

Hessle and Anlaby Food Bank

FINANCIAL STATEMENTS

Period ending

31 December 2020

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For the period ending 31 December 2020**

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Trustees Annual Report

For the period ending 31 December 2020

The Trustees present their report with the independently examined financial statements of Hessle and Anlaby Food Bank. This is the first period of operation of the Charitable Incorporated Organisation (CIO), which covers from 15th June 2020 to 31 December 2020.

Reference and Administrative Details of the Charity, its Trustees and Advisers

Name of charity: Hessle and Anlaby Food Bank

Charity Registration Number: 1189947

Charity's Principal Address: Hessle and Anlaby Food Bank
Town Hall
South Lane
Hessle
East Yorkshire
HU13 ORR

Trustees:

Names of Trustees who served during the period and since the period end were as follows:-

Name:	Position:	Dates of service if not for the full period:
Mr Robert Carroll	Chair	First Trustee
Mrs Ann Cross		First Trustee
Mr Paul Hogan		First Trustee
Mrs Susan Hornby		Appointed 25 th June 2020
Mr Mark Kensett		Appointed 25 th June 2020
Mr Patrick Dowd		Appointed 28 th September 2020 – Resigned 1 st December 2020
Sheila Dowling		Appointed 05 January 2021

Independent Examiner: Sian Broughton ACMA, CGMA, DChA, MAAT
Chartered Management Accountant, Director of:
Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage
Morley's Yard
Walkergate
Beverley
East Yorkshire
HU17 9BY

**Trustees Annual Report
For the period ending 31 December 2020**

Bankers:

NATWEST
Willerby and Kirk Ella Branch
The Square
Willerby
HU10 7UA

Structure, Governance and Management

Governing Document:

Hessle and Anlaby Food Bank is a registered Charitable Incorporated Organisation governed by its Constitution (foundation model), approved 15th June, amended on 2nd July 2020. The organisation was registered with the Charity Commission on the 15th June 2020.

Recruitment and appointment of Trustees:

The trustees form the Executive Committee of the charity. The members of the Executive Committee are elected at the Annual General Meeting by the members of the Charity. All members are circulated with invitations to nominate trustees in advance of the AGM. A clause states that the Hessle Town Council may appoint up to 3 charity trustees and Anlaby with Anlaby Common Parish Council may appoint up to 2 charity trustees.

The Constitution of the Charity states that there must be at least three charity trustees, with maximum limit of seven.

Apart from the first charity trustees all trustees are appointed for a 3 year term by a resolution passed at a properly convened meeting of the charity trustees.

Trustee Induction and Training:

All trustees are provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution and the financial statements including the Annual Report. Any training required by the trustees may be requested at any point, where it is considered useful to their role as trustee.

Organisational Structure:

The board of Trustees manages the Charity, and aims to consider only strategic decisions at its meetings. Trustees are aware that any conflict of interest is declared and recorded and the person will be withheld from that part of the meeting and will not be able to vote for that bit of discussion. The board holds an AGM every year, other than that any charity trustee may call a meeting during the year.

**Trustees Annual Report
For the period ending 31 December 2020**

Risk Management:

The major risks, to which the charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks. All systems and procedures are reviewed regularly to ensure they meet charity law and our own organisations aims and objectives.

Objectives and Activities

The charity's object is:

"To relieve persons in the Hessle, Anlaby and surrounding areas of the East Riding of Yorkshire that are in financial hardship in such ways as the trustees from time-to-time think fit. In particular, but not exclusively by:

- A) Running a food bank, known as "Hessle and Anlaby Food Bank" 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.

Running of the food bank to support individuals and families in need and/or for distribution by charities or other organisations. The charity strives to be a local community hub for the provision of support or signposting to relevant information and other advisory services. To work alongside other local charities to support the community during the global pandemic.

Main objectives for the following year:

In shaping our objectives for the following year and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit and this is regularly revisited.

- 1 Running of the food bank to support individuals and families in need and/or for distribution by charities or other organisations. The charity strives to be a local community hub for the provision of support or signposting to relevant information and other advisory services.
- 2 To work alongside other local charities to support the community during the global pandemic.

**Trustees Annual Report
For the period ending 31 August 2020**

Achievements and Performance

The Hessle and Anlaby Food Bank was set up in April 2020 in response to the expected increase in food poverty caused by the COVID 19 pandemic and this first 8 months of operations have been a steep learning curve and very challenging time for all involved.

In the early stages the Food Bank operated without any formal structure and volunteers had to rapidly learn all of the intricacies of how to manage the operation while ensuring that we were able to provide the necessary assistance to those in need.

Key achievements include:-

- The appointment of six Trustees and allocation of the roles of Chair, Treasurer, Secretary, Head of Marketing and Operations Manager.
- The registration of the Food Bank with the Charities Commission and with HMRC to enable us to reclaim Gift Aid.
- The development and to roll out of many policies to ensure the safe and effective running of the Food Bank.
- Organisation of a base in the Hessle Community Centre and of a food storage facility in Willerby.
- The attraction and training of a dedicated group of volunteers who have undertaken a vast range of tasks including collecting, packing and delivering food parcels.
- Ensuring that the local community, particularly those in need, are aware of our activities.
- Successfully attracted donations from Hessle and Anlaby Councils, local companies and other organisations as well as from a large number of members of the public.
- The establishment of good relationships with many local supermarkets and shops to help us collect donations.
- A subscription with FareShare to supply us with food.

All of the above has enabled the Food Bank to supply a total of 1,278 food parcels in this 8 month period covering an average of 59 adults and 34 children per week. The initial demand in the first three months of operations was around 150 parcels per month and this fell away in the summer as COVID receded to around 105, but by the end of the year this had more than doubled to average 225 per month. We were also able to deliver special boxes at Christmas which included festive fare as well as some gifts for the children.

