

**ANNUAL REPORTS AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2023**

**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 2022

**END OF FINANCIAL YEAR** 31st March 2023

**TRUSTEES AT 31ST MARCH 2023**  
Peter Judd  
Gary Hearn  
Peter Le Beau MBE

**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  
Bosham  
Chichester  
West Sussex  
PO18 8TS

**SWALE FOODBANK**  
(Charitable Incorporated Organisation)

**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31ST MARCH 2023**

Swale Foodbank faced a challenging time in 2022/2023 given the general economic pressures, exacerbated by higher food and fuel prices and the cost of living crisis. These pressures seem particularly acute in Swale which is quite a deprived area. Despite these pressures the Foodbank was able to support over 6000 people in the period under review and handed out 2345 parcels. We had a very bountiful harvest, which was something of a surprise given economic conditions in the country, and we were as ever extremely grateful for those churches and individuals who support the Foodbank on a regular and sustained basis.

**Staff**

We expanded our staff in the period under review. Eleanor Ford joined in September 2022 and has become an invaluable member of the team. She is a passionate and hardworking individual who has been able to increase the range of connections that the Foodbank has. We implemented a new strategy 'Together for Change' and her input into this strategy has been of great assistance to our Project Manager in improving the efficiency of our organisation. Eleanor has also helped us to challenge policy locally and analyse our data more effectively which has also reduced the pressure on the Project Manager, which was also one of the aims of creating and implementing the 'Together for Change' strategy.

We had earlier recruited Leanne Renaud as Administrator and Richard Divers as Warehouse Co-ordinator and these appointments relieved a lot of the day to day pressures on the Project Manager, enabling her to spend more time looking at the key challenges facing the Foodbank and the direction our work should take going forwards.

We also ran our very first pop-up shops at Christmas, giving hampers and gifts to local families who had been identified as facing crisis in the local community.

We are as ever enormously grateful to our volunteers who number over 50 as well as all the help we receive from local churches in distributing food parcels. We have distribution centres at Sittingbourne Baptist Church, Holy Trinity Church Sittingbourne, and the Net Church. We are also very grateful to the Richmond Academy for giving us a distribution centre on the Isle of Sheppey – yet another part of our 'Together For Change' strategy implemented!

Finally I would like to thank Esther Hurwood, our Project Manager, and her staff for their commitment, hard work and dedication in helping us to tackle the challenges we faced in Swale over this last year.

**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 CIO 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 .....

30th January 2024.

Signed on their behalf by Trustee .....

Printed Name:

P. LE BLAU, MBE.  
Chairman of Trustees  
Swale Food Bank.

**SWALE FOODBANK**  
(Charitable Incorporated Organisation)

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2023**

	<b>Notes</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>TOTAL 2022/23 £</b>	<b>TOTAL 2021/22 £</b>
<b>INCOMING RESOURCES</b>					
<b>Incoming Resources from Generated Funds</b>					
Donations, Grants & Legacies	<b>3a</b>	66,366	67,653	134,019	64,154
Other Incoming Resources	<b>3b</b>	862	-	862	-
<b>TOTAL INCOMING RESOURCES</b>		<b>67,228</b>	<b>67,653</b>	<b>134,881</b>	<b>64,154</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of Generating Funds</b>					
Cost of Charitable Activities	<b>4a</b>	59,618	38,956	98,574	81,841
Governance Costs	<b>4b</b>	1,575	-	1,575	700
<b>TOTAL RESOURCES EXPENDED</b>		<b>61,193</b>	<b>38,956</b>	<b>100,149</b>	<b>82,541</b>
<b>NET INCOMING (OUTGOING) RESOURCES</b>		<b>6,035</b>	<b>28,697</b>	<b>34,732</b>	<b>(18,387)</b>
Funds Brought Forward		28,818	29,332	58,150	76,537
Transfer Between Funds	<b>5</b>	454	(454)	-	-
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>35,307</b>	<b>57,575</b>	<b>92,882</b>	<b>58,150</b>

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**  
(Charitable Incorporated Organisation)

