

**ANNUAL REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022**

**SWALE
FOODBANK**

(Charitable Incorporated Organisation)

CHARITY REGISTRATION No: 1190373

Castle View Accounting Ltd
New Barn
Mudberry Lane
Bosham
Chichester
West Sussex
PO18 8TS

SWALE FOODBANK
(Charitable Incorporated Organisation)

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SWALE FOODBANK
(Charitable Incorporated Organisation)

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER 1190373

DATE OF REGISTRATION 13th July 2020

START OF FINANCIAL YEAR 1st April 2021

END OF FINANCIAL YEAR 31st March 2022

TRUSTEES AT 31ST MARCH 2022
Peter Judd
Gary Hearn
Peter Le Beau MBE
Gordon Watson (Resigned 1st April 2022)

LEGAL STATUS Charitable Incorporated Organisation

GOVERNING INSTRUMENT CIO - Foundation Registered 13th July 2020

OBJECTS

The prevention or relief of poverty in Swale and North Kent by providing, grants, items and services to individuals in need and/or Charities, or other organisations working to prevent or relieve poverty.

CORRESPONDENCE ADDRESS
Swale Foodbank
Net Church
95 East Street
Sittingbourne
ME10 4BL

PRIMARY BANKERS
NatWest Bank Plc
250 Bishopgate
London
EC2M 4AA

INDEPENDENT EXAMINERS
Castle View Accounting Ltd
New Barn
Mudberry Lane
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SWALE FOODBANK
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**TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2022**

This report is for the financial year 2021-2022 . It has been a very active year as more people seek help from the Foodbank. During the Summer of 2021 the Trustees decided that we should use some of our Holiday Club funds to purchase and deliver groceries and crafts/things to do for local children across the Summer holidays. We used £4847.18 of the funds and we supported 44 families across the Summer period. This was in addition to running Foodbank. For a large part of this period we were operating on a delivery only basis because of the restrictions imposed by the Covid pandemic. We were able to support 44 families, 211 people via this grocery delivery scheme.

During the year we were awarded DEFRA funding to purchase white goods for clients . This was a very important step in providing help to needy families by making sure that a broken appliance didn't mean we would need to provide support for a family for months at a time whilst they got back on their feet financially. In these very tough economic times the need to replace essential white goods like refrigerators and freezers could fundamentally undermine finances for people struggling to cope.

We were also successful in our grant application for funding via the Trussell Trust Strategic Resources funding stream, to achieve funding for our Administrator and Warehouse Co-ordinator roles. Leanne Renaud and Richard Divers started with us at the beginning of February and were immediately irreplaceable members of the team.

Supporting an increasing number of people in such challenging times is not an insignificant task but as the restrictions have been relaxed we have been able to call on the assistance provided by those manning the Foodbanks and providing vital support.

We have received excellent support in our activities from a number of organisations and individuals who have provided funding and other forms of material support including transport . Swale Council presented us with funding for a van that has been of huge value to us when we are having to deliver food parcels to nearly all our clients . We were also gifted a second van by a local business who had decommissioned it from their fleet.

Trustees' Responsibilities

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the CIO and of the surplus of the CIO for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

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

Approved by the Trustees on 31/01/2023

Signed on their behalf by Trustee P. Jurn

Printed Name:

P. Jurn

SWALE FOODBANK
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**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2022**

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2021/22 £	TOTAL 2020/21 £
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Donations, Grants & Legacies	3a	20,583	43,571	64,154	106,329
TOTAL INCOMING RESOURCES		20,583	43,571	64,154	106,329
RESOURCES EXPENDED					
Costs of Generating Funds					
Cost of Charitable Activities	4a	48,105	33,736	81,841	37,006
Governance Costs	4b	700	-	700	650
TOTAL RESOURCES EXPENDED		48,805	33,736	82,541	37,656
NET INCOMING (OUTGOING) RESOURCES		(28,222)	9,835	(18,387)	68,673
Funds Brought Forward		68,037	8,500	76,537	-
Introduction of Fixed Assets	2 & 17	-	-	-	7,864
Transfer Between Funds	5	(10,997)	10,997	-	-
TOTAL FUNDS CARRIED FORWARD		28,818	29,332	58,150	76,537

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 7 to 13 form part of these financial statements.

