

SALISBURY FOODBANK

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Thirkell P Kimber J Abbott P Horwood P King J Cheetham C Haywood M Neve J C Pearce	(Appointed 4 May 2023) (Appointed 4 May 2023)
Charity number	1190323	
Principal address	Unit 6b Ashfield Trading Estate Ashfield Road Salisbury Wiltshire SP2 7HL	
Independent examiner	Moore (South) LLP 33 The Clarendon Centre Salisbury Business Park Dairy Meadow Lane Salisbury Wiltshire SP1 2TJ	

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SALISBURY FOODBANK

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Salisbury Foodbank was formed under the trust constitution dated 8 July 2020, and the Trussell Trust Transfer Agreement dated 1 November 2020.

The objects of the CIO are the relief of those in Salisbury and the surrounding areas who are in need by reason of financial hardship by:

- providing or arranging for the provision of food, toiletries and other essential household items to individuals and families
- helping individuals and their families to access information and other advisory services relevant to their needs and
- such other means as the trustees may from time to time think fit.

The Trustees confirm that they have referred to the Charities Commission general guidance on public benefit when reviewing the charity's aims and objectives, and in planning future activities.

Salisbury Foodbank now operates as an independent charity, having for many years been within the direct management structure of the Trussell Trust. The independent Foodbank remains linked to the Trust under a "franchise agreement" which gives access to the Trust's expertise and advice.

Understand the Drivers behind the need for Foodbanks.

We need to improve our understanding of why people use FoodBanks. Anecdotal evidence suggests it is more than just the need for food. People also come for advice and human contact. Our FoodBank Centre "offerings" will continuously evolve to meet these needs.

Venues in area of demand

We will continue to monitor data and use anecdotal evidence to identify any geographical and demographic gaps in our service

Continue with Financial Inclusion Project.

Monitor the results of the Financial Inclusion (FoodBank Plus) project, ROI, quarterly report and client survey to measure effectiveness.

Explore opportunities for continued funding (grants), and targeted donations.

Continue with Fresh Fruit & Veg project

Monitor demand trends and client satisfaction. Publicise success and nurture opportunities for, and encourage targeted donations.

Christmas meat project.

Investigate feasibility and cost of providing Christmas meat offering with fresh vegetable delivery.

SALISBURY FOODBANK

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Take over lease of building. Short term (2 years)

Explore the offer from current main tenants to take over lease for the remaining period. This will improve our facilities, giving us much needed additional office space, and a meeting room. It will also increase our security and remove risk of us being “homeless”.

Pilot Cash First project.

Having received funding from Wiltshire Council, we will run a pilot scheme and closely monitor the results. A documented process document will be created before this project goes “live”.

Fundraising Process

Given the potential increase in premises costs and the need to build on the growing number of projects beyond merely giving out food, it has been identified that we need to develop our Fundraising Processes. Extra staff resources will be created to enable us to improve our relationship with existing donors, corporate, community groups, churches and individuals and to seek out new donors.

School Assemblies

We will expand our programme of school visits and talks. It can be demonstrated that these visits not only result in increased stock donations (harvest etc.). However the main purpose of these visits is to raise awareness and help to remove the stigma involved in being a FoodBank user. This aligns with our strategy of sharing our values and of being in the heart, and minds, of our community.

Achievements and performance

Significant activities and achievements against objectives

The year has again been dominated by the cost-of-living crisis, with foodbanks in the news. Numbers of clients have held steady, with around 680 people being supported each month, while inward stock figures have been down in comparison with last year.

Over 60% of clients visit the foodbank only once. We consider this an indicator that our model of integrated support, via the Foodbank Plus project, is working.

With the reduction in food donations we have purchased more food, 5140kg in comparison with 2487kg in FY22/23. This has been possible due to initiatives to encourage donations to a “Food Fund” on the Just Giving platform, specifically for this purpose.

We were pleased to deliver 111 Special Christmas Vegetable boxes and additional Christmas food boxes for 202 families.

SALISBURY FOODBANK

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Centres

There has been a further expansion of services at various centres across the postcodes where we operate and Foodbank Plus continues to grow.