**BALANCE SHEET**  
**AS AT 31ST MARCH 2023**

	Note	Unrestricted Funds £	Restricted Funds £	Total 31-Mar-23 £	Total 31-Mar-22 £
<b>Fixed Assets</b>					
Tangible Assets	2	3,739	-	3,739	4,986
Investments	6	-	-	-	-
<b>Total Fixed Assets</b>		<b>3,739</b>	<b>-</b>	<b>3,739</b>	<b>4,986</b>
<b>Current Assets</b>					
Debtors & Prepayments	8	-	-	-	-
Cash at Bank and in Hand	7	32,368	57,575	89,943	53,864
<b>Total Current Assets</b>		<b>32,368</b>	<b>57,575</b>	<b>89,943</b>	<b>53,864</b>
<b>Creditors: Amounts falling due within one year</b>	9	800	-	800	700
<b>NET CURRENT ASSETS</b>		<b>31,568</b>	<b>57,575</b>	<b>89,143</b>	<b>53,164</b>
<b>TOTAL ASSETS less current liabilities</b>		<b>35,307</b>	<b>57,575</b>	<b>92,882</b>	<b>58,150</b>
<b>Creditors: Amounts falling due in more than one year</b>	10	-	-	-	-
<b>NET ASSETS</b>		<b>35,307</b>	<b>57,575</b>	<b>92,882</b>	<b>58,150</b>
<b>Funds of the Charity</b>					
General Funds		35,307	-	35,307	28,818
Restricted Funds	5	-	57,575	57,575	29,332
<b>Total Funds</b>		<b>35,307</b>	<b>57,575</b>	<b>92,882</b>	<b>58,150</b>

Approved by the Trustees on ..... 30th January 2024 .....

Signed on their behalf by Trustee .....  .....

Printed Name:

P. Le Beau MBE  
Chairman of Trustees  
Swale Food Bank

**SWALE FOODBANK**  
(Charitable Incorporated Organisation)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2023**

**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 note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2015) (Second Edition, effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (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.

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**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

**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 2023**

**2. TANGIBLE FIXED ASSETS**

		Fixtures & Fittings £	Peugeot Van £	Renault Van £	<b>Total 2022/23 £</b>
Cost	01-Apr-22	-	1,000	7,864	8,864
Additions		-	-	-	-
Net Book Value at	31-Mar-23	-	1,000	7,864	8,864
Depreciation	01-Apr-22	-	438	3,441	3,878
Charge		-	141	1,106	1,247
Depreciation at	31-Mar-23	-	579	4,547	5,125
Net Book Value	31-Mar-23	-	<b>422</b>	<b>3,318</b>	<b>3,739</b>
Net Book Value	31-Mar-22	-	<b>563</b>	<b>4,424</b>	<b>4,986</b>

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

31st March 2023: None

31st March 2022: None

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**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

**3. INCOMING RESOURCES**

	Unrestricted Funds £	Restricted Funds £	<b>TOTAL 2022/23 £</b>	<b>TOTAL 2021/22 £</b>
<b>a) Donations, Grants &amp; Legacies</b>				
Gifts & Donations	66,366	-	66,366	31,676
Grants Received		67,653	67,653	32,478
	<b>66,366</b>	<b>67,653</b>	<b>134,019</b>	<b>64,154</b>

**b) Other Incoming Resources**

Sundry Income	862	-	862	-
	<b>862</b>	<b>-</b>	<b>862</b>	<b>-</b>

**4. RESOURCES EXPENDED**

	Unrestricted Funds £	Restricted Funds £	<b>TOTAL 2021/22 £</b>	<b>TOTAL 2021/22 £</b>
<b>a) Cost of Charitable Activities</b>				
Advertising & Publicity	108	-	108	104
Depreciation Expense	1,247	-	1,247	1,662
Equipment Costs	4,222	1,627	5,849	475
Food Costs	1,805	7,620	9,425	9,945
Gifts & Grants	-	-	-	10,000
Insurance Costs	1,729	-	1,729	1,194
Motor Vehicle Expenses	437	-	437	546
Office Costs	404	-	404	1,898
Recycling Costs	681	-	681	624
Rent & Rates	15,137	-	15,137	25,390
Repairs & Maintenance	684	-	684	-
Staff Costs	26,253	29,709	55,962	25,084
Sundry Expenses	1,149	-	1,149	2,030
Training Costs	18	-	18	-
Travel & Subsistence	214	-	214	2,195
Utility Costs	5,530	-	5,530	694
	<b>59,618</b>	<b>38,956</b>	<b>98,574</b>	<b>81,841</b>