SWALE FOODBANK
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BALANCE SHEET
AS AT 31ST MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total 31-Mar-22 £	Total 31-Mar-21 £
Fixed Assets					
Tangible Assets	2	4,986	-	4,986	6,648
Investments	6	-	-	-	-
Total Fixed Assets		4,986	-	4,986	6,648
Current Assets					
Debtors & Prepayments	8	-	-	-	-
Cash at Bank and in Hand	7	24,532	29,332	53,864	70,539
Total Current Assets		24,532	29,332	53,864	70,539
Creditors: Amounts falling due within one year	9	700	-	700	650
NET CURRENT ASSETS		23,832	29,332	53,164	69,889
TOTAL ASSETS less current liabilities		28,818	29,332	58,150	76,537
Creditors: Amounts falling due in more than one year	10	-	-	-	-
NET ASSETS		28,818	29,332	58,150	76,537
Funds of the Charity					
General Funds		28,818	-	28,818	68,037
Restricted Funds	5	-	29,332	29,332	8,500
Total Funds		28,818	29,332	58,150	76,537

Approved by the Trustees on 31/01/2023

Signed on their behalf by Trustee P. Judd

Printed Name: P. Judd

SWALE FOODBANK
(Charitable Incorporated Organisation)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022**

1. ACCOUNTING POLICIES

Basis of Preparation & Assessment of Going Concern

Basis of Preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - (Charities SORP - FRS102) and the Charities Act 2011.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Incoming Resources

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

Incoming Resources with Related Expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

Grants and Donations

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax Reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Contractual Income and Performance Related Grants

This is only included in the SOFA once the related goods or services have been delivered.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer Help

The value of any voluntary help received is not included in the accounts.

Investment Income

This is included in the accounts when receivable.

Investment Gains and Losses

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

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NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

1. ACCOUNTING POLICIES (continued)

Expenditure and Liabilities

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees meetings and cost of any legal advice to trustees on governance or constitutional matters.

Grants with Performance Conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

Grants Payable without Performance Conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

Unrestricted funds

These funds can be used for the general objectives of the charity as set out in the trustees report. The movements of the unrestricted funds are given in the Statement of Financial Activities.

Restricted funds

These funds are where the donor has specified a purpose for the donation made. These restrictions often arise as a result of appeals for special offerings for specific purposes.

Designated funds

These funds are funds set aside by the trustees out of unrestricted general funds for particular purposes or projects.

Fixed Assets

Fixed Assets are capitalised if they can be used for more than one year and cost at least £1,500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation Expense

Depreciation is calculated at a rate to write off the cost of tangible fixed assets over their estimated useful lives. The rates applied are as follows:

Fixtures, Fittings and Equipment	25% - Reducing Balance Basis
Motor Vehicles	25% - Reducing Balance Basis

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NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

2. TANGIBLE FIXED ASSETS

		Fixtures & Fittings £	Peugeot Van £	Renault Van £	Total 2021/22 £
Cost	01-Apr-21	-	1,000	7,864	8,864
Additions		-	-	-	-
Net Book Value at	31-Mar-22	-	1,000	7,864	8,864
Depreciation	01-Apr-21	-	250	1,966	2,216
Charge		-	188	1,475	1,662
Depreciation at	31-Mar-22	-	438	3,441	3,878
Net Book Value	31-Mar-22	-	563	4,424	4,986
Net Book Value	31-Mar-21	-	750	5,898	6,648

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st March 2022: None

31st March 2021: None

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NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

3. INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	TOTAL 2021/22 £	TOTAL 2020/21 £
a) Donations, Grants & Legacies				
Gifts & Donations	17,590	14,086	31,676	53,518
Grants Received	2,993	29,485	32,478	52,811
	20,583	43,571	64,154	106,329

4. RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	TOTAL 2021/22 £	TOTAL 2020/21 £
a) Cost of Charitable Activities				
Accommodation Costs	2,195	-	2,195	-
Advertising & Publicity	104	-	104	69
Depreciation Expense	1,662	-	1,662	2,216
Equipment Costs	475	-	475	-
Food Costs	6,213	3,732	9,945	-
Gifts & Grants	1,500	8,500	10,000	10,000
Insurance Costs	1,194	-	1,194	1,268
Motor Vehicle Expenses	546	-	546	153
Office Costs	1,898	-	1,898	290
Recycling Costs	624	-	624	204
Rent & Rates	25,390	-	25,390	10,500
Staff Costs	4,696	20,388	25,084	11,332
Sundry Expenses	914	1,116	2,030	644
Utility Costs	694	-	694	330
	48,105	33,736	81,841	37,006

b) Governance Costs

Independent Examiners Fees	9	700	-	700	650
		700	-	700	650

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NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

5. RESTRICTED FUNDS

CURRENT FINANCIAL YEAR

	Balance 01-Apr-21	Income	Expenditure	Transfers	Balance 31-Mar-22
	£	£	£	£	£
ASDA Fund	-	6,900	17,897	10,997	-
DEFRA Fund	8,500	-	8,500	-	-
Holiday Club Fund	-	14,086	4,848	-	9,238
Strategic Resources Fund	-	22,585	2,491	-	20,094
	8,500	43,571	33,736	10,997	29,332

PREVIOUS FINANCIAL PERIOD

	Balance 13-Jul-20	Income	Expenditure	Transfers	Balance 31-Mar-21
	£	£	£	£	£
ASDA Fund	-	6,900	8,462	1,562	-
DEFRA - White Goods Fund	-	10,000	10,000	-	-
DEFRA Fund	-	10,500	2,000	-	8,500
	-	27,400	20,462	1,562	8,500

The restricted funds held are wholly represented by the CIO's cash reserves and are to be expended as specified above.

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NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

6. INVESTMENTS

The CIO held no fixed assets investments during this initial financial period.

7. CASH AT BANK AND IN HAND

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-22 £	Total 31-Mar-21 £
Cash at Bank & in Hand	24,532	29,332	53,864	70,539
	24,532	29,332	53,864	70,539

8. DEBTORS AND PREPAYMENTS

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-22 £	Total 31-Mar-21 £
Sundry Debtors	-	-	-	-
	-	-	-	-

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-22 £	Total 31-Mar-21 £
Independent Examiners Fees	700	-	700	650
	700	-	700	650

10. CREDITORS: AMOUNTS FALLING DUE IN MORE THAN ONE YEAR

The CIO held no long term liabilities during this initial financial period.

11. NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 31-Mar-22 £	Total 31-Mar-21 £
Fixed Asset Investments	4,986	-	4,986	6,648
Net Current Assets	23,832	29,332	53,164	69,889
Long Term Liabilities	-	-	-	-
	28,818	29,332	58,150	76,537

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NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

12. STAFF COSTS AND NUMBERS

	TOTAL 2021/22 £	TOTAL 2020/21 £
Gross Wages and Salaries	21,865	11,059
Employer's National Insurance Costs	1,472	-
Pension Contributions	1,747	273
	<u>11,332</u>	<u>11,332</u>

Employees who were engaged in each of the following activities:

	TOTAL 2021/22	TOTAL 2020/21
Activities in furtherance of organisation's objects	1	1

The Charity operates a PAYE scheme to pay all members of employed staff and no employees received emoluments in excess of £60,000 (2020/21:None).

13. TRUSTEES AND OTHER RELATED PARTIES

No payments were made to trustees or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

14. RISK ASSESSMENT

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

15. RESERVES POLICY

The Trustees have considered the level of reserves they wish to retain, appropriate to the CIO's needs. This is based on the CIO's size and the level of financial commitments held. The Trustees aim to ensure the CIO will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The Trustees will endeavour not to set aside funds unnecessarily.

16. PUBLIC BENEFIT

The CIO acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the CIO 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 CIO should undertake.

17. INTRODUCTION OF FIXED ASSETS

The introduction of fixed assets represents the Motor Vehicles held at cost value by the Charity prior to registration with the Charity Commission and the formation of Swale Foodbank CIO.

SWALE FOODBANK
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INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of Swale Foodbank on the accounts for the year ended 31st March 2022 set out on pages 5 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 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 Commission (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 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 matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect, the requirements:
 - to keep 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.

K. Collaku MAAT
Castle View Accounting Ltd
New Barn
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Date: 31st January 2023