those in immediate need in Spelthorne.
REGISTERED ADDRESS	St. Peters Church Office Laleham Road STAINES-UPON-THAMES TW18 2DX
CORRESPONDENCE ADDRESS	Manna Foodbank PO Box 682 Staines Middlesex TW18 9HS
INDEPENDENT EXAMINER	K Gomes Independent Examiners Ltd Unit 2 The Broadbridge Business Centre Delling Lane Bosham PO18 8NF

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members of Manna Foodbank on the accounts for the year ended 31st December 2020 set out on pages 5 to 9.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the organisation 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 any 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 the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 130 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

K Gomes MAAT
Independent Examiners Ltd
Unit 2
The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF



Date: 3.11.21

MANNA FOOD BANK

TRUSTEES REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020

Report of the Trustees for the year to 31st December 2020

The Board of Trustees is pleased to present the annual report and accounts for the year ended 31st December 2020. The Board are satisfied with the performance of the charity during the year to 31st December 2020. They consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

Objectives and Achievements

The relief of financial hardship amongst people in the Borough of Spelthorne and surrounding area, in such ways as the trustees from time to time see fit, in particular, but not exclusively by

- a) Providing emergency food, essential toiletries & household items to those in need, and/or
- b) For distribution by charities or other organisations working to prevent or relieve poverty
- c) Such other means, including [but not limited to] the provision of support or signposting to relevant information and other advisory services.

Organisation Structure

The food bank has an executive committee comprising five trustees, and the chair of the management committee in an ex officio role. The executive committee is responsible for the overall direction of the charity, decisions on capital expenditure and the creation and review of all necessary policies. There is also a management committee which is responsible for the day to day running of the organisation. All staff at the food bank are volunteers.

Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations. The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year.

The Trustees are responsible for:

- Keeping accounting records in accordance with section 130 of the Charities Act 2011.
- Preparing accounts which comply with the accounting requirements of the Charities Act.
- Safeguarding the assets of the charity.

Trustees

During the year the Trustees had 4 meetings to discuss and monitor the charity's processes. They regularly scrutinised the financial position. Some of the trustees were also involved in the day to day running of the charity in that they were all involved in the Covid response, packing and delivery of food parcels to clients.

Financial Review, Reserves and Future Plans

This is the first year of the organisation being an independent charity having previously run, since 2012, under the auspices of the Parish of Staines. The trustees were conscious of the newness of their roles and sought support and advice from 'Trust Advice' - formerly Advice For the Voluntary Sector (known as AFVS), a support and advice organisation which provides ongoing charity advice and training.

During the year the executive committee reviewed all existing policies and added to the portfolio of policies, all volunteers are required to sign to register that they have read and understood them.

The creation of the charity coincided with the first Covid lockdown in March 2020, therefore, a Covid committee was formed from members of both the executive and management committees to specifically manage the impact of Covid on the charity.

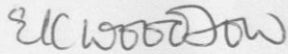
The charity takes referrals from a range of statutory and non-statutory organisations. Referrals increased significantly in the first few weeks of the Covid pandemic and continue to run at higher levels than pre pandemic.

During the pandemic the charity was successful in receiving grants from a number of grant-making organisations and local councils, which significantly boosted income. The trustees approved capital spending for new windows and doors for the storage areas of the food bank in order to improve security, storage and facilities for the volunteers. The trustees also approved spending on an increased range of fresh fruit and vegetables to enhance the parcels provided. The trustees will be setting up a reserve account, when banking restrictions, disrupted due to Covid allow.

We have begun to work with a new charity in the area who are able to take any excess items and continue to seek ways in which we can increase referrals.

This report was approved by the Board of Trustees by email and signed on its behalf by:
Elizabeth Wood-Dow OBE - Chair Trustee

Signed :



Date :

2/11/21

MANNA FOOD BANK

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £
RECEIPTS :				
Voluntary Receipts	2a	46,221	0	46,221
TOTAL RECEIPTS		46,221	0	46,221
PAYMENTS :				
Costs of Charitable Activities	3a	13,137	0	13,137
Governance Costs	3b	0	0	0
TOTAL PAYMENTS		13,137	0	13,137
NET INCOMING/(OUTGOING) RESOURCES		33,083	0	33,083
Balances Brought Forward		20,029	0	20,029
BALANCES CARRIED FORWARD		53,112	0	53,112

The notes on pages 8 to 11 form part of these accounts.
All operations are continuing operations.

MANNA FOOD BANK

**STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31ST DECEMBER 2020**

Notes	Unrestricted Fund £	Restricted Fund £	31.12.20 Total £
ASSETS			
Cash Funds:			
General Account	53,112		53,112
	<u>53,112</u>	<u>0</u>	<u>53,112</u>

LIABILITIES

Independent Examiners Fee	540	0	540
		0	0
	<u>540</u>	<u>0</u>	<u>540</u>

TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The Trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages 7 and 8.

Approved by the Trustees on 21/11/21 and
 'Signed on their behalf by EK WOOD-DOW, Trustee.
 Print name: E WOOD-DOW OBE

MANNA FOOD BANK

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020

1. BASIS OF ACCOUNTING

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners, and they meet the appropriate legal requirements.

2. RECEIPTS

	Unrestricted Funds £	Restricted Funds £	Total 2020 £
a) Voluntary Receipts			
Donations	39,818		39,818
Grants	6,000		6,000
Gift aid income	270		270
Sundries	133		133
	46,221	0	46,221

3. PAYMENTS

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £
a) Costs of Charitable Activities				
Fresh food		11,154		11,154
Account Fee	7	30		30
Bank charges		5		5
Petty cash		103		103
Telephone/Internet		173		173
Entertainment - Royal visit		26		26
Stock	6	592		592
Post Box		353		353
DBS checks		23		23
Office costs		29		29
Equipment - Laptop		650		650
		13,137	0	13,137

b) Governance Costs

Independent Examination		0		0
		0	0	0

MANNA FOOD BANK

**NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2020**

4. RESTRICTED FUNDS

There were no restricted funds in this financial year

5. PAYMENTS TO TRUSTEES

No payments were made to trustees or any persons connected with them during this financial period, other than reimbursement for small items paid for on behalf of the Charity. No other material transaction took place between the organisation and a trustee or any person connected with them.

8. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.