**b) Governance Costs**

Independent Examiners Fees	9	800	-	800	700
Legal & Professional Fees		775	-	775	-
		<b>1,575</b>	<b>-</b>	<b>1,575</b>	<b>700</b>

**SWALE FOODBANK**  
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**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

**5. RESTRICTED FUNDS**

**CURRENT FINANCIAL YEAR**

	<b>Balance 01-Apr-22</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Balance 31-Mar-23</b>
	£	£	£	£	£
Holiday Club Fund	9,238	-	-	-	9,238
Strategic Resources Fund	20,094	-	16,558	(454)	3,082
Housing Support Fund	-	36,500	7,620	-	28,880
OLM Grant	-	29,526	13,151	-	16,375
Local Members Fund	-	1,627	1,627	-	-
	<b>29,332</b>	<b>67,653</b>	<b>38,956</b>	<b>(454)</b>	<b>57,575</b>

**PREVIOUS FINANCIAL PERIOD**

	<b>Balance 01-Apr-21</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Balance 31-Mar-22</b>
	£	£	£	£	£
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
	<b>8,500</b>	<b>43,571</b>	<b>33,736</b>	<b>10,997</b>	<b>29,332</b>

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

**SWALE FOODBANK**  
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**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

**6. INVESTMENTS**

The CIO held no fixed assets investments during this or the previous financial year.

**7. CASH AT BANK AND IN HAND**

	Unrestricted Fund £	Restricted Fund £	<b>Total 31-Mar-23 £</b>	<b>Total 31-Mar-22 £</b>
Cash at Bank & in Hand	32,368	57,575	89,943	53,864
	<b>32,368</b>	<b>57,575</b>	<b>89,943</b>	<b>53,864</b>

**8. DEBTORS AND PREPAYMENTS**

	Unrestricted Fund £	Restricted Fund £	<b>Total 31-Mar-23 £</b>	<b>Total 31-Mar-22 £</b>
Sundry Debtors	-	-	-	-
	-	-	-	-

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	Unrestricted Fund £	Restricted Fund £	<b>Total 31-Mar-23 £</b>	<b>Total 31-Mar-22 £</b>
Independent Examiners Fees	800	-	800	700
	<b>800</b>	<b>-</b>	<b>800</b>	<b>700</b>

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

The CIO held no long term liabilities during this or the previous financial year.

**11. NET ASSETS BETWEEN FUNDS**

	Unrestricted Funds £	Restricted Funds £	<b>Total 31-Mar-23 £</b>	<b>Total 31-Mar-22 £</b>
Fixed Asset Investments	3,739	-	3,739	4,986
Net Current Assets	31,568	57,575	89,143	53,164
Long Term Liabilities	-	-	-	-
	<b>35,307</b>	<b>57,575</b>	<b>92,882</b>	<b>58,150</b>

**SWALE FOODBANK**  
(Charitable Incorporated Organisation)

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31ST MARCH 2023**

**12. STAFF COSTS AND NUMBERS**

	<b>TOTAL 2022/23 £</b>	<b>TOTAL 2021/22 £</b>
Gross Wages and Salaries	49,034	21,865
Employer's National Insurance Costs	3,210	1,472
Pension Contributions	3,718	1,747
	<b><u>55,962</u></b>	<b><u>25,084</u></b>

Employees who were engaged in each of the following activities:

	<b>TOTAL 2022/23</b>	<b>TOTAL 2021/22</b>
Activities in furtherance of organisation's objects	5	1

The Charity operates a PAYE scheme to pay all members of employed staff and no employees received emoluments in excess of £60,000 (2021/22: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.

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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 2023 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  
Mudberry Lane  
Bosham  
Chichester  
West Sussex  
PO18 8TS



Date: 31st January 2024