



SEVENOAKS LARDER

**TRUSTEES ANNUAL REPORT
AND ACCOUNTS
FOR THE 12 MONTHS ENDED
31.12.22**

Annual Report and Accounts for the 12 months ended 31.12.22

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Statutory details

Registered Charity name: Sevenoaks Larder

Registered Charity number: 1192371

Registered address: 89 Weald Road, Sevenoaks, Kent,
TN13 1QJ

Operating Premises address: Hope Church, Mill Lane Centre, Mill
Lane, Sevenoaks, Kent, TN14 5BX

Principal Office: England

Trustees: Claire Ritchie BEM, ACA (Chair)
Nicci Chandler BA (Hons)
Goretti Efthimiou RGN
Shelly Goldring
Jenn Lancaster
Gordon Lee
Trudie McGowan LLB (Hons)
Phil Smith
Fay Warne BA (Hons)
Andrea Watson PhD
Kathy James (resigned 4/10/22)
Melissa Wilkinson (resigned 6/12/22)

Trustees are appointed by a resolution at a properly convened meeting of charity trustees.

Governing document: Constitution as a Charitable Incorporated Organisation.
A code of conduct has been agreed between the trustees. Sevenoaks Larder has also adopted policies to aid the running of the charity. These include: Complaints, Safeguarding, Equality, Handling of DBS Information, Reserves Policy, Volunteer Confidentiality Agreement. All trustees are DBS checked and have been trained in safeguarding and GDPR.

Bank account: Metro Bank
Calverley Rd, Tunbridge Wells TN1 2TB

Objectives & Activities of the charity:

The objects of the charity are the relief and assistance of those persons in Sevenoaks District that are in need by reason of financial hardship by providing emergency food supply, essential toiletries and other household items. Also the provision of support in signposting to relevant advisory services or information as the trustees think fit.

The main activities of Sevenoaks Larder include purchasing and collecting donated items (food and household products) and distributing to those who are struggling to afford to buy their own food in our community. Sevenoaks Larder also collects supermarket excess food from Waitrose, Marks & Spencer, Lidl, Aldi and Tesco which is also distributed to our clients.

Sevenoaks Larder closely works with other local food banks. We also work with some local schools to help stock their emergency food cupboards for students and their families (those in receipt of Pupil Premium).

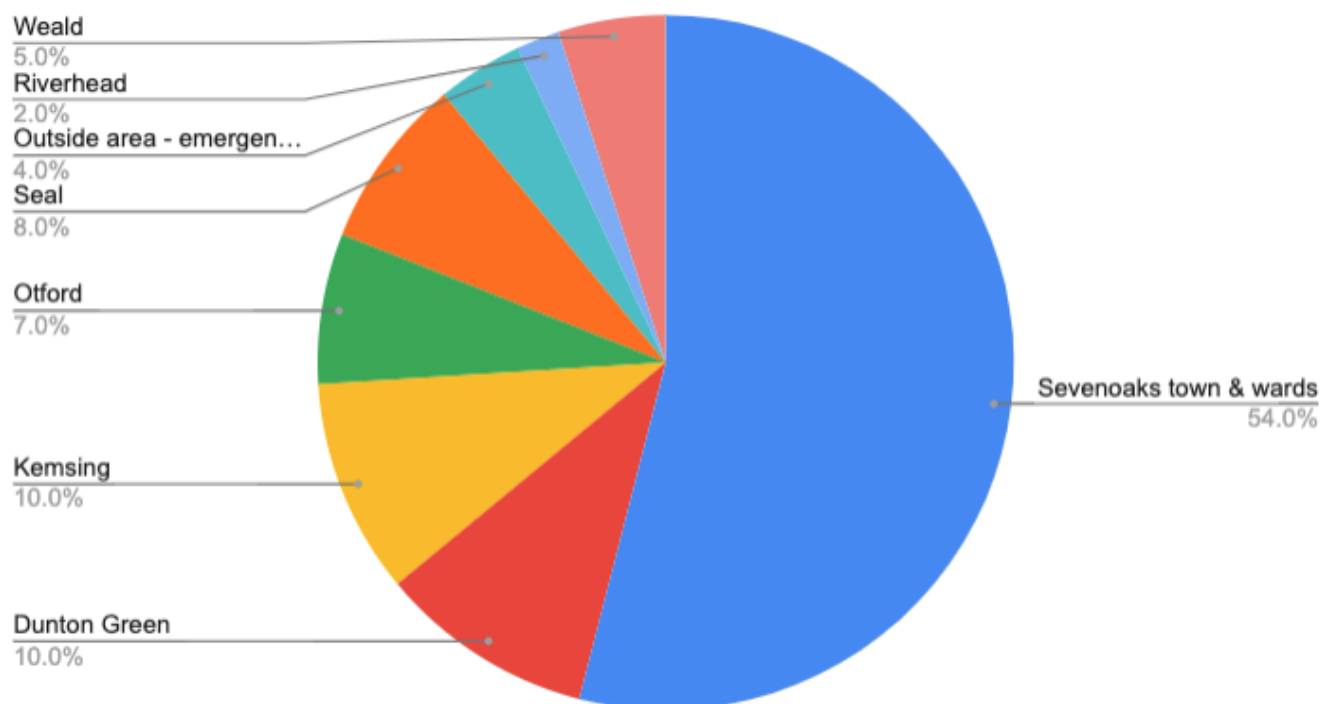
Client demographics & details:

Our client base is comprised as follows:

	<u>31.12.22</u>	<u>31.12.21</u>
Number of households registered	103	120
Total number of clients registered	272	355
Comprising : Adults	146	180
Children	126	175
Number of households with children	65	75
Adult only households	38	45
Single adult households	27	32

(Under our new client registration policies limiting the length of time clients could receive support from us, approximately 35 clients were de-registered on 30.9.22. See note 6 on Client registrations policy on page 9 for a full explanation.)

At 31.12.22, this client base was made up as follows, from within our coverage area of Sevenoaks & villages:



Each household is entitled to claim one food order per week. The size of the food parcel depends on the size of the family. The sliding scale is as follows:

	Allowance given		
	Fresh protein (number of portions of eg 600g chicken)	Fresh fruit & vegetables (number of packs)	Store cupboard 'dry' foods' (number of items)
Households of 1-2	1	4	8
Households of 3-4	2	6	12
Households of 5+	3	8	16

In addition to the above the clients will receive a share of the excess food collected from the supermarkets that day.

Approximately 50% of our clients visit the Larder on their allocated day each week to collect their food and to choose bonus items from the shelves.

The remaining 50% are unable to get to the Larder due to transport, mobility or other issues and have their food delivered by a volunteer.

Main achievements of the charity during the period:

- a) During the accounting period approximately £73,000 has been spent on purchasing food for our clients.
34,000 kg of food has been donated to us during the year. Although we account for this food by weight, at the current Trussell Trust fair value of food, this equates to approximately £59,500 worth of food donated.
Approximately 5200 weekly distributions to clients have been made, i.e. an average of 100 clients are given food every week.
- b) In the week up to Christmas, in addition to their normal allowances and following a generous donation by a Sevenoaks resident, we were able to give the clients Aldi Orange shopping vouchers, allowing them to buy food at Aldi (but no alcohol or lottery tickets).
- c) During the period, £131,610 was raised from private donations and from funds and grants.
- d) Sevenoaks Larder relies heavily on the support of its volunteers. More than 450 volunteers have registered to help at Sevenoaks Larder. Approximately 100 of these volunteers help on a weekly basis with many others supporting at other times. We have also benefited from the support of students who wish to complete their volunteering hours for their Duke of Edinburgh Awards.

Donations & grant/fund income received:

Monies were received during the year from:

	£
Private individuals	29264
Charity funds : Goldman Sachs	65988
National Lottery Fund	10000
Cole Phillips Trust	5000
Lawson Endowment for Kent Fund	5000
Shanly Foundation	3000
Cole Charitable Trust	1200
SMB Charitable Trust	1000
Miller Charitable Trust	500
Local churches : St Peter's Church Ightham	3000
Bessels Green Baptist Church	1858
Seal St Lawrence Church	480
Local businesses : Flower & Grace florists	2490
Auto-Sportiva Ltd	500
Waitrose	250
Cavendish lettings	100
Other local groups: Weald Pre-School	725
Sevenoaks Literary Festival	500
Sevenoaks Labour party Quiz Night	505
Dunton Green Parish Council	250
	131610

The Trustees are incredibly grateful to all of those listed above, and to the whole Sevenoaks Community for their generosity & support.

Public benefit :

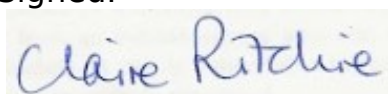
The trustees declare that they have had regard to the guidance issued by the Charity Commission on public benefit.

Receipts & Payments Accounts for the 12 months ended **31.12.22**

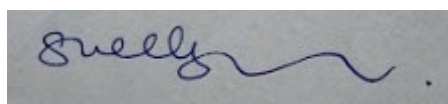
	<u>12 months to 31.12.22</u>			<u>13 months ended 31.12.21</u>		
	<u>Unrestrict</u> <u>ed</u> <u>funds</u> <u>£</u>	<u>Restrict</u> <u>ed</u> <u>funds</u> <u>£</u>	<u>Total</u> <u>£</u>	<u>Unrestrict</u> <u>ed</u> <u>funds</u> <u>£</u>	<u>Restrict</u> <u>ed</u> <u>funds</u> <u>£</u>	<u>Total</u> <u>£</u>
<u>Receipts</u>						
Income received from grants & funds	90913	-	90913	47752	-	47752
Income received from donations	35697	5000	40697	46610	10848	57458
Total receipts	126610	5000	131610	94362	10848	105210
<u>Payments</u>						
Purchases of food (see note 8 below)	(67708)	-	(67708)	(56615)	(2838)	(59453)
Admin costs (see note 9 below)	(2685)	-	(2685)	(2448)	(296)	(2745)
Purchase of fixed assets	-	-	-	(1148)	(2460)	(3608)
Purchase of Christmas food vouchers	-	(5104)	(5104)	-	(5150)	(5150)
Total Payments	(70393)	(5104)	(75497)	(60211)	(10744)	(70956)
<u>Net receipts/(payments)</u>	56217	(104)	56113	34151	104	34255
Cash funds last period end	34151	104	34255	-	-	-
Cash funds this year end	90368	-	90368	34151	104	34255

The trustees acknowledge their responsibilities for complying with the requirements with respect to accounting records and the preparation of the accounts and these accounts have been prepared accordingly.

