

Hessle and Anlaby Food Bank

**FINANCIAL STATEMENTS**

Period ending

31 December 2021

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For the period ending 31 December 2021**

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## **Trustees Annual Report**

### **For the period ending 31 December 2021**

The Trustees present their report with the independently examined financial statements of Hessle and Anlaby Food Bank. This is the second year of operation of the Charitable Incorporated Organisation (CIO).

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

<u>Name of charity:</u>	Hessle and Anlaby Food Bank
<u>Charlty Registration Number:</u>	1189947
<u>Charity's Principal Address:</u>	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:-

<b>Name:</b>	<b>Position:</b>	<b>Dates of service if not for the full period:</b>
Mr Robert Carroll	Chair	First Trustee
Mrs Ann Cross		First Trustee
Mr Paul Hogan		First Trustee
Mrs Susan Hornby		Appointed 25 <sup>th</sup> June 2020
Mr Mark Kensett		Appointed 25 <sup>th</sup> June 2020
Sheila Dowling		Appointed 05 January 2021

<u>Independent Examiner:</u>	Rebecca Triffitt, MAAT Practice Accountant, Employee of: Phoenix Accountancy and Business Consultancy Limited Morley's Cottage Morley's Yard Walkergate Beverley East Yorkshire HU17 9BY
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**Trustees Annual Report  
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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 15<sup>th</sup> June, amended on 2<sup>nd</sup> July 2020. The organisation was registered with the Charity Commission on the 15<sup>th</sup> 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 2021**

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 December 2021****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 report and accounts charts the progress during its first full year of operation. We were unsure how much need there would be once Covid-19 restrictions were lifted but the demand has continued to grow. As food prices are now soaring and energy prices also increasing we are expecting a greater demand as 2022 progresses.

Key achievements include:-

- The 6 trustees appointed initially all remain in place, playing active roles. We are incredibly fortunate to have volunteers and trustees who have a wealth of professional experience in a wide range of subjects – from staff training, to social work, housing, marketing, accounts, admin and teaching. This means we run an effective and efficient operation.
- In October 2021 we held a public meeting to encourage input from a wider audience. Unfortunately, only trustees and volunteers attended. With the use of some new banners we subsequently set up stands in public places & events to see if we could generate financial donations, encourage the public to drop off food and to create an awareness that the food bank existed for those facing food poverty.
- We continue to subscribe to the Fairshare programme, supplying us weekly food. We have also built up a number of links with local supermarkets, butchers and greengrocers who all donate their surplus food.
- We've subscribed to NCVO to access good practice guidance.
- Taken part in ERVAS white goods project, offering free small items to in need households referred by social service.
- Using the results of a client feedback survey to review parcel content.
- Many of the users of the food bank have been with us for nearly 2 years – all receiving weekly food parcels. In order to ensure this hadn't just become a habit we called all clients to see if we could reduce the regularity to fortnightly or monthly. We've been successful with 50% of all clients – many are able to cope with fortnightly parcels but very few could reduce down to monthly. The result is that we've had capacity to take on new clients. Similarly, we are continuing to encourage as many clients as possible to collect their own parcel, which allows us to build up a better rapport with them and also reduces the number of volunteer drivers we need.

- We've consolidated the insurance position including public liability insurance. Fortunately, this cost has been gifted and has not added to costs.
- We continue to use the Hessle Community Centre as our base each Monday and Thursday morning. The facility isn't ideal for our needs so we're looking at alternative venues. We began renting a 2<sup>nd</sup> storage facility in Willerby in 2021 in response to the growing number of families we were helping but also from occasional gifts of large numbers of boxes of one type of food. An example was the donation of over 100 boxes of chocolate digestive biscuits, donated from a shipping company at Hull's port! We still collaborate with other East Riding food banks, sharing food gluts.
- Reviewed and refreshed data handling policy and practices. We've also written policies including safeguarding, food hygiene and volunteer training which are updated annually.
- We've taken part in a regional initiative to provide parcels to those families in receipt of free school meals, linking with primary schools and a high school in Hessle and Anlaby. This was a funded programme.
- The split between Hessle and Anlaby remains similar at 50/50 with the occasional request from other East Riding villagers. We continue to direct Hull families to the many food banks located in this neighbouring unitary authority, and to concentrate our efforts to East Riding residents only. The number of families who had weekly parcels in January 2021 was 61 and this had risen to 69 by December 2021. This was a rise from 166 to 192 people per week. In total 2,949 parcels were delivered/collected in 2021.
- Towards the end of the year we established a Facebook page and appointed a local web designer to start building a web site.
- The Trustees would like to take this opportunity to thank all of those who have provide such amazing support in helping the Food Bank to grow into the successful social enterprise that it is. There are too many to be named individually, but they include our dedicated volunteers and our many donors without whom none of this would have been possible

## **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.

**Trustees Annual Report  
For the period ending 31 December 2021**

**Plans for Future Years**

Please see main objectives for the following year.

