



PACT FOOD BANK
CHARITABLE INCORPORATED ORGANISATION
REG NO: 1193002

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31st December 2021

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PACT FOOD BANK
TRUSTEE'S REPORT
FOR THE YEAR ENDED 31st December 2021
LEGAL & ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1193002
START OF FINANCIAL YEAR	6 th January 2021
END OF FINANCIAL YEAR	31 st December 2021
TRUSTEES AT 31 ST DECEMBER 2021	

Elaine Knox	Chair
Susan Jupp	Secretary
Terence Doubleday	Treasurer
Danielle Balmforth	
Simon Mason	
David Barton	
Angela Burke	

The existing trustees appoint any new trustees following the provisions laid out in the organisation's governing instrument.

LEGAL STATUS	Charitable Incorporated Organisation (CIO) 1193002
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GOVERNING INSTRUMENT	Constitution dated 6 January 2021
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OBJECTS	The relief of financial hardship amongst people in Petersfield, Hampshire and the surrounding area in such ways as the trustees from time-to-time think fit, in particular, but not exclusively by providing emergency food, essential toiletries & household items to individual & families in need &/or for distribution by charities or other organisations working to prevent or relieve poverty.
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CORRESPONDENCE ADDRESS	Petersfield Methodist Church Station Road PETERSFIELD Hampshire GU32 3EB
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BANKER	NatWest Petersfield 4 High Street Petersfield GU32 3JF
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PACT FOOD BANK
TRUSTEE'S REPORT
FOR THE YEAR ENDED 31st December 2021

Introduction & Overview

The objects of PACT Food Bank, as detailed on page 2, are fulfilled by providing free food packs to people who are in genuine need. The charity operates to assist people at a time of crisis and provides a safety net until their personal circumstances improve.

Requests for help are made by referrals from approved partners, e.g. Citizens Advice, Department of Work and Pensions, local housing groups, social workers and local churches. We distribute dry food, essential toiletries, household items and vouchers to spend on the market for fresh fruit and vegetables, cheese, eggs and bread. When needed people are signposted to other agencies.

The organisation started in 2016 when Petersfield Area Churches Together (PACT) took over the running of the Salvation Army Food Bank. A store was established in Petersfield Methodist Church, and packs were still issued from the Salvation Army. PACT Food Bank became a Charitable Incorporated Organisation at the beginning of 2021, and this is the first annual report as a charity.

Activities during the year

On 6th January 2021 we changed our legal status to that of a CIO. The reason for the change has been so that the charity would be able to register for Gift Aid, to acquire the legal status to be able to employ people and to be able to take out a lease on a building, should the need to arise. In addition, the new status would give us more credence in the eyes of potential donors.

Usage of the food bank remains high. Before 2019, about 200 packs were distributed helping about 400 people. The increase in the number of people helped demonstrates the need for our service and its benefits. During 2020 with the Covid pandemic and lockdown, the demand for our services quadrupled. Usage dropped down during the current year (2021) but is still running at three times the pre-covid level (2019).

The table below shows the number of food packs given and the number of adults and children helped.

Year	Number of packs issued	Number of people helped		
		Adults	Children	Total
2019	319	497	210	707
2020	1073	1692	959	2651
2021	848	1340	750	2090

Organisation

Trustee Changes

There were a number of trustee changes during the year starting with the resignation of Marion Voller