Signed:



Claire Ritchie - Trustee (Chair)



Notes to the accounts

- 1. Accounts:** The accounts have been prepared as receipt and payment accounts, in line with Charity Commission regulations, having income between £25,000 and £250,000. This level of income requires the accounts to have an independent examination.
- 2. Receipts:** All income is recognised by Sevenoaks Larder when received into the bank account.
- 3. Payments:** payments are accounted for when they have left the bank account.
- 4. Funds:** two different types of funding are received by the charity, and are accounted for separately:
 - 1) Restricted funds – funds which have been designated for a specific purpose and must be used as such.
 - 2) Unrestricted Funds – funds which are available for general use at the discretion of the trustees in furtherance of the objectives of the charity and which have not been designated for any specific purpose.
- 5. Stock:** Donated and distributed stocks are detailed in the written report and are not included in the financial reports.
- 6. Client registrations policy:** from 1.8.22 we introduced a new policy, placing a time limit on clients' registrations with us, as follows:
 - any Sevenoaks resident may self-refer to us for an initial period of 6 months, provided that they can show us proof of means tested benefits;
 - after this initial 6 months, all clients must obtain an independent referral from an outside agency who is aware of their financial circumstances (mostly their housing provider), in order to continue with us. This referral will allow them to continue receiving support from us up to a maximum of a further six months.
 - Once a client has been registered with us for a year, their registration will be automatically ended.
 - Any client may re-apply to us after a period of 6 months from their last registration, but any returning clients who have previously received more than 6 months' food support from us in the past must include an external referral with their application;

- consequently, on 1.8.22 all those who had been registered with us for longer than six months were given 8 weeks' notice that by 30.9.22, in order to continue with us for another maximum period of 6 months, they would need to provide us with an independent reference from an outside agency who was aware of their financial circumstances. Approximately 35 clients either failed to request a referral, or were refused a new referral, and so were de-registered.

7. Assets retained for the charity's own use:

<u>Item</u>	<u>Fund to which asset belongs</u>	<u>Cost in 2021</u> <u>£</u>
Storage racking	Bought from restricted funds	1458
Commercial fridge	Bought from restricted funds	911
Commercial freezer	Bought from restricted funds	1026

8. Purchases of food: Food costs during the year were as follows:

	2022	2021	£
			<u>£</u>
Fresh food for immediate distribution to clients	44525	45713	
Dry food for stock			<u>23183</u>
	<u>13740</u>		
Total			<u>67708</u>
	<u>59453</u>		

9. Admin costs:

Admin costs for the year were made up as follows :

	2022	2021
Computer/website/social media costs	898	78
Payments to Hope Church for refuse bin		520
-		
Contribution to Hope Church for electricity costs		500
-		

Training/DBS checks for trustees & volunteers	347	
23		
Stationery /printing	209	
498		
Dedicated phone line contract	90	
50		
Bags/storage/other sundry items	91	
1325		
Premises insurance	-	
771		
	<u>2685</u>	<u>2745</u>
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7. **Reserves policy**

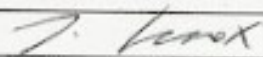
At any one time, and in line with the Charity Commission's guidance, the trustees aim to hold between 3 and 9 months' unrestricted funding in order to protect the activities of the charity, and to ensure that our work can continue into the foreseeable future. At our current operating levels, this would represent reserves of between about £18,000 and £54,000. At present, our reserves exceed this level (representing about 15 months' funding) due to two very large donations from a London investment bank's charity fund, but we do not expect these donations to be repeated. The trustees are committed to using these excess reserves to fund the ongoing operations of the charity, whilst temporarily pausing any active fundraising efforts which would increase these reserves further. Our reserves policy will be under constant review, in response to the fluctuating needs of the charity.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees	Charity Name Sevenoaks Larder		
On accounts for the year ended	31.12.22	Charity no (if any)	1192371
Set out on pages	1-8		
Responsibilities and basis of report	I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/22. As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.		
Independent examiner's statement	I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect: • the accounting records were not kept in accordance with section 130 of the Charities Act; or • the accounts did not accord with the accounting records; or • the accounts did 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 accounts to be reached. <i>* Please delete the words in the brackets if they do not apply.</i>		
Signed:		Date:	17/5/23
Name:	SALLY KNOX		
Relevant professional qualification(s) or body (if any):	ACA (retired)		
Address:	30 Greenhill Road, Otford, TN14 5RS		

Section B	Disclosure
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	Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	