Foodbank Plus

Trussell Trust offered a grant for three years to provide non-food help in partnership with an advice organisation. After a careful viability review Salisbury Foodbank launched a partnership project with Citizens Advice in October 2022 to deliver additional client support against clearly defined parameters. The project has reached clients who might otherwise have struggled to access Citizens Advice. Many clients arrive with multiple issues and have been helped to claim benefits and other funds. Since launch it has become clear that demand, estimated from historical data, was understated and after review we received an additional grant from Trussell Trust to fund an extension of two further full days of Citizens Advice provision over the next three years, beginning April 2023.

Fresh Fruit

A project to deliver parcels of good quality (not surplus) fruit and vegetables to clients has been running since September 2022. Via a contract with a local business, we can supply one box per month to clients who are able to make good use of the contents –the overwhelming majority go to 2-6 people households. This initiative has been positively received within our supporter community who understand the importance of fresh food to physical and mental well-being.

Financial review

The accounts (which are shown below) cover the period from 1 April 2023 to 31 March 2024.

Our main fixed costs are staff costs (for the period of these accounts we have employed up to four members of staff who work alongside our volunteers) and premises costs (including rent) for the warehouse where we store and sort food and prepare food parcels. Together these amounted to over 23% of our total regular outgoings for the period.

Around 16% of our finances are held in restricted funds, designated for specific projects. Other projects are planned with the ability to scale up or down depending on funds available.

Salisbury Foodbank is able to make a difference due to the generosity of local people, who have been generous with both food and cash donations. We are enormously grateful for all our supporters and have robust stock management systems in place to ensure nothing is wasted.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to six-month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Structure, governance and management

Salisbury Foodbank is constituted as a CIO whose members are its trustees. Trustees meet at regular board meeting between six and eight times per year and other business is conducted via regular emails and sub-committees. A robust set of policies is in place, with individual trustees taking responsibility for all key areas. Trustees elected Philip Charles Kimber as the new Chair in April 2023, having previously served as a trustee since the inception of the charity in 2020.

Consideration of donor support and CRM needs last year identified that more paid resource was required, and a fourth member of staff was recruited to assist with donor relations going forward.

SALISBURY FOODBANK

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

The trustees who served during the year were:

J Thirkell	
P Kimber	
J Abbott	
S Osment	(Resigned 10 May 2023)
P Horwood	
P King	
J Cheetham	
C Haywood	
M Neve	(Appointed 4 May 2023)
J C Pearce	(Appointed 4 May 2023)

Recruitment and appointment of trustees
We will continue to look to refresh the board of trustees by open and transparent recruitment of talented individuals who can bring complementary skills to the board.

Organisational structure
A paid Project Manager supervises three other members of staff and is responsible to the board for the delivery of day-to-day operations. We are heavily reliant on additional volunteers. 86 volunteers have completed 4,102 hours this year.

The trustees' report was approved by the Board of Trustees.



P Kimber
Trustee

Date: 14th Dec. 2024

SALISBURY FOODBANK

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SALISBURY FOODBANK

I report to the trustees on my examination of the financial statements of Salisbury Foodbank (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Moore (South) LLP

33 The Clarendon Centre
Salisbury Business Park
Dairy Meadow Lane
Salisbury
Wiltshire
SP1 2TJ

Dated: 11/12/24

SALISBURY FOODBANK

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	158,521	297,872	456,393	184,881	339,334	524,215
Investments	4	1,229	-	1,229	243	-	243
Total income		159,750	297,872	457,622	185,124	339,334	524,458
Charitable activities	5	135,342	340,990	476,332	114,242	248,668	362,910
Net income/(expenditure) and movement in funds		24,408	(43,118)	(18,710)	70,882	90,666	161,548
Reconciliation of funds:							
Fund balances at 1 April 2023		223,987	90,666	314,653	153,105	-	153,105
Fund balances at 31 March 2024		248,395	47,548	295,943	223,987	90,666	314,653

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

SALISBURY FOODBANK

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Current assets					
Stocks	10	29,783		53,760	
Cash at bank and in hand		270,118		263,129	
		299,901		316,889	
Creditors: amounts falling due within one year	11	3,958		2,236	
Net current assets			295,943		314,653
The funds of the charity					
Restricted income funds	12		47,548		90,666
Unrestricted funds			248,395		223,987
			295,943		314,653

The financial statements were approved by the trustees on


P Kimber
Trustee and Chairman of the board

SALISBURY FOODBANK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Salisbury Foodbank is charitable incorporated organisation.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

SALISBURY FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies (Continued)