2021 has proved the need for the Food Bank. It is the view of the Trustees that there is an ongoing need in the area as there are no other similar facilities nearby. It is the intention to continue to operate the Food Bank for the alleviation of food poverty for the foreseeable future. Plans for 2022 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**

Rebecca Triffitt, MAAT from Phoenix Accountancy and Business Consultancy has been appointed as Independent Examiner for the period ending 31<sup>st</sup> December 2021.



**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: 6/2/23

**Trustees Annual Report  
For the period ending 31 December 2021**

**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 2021, which are set out on pages 11 to 15.

**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.

Rebecca Triffitt, MAAT  
Practice Accountant, Employee of:  
Phoenix Accountancy and Business Consultancy Limited  
Morley's Cottage  
Morley's Yard  
Walkergate  
Beverley  
HU17 9BY



Date: 8/2/23

# **Receipts and Payments Account** **For the period ended 31 December 2021**

		2021	2021	2021	2020	2020	2020
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	Note	Funds	Funds	Funds	Funds	Funds	Funds
		£	£	£	£	£	£
<b>RECEIPTS</b>	1						
Grants	2	-	30,569	30,569	-	11,000	11,000
Donations	3	11,125	493	11,618	7,552	346	7,898
		11,125	31,062	42,187	7,552	11,346	18,898
<b>PAYMENTS</b>							
Food and Supplies		-	23,182	23,182	2,317	-	2,317
Rent & Storage Fees		4,903	-	4,903	-	-	-
Heat & Light		1,802	-	1,802	-	-	-
Insurance		-	493	493	-	-	-
Phone and Mobile		1,275	-	1,275	451	59	510
Maintenance		289	-	289	398	-	398
Vehicle Costs		128	-	128	-	-	-
Sundries		275	-	275	100	-	100
Office Expenses		383	-	383	-	-	-
Purchase of Fixed Assets		-	-	-	-	1,208	1,208
		9,055	23,675	32,730	3,266	1,267	4,533
<b>Net Surplus/(Deficit) for the period</b>		<b>2,070</b>	<b>7,387</b>	<b>9,457</b>	<b>4,286</b>	<b>10,079</b>	<b>14,365</b>
Cash and Bank Balances brought forward		6,540	10,079	16,619	2,254	-	2,254
<b>Cash and Bank Balances carried forward</b>		<b>8,610</b>	<b>17,466</b>	<b>26,076</b>	<b>6,540</b>	<b>10,079</b>	<b>16,619</b>

The notes on pages 13 to 15 form part of these financial statements

**Statement of Assets and Liabilities**  
**As at 31 December 2021**

	Notes	2021 Total Funds £	2020 Total Funds £
<b>Monetary Assets</b>			
Current Account		26,076	16,619
<b>Total Monetary Assets</b>		<b>26,076</b>	<b>16,619</b>
Comprising:			
Unrestricted Funds		8,610	6,540
Restricted Funds	4	17,466	10,079
		26,076	16,619
<b>Non-Monetary Assets and Liabilities</b>			
<b>Fixed Assets for the Charity's use (at historical cost):</b>			
Small Equipment – Freezer		700	700
Fridge		220	220
Printer - Epson		230	230
Heavy Duty Trolley		58	58
		1,208	1,208
<b>Debtors</b>		360	-
<b>Creditors</b>		-	-

These financial statements have been approved by the committee on \_\_\_\_\_ (date)  
and signed on its behalf by:

\_\_\_\_\_ Robert Carroll, Trustee

The notes on pages 13 to 15 form part of these financial statements.

## Notes to the Financial Statements

### For the period ended 31 December 2021

#### 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. The Charitable Incorporated Organisation (CIO) registered with the Charity Commission on 15<sup>th</sup> June 2020.

#### 2 Grants

	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £
Anlaby Common Parish Council	-	-	-	-	1,000	1,000
East Riding Yorkshire Council – Emergency Food Welfare Fund	-	-	-	-	10,000	10,000
East Riding Voluntary Action Service - HAF	-	29,370	29,370	-	-	-
HEY Smile	-	1,199	1,199	-	-	-
	-	30,569	30,569	-	11,000	11,000

#### 3 Donations

	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £
Donations	11,125	493	11,618	7,552	346	7,898
	11,125	493	11,618	7,552	346	7,898

**Notes to the Financial Statements**  
**For the period ended 31 December 2021**

**4 Restricted Funds**

	Balance as at 31/12/20	Incoming	Outgoing	Balance as at 31/12/21
	£	£	£	£
Emergency Food Welfare Fund	10,000	-	(10,000)	-
Fridge and Freezer	79	-	-	79
HEY Smile – High fiver	-	500	(500)	-
Insurance - Donation	-	493	(493)	-
HEY Smile - Help for Health	-	699	(699)	-
Food Parcels - School Holidays	-	29,370	(11,983)	17,387
	10,079	31,062	(23,675)	17,466

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.

**Food Parcels - ERVAS on behalf of ERYC**

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

**HEY Smile – High Fiver Grant**

Restricted funding was received from HEY Smile to provide food and essentials to families in need within Hessle and Anlaby.

**HEY Smile – Help for Health**

Restricted funding was received from HEY Smile to provide food and essentials to families in need within Hessle and Anlaby.

**Notes to the Financial Statements**  
**For the period ended 31 December 2021**

**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.