Financial Review

Reserves Policy

The charity reserves are currently healthy. At this present time there is no finance reserves policy in place, but have suggested that the charity should aim to keep 3 months running costs at all time.

Plans for Future Years

Please see main objectives for the following year.

Although the Food Bank was initially set up in response to the COVID pandemic, it is the view of the Trustees that there will be an ongoing need in the area after this subsides and as there are no other similar facilities in the immediate area, it is the intention to continue to operate the Food Bank for the alleviation of food poverty for the foreseeable future. Plans for 2021 therefore include the continuation of our efforts to complete the development of our processes and procedures and to develop our service offering to help those in need to get the help they require.

Statement of Trustees responsibilities

The Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. Hessle and Anlaby Food Bank has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure of information to Independent Examiner

We, the Trustees of the charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- there is no relevant information of which the charity's Independent Examiner is unaware; and
- We have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the charity's independent examiners are aware of that information.

Independent Examiner


Sian Broughton ACMA, CGMA, DChA, MAAT from Phoenix Accountancy and Business Consultancy has been appointed as Independent Examiner for the first accounting period.

Trustees Annual Report
For the period ending 31 December 2020

Trustee Declaration

The Trustees declare that they have approved the Trustees Annual Report.

Signed on behalf of the charity's Trustees

A handwritten signature in black ink, appearing to read 'R. Carroll', written in a cursive style.

Robert Carroll
Chair of Trustees

Date: 10/6/21

**Trustees Annual Report
For the period ending 31 December 2020**

Independent Examiner's Report to the Members of Hessle and Anlaby Food Bank.

I report on the accounts of Hessle and Anlaby Food Bank for the period ending 31 December 2020, which are set out on pages 10 to 13.

Respective responsibilities of Trustees and 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 period 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,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report


My examination was carried out in accordance with 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 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 connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Sian Broughton ACMA, CGMA, DChA, MAAT
Chartered Management Accountant, Director of:
Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage
Morley's Yard
Walkergate
Beverley
HU17 9BY

Date: 21 JUNE 2021

Receipts and Payments Account
For the period ended 31 December 2020

		2020	2020	2020
		Unrestricted	Restricted	Total
	Note	Funds	Funds	Funds
RECEIPTS	1	£	£	£
Grants	2	-	11,000	11,000
Donations	3	7,552	346	7,898
		<u>7,552</u>	<u>11,346</u>	<u>18,898</u>
PAYMENTS				
Food and Supplies		2,317	-	2,317
Phone and Mobile		451	59	510
Maintenance		398	-	398
Sundries		100	-	100
Purchase of Fixed Assets		-	1,208	1,208
		<u>3,266</u>	<u>1,267</u>	<u>4,533</u>
Net Surplus/(Deficit) for the period		4,286	10,079	14,365
Funds transferred from unincorporated association		2,254	-	2,254
Cash and Bank Balances carried forward		6,540	10,079	16,619

The notes on pages 12 to 13 form part of these financial statements

Statement of Assets and Liabilities
As at 31 December 2020

	Notes	2020 Total Funds £
Monetary Assets		
Current Account		16,619
Total Monetary Assets		16,619
Comprising:		
Unrestricted Funds		6,540
Restricted Funds	4	10,079
		16,619
Non-Monetary Assets and Liabilities		
Fixed Assets for the Charity's use (at historical cost):		
Small Equipment – Freezer		700
Fridge		220
Printer - Epson		230
Heavy Duty Trolley		58
		1,208
Debtors		-
Creditors		-

These financial statements have been approved by the committee on 10/6/21 (date)
and signed on its behalf by:

 Robert Carroll, Trustee

The notes on pages 12 to 13 form part of these financial statements.

Notes to the Financial Statements

For the period ended 31 December 2020

Notes

1 Basis of Preparation

These accounts have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size. This is the first period of operation, the Charitable Incorporated Organisation (CIO) registered with the Charity Commission on 15th June 2020.

2 Grants

	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £
Anlaby with Anlaby Common Parish Council	-	1,000	1,000
East Riding Yorkshire Council – Emergency Food Welfare Fund	-	10,000	10,000
	-	11,000	11,000

3 Donations

	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £
Donations	7,552	346	7,898
	7,552	346	7,898

4 Restricted Funds

	Balance as at 15/06/20 £	Incoming £	Outgoing £	Balance as at 31/12/20 £
Emergency Food Welfare Fund	-	10,000	-	10,000
Fridge and Freezer	-	1,000	(920)	80
Printer, Trolley and Phone	-	346	(346)	-
	-	11,346	(1,267)	10,079

Notes to the Financial Statements
For the period ended 31 December 2020

4 Restricted Funds (continued)

A brief description of the restricted funds are shown below:

Emergency Food Welfare Fund

Restricted funding was received from East Riding of Yorkshire Council to provide food, essential toiletries and household items to individuals and families in need within Hessle, Anlaby and surrounding areas of East Riding of Yorkshire.

Fridge and Freezer

Restricted funding was received from Anlaby with Anlaby Common Parish Council to purchase a Fridge and Freezer.

Printer, Trolley and Mobile Phone

Restricted donations were received from Sonoco-Trident to pay for an Epson all-in-one Printer, Mobile Phone and Heavy Duty large trolley.

5 Taxation

Hessle and Anlaby Food Bank is a registered charity. All the charities' income is applied to its charitable objectives and the charity is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.

6 Payments to Trustees

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the period to any Trustee.

There was also no reimbursement of travel expenses paid or payable to Trustees in respect of the period.