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

SALISBURY FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Donations and gifts	130,451	7,683	138,134	131,667	19,639	151,306
Charitable grants	15,988	58,223	74,211	39,244	51,750	90,994
Donated goods and services	-	231,966	231,966	-	267,945	267,945
Gift aid	12,082	-	12,082	13,970	-	13,970
	<u>158,521</u>	<u>297,872</u>	<u>456,393</u>	<u>184,881</u>	<u>339,334</u>	<u>524,215</u>

SALISBURY FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

4 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	1,229	243

5 Expenditure on charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Direct costs						
Staff costs	70,634	-	70,634	54,989	-	54,989
Office Expenditure	5,928	-	5,928	3,613	-	3,613
Rent	35,533	-	35,533	30,920	-	30,920
Vehicle Expenses	5,124	-	5,124	4,296	-	4,296
Distribution	2,353	-	2,353	3,015	19,639	22,654
Insurance	1,146	-	1,146	687	-	687
Telephone & Internet	3,811	-	3,811	2,811	-	2,811
Repairs	2,325	-	2,325	4,496	-	4,496
Storage & Racking	533	-	533	2,384	-	2,384
Projects	2,569	44,773	47,342	587	14,845	15,432
Bank Charges	388	-	388	901	-	901
Sundry Expenses	1,366	-	1,366	348	-	348
Training & Recruitment	578	-	578	805	-	805
Staff Welfare	1,105	-	1,105	894	-	894
Food Parcels Provided	-	255,943	255,943	-	214,184	214,184
Stock Purchases	-	40,274	40,274	-	-	-
	133,393	340,990	474,383	110,746	248,668	359,414
Share of support and governance costs (see note 6)						
Governance	1,949	-	1,949	3,496	-	3,496
	135,342	340,990	476,332	114,242	248,668	362,910
Analysis by fund						
Unrestricted funds	135,342	-	135,342	114,242	-	114,242
Restricted funds	-	340,990	340,990	-	248,668	248,668
	135,342	340,990	476,332	114,242	248,668	362,910

SALISBURY FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

6 Support costs allocated to activities

	Unrestricted funds	Total
	2024	2023
	£	£
Governance	1,949	3,496
	<u>1,949</u>	<u>3,496</u>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

8 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	4	3
	<u>4</u>	<u>3</u>
Employment costs	2024	2023
	£	£
Wages and salaries	70,634	54,989
	<u>70,634</u>	<u>54,989</u>

There were no employees whose annual remuneration was more than £60,000.

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

10 Stocks

	2024 £	2023 £
Finished goods and goods for resale	29,783	53,760
	<u>29,783</u>	<u>53,760</u>

11 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	1,122	944
Accruals and deferred income	2,836	1,292
	<u>3,958</u>	<u>2,236</u>

SALISBURY FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

12 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Restricted grant	36,905	58,223	(81,125)	14,003
Restricted donations	-	7,683	(3,922)	3,761
Food donations	53,761	231,966	(255,943)	29,784
	<u>90,666</u>	<u>297,872</u>	<u>(340,990)</u>	<u>47,548</u>

Previous year:

	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Restricted grant	-	51,750	(14,845)	36,905
Restricted donations	-	19,639	(19,639)	-
Food donations	-	267,945	(214,184)	53,761
	<u>-</u>	<u>339,334</u>	<u>248,668</u>	<u>90,666</u>

Restricted grants have been provided for the charity to provide financial inclusion support and advice to the community, the value carried forward will be used to further this work in the next financial year.

Restricted donations have been provided in order for the charity to purchase fresh fruits and vegetables to include within the food parcels that are provided to the community.

Food donations represents the value of stock that was unused at the year end, these are donations that have been provided by the community via various collection points.

13 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General funds	223,987	159,750	(135,342)	248,395
	<u>223,987</u>	<u>159,750</u>	<u>(135,342)</u>	<u>248,395</u>
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
General funds	153,105	185,124	(114,242)	223,987
	<u>153,105</u>	<u>185,124</u>	<u>(114,242)</u>	<u>223,987</u>

SALISBURY FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

14 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Current assets/(liabilities)	248,395	47,548	295,943
	<u>248,395</u>	<u>47,548</u>	<u>295,943</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:			
Current assets/(liabilities)	223,987	90,666	314,653
	<u>223,987</u>	<u>90,666</u>	<u>314,653</u>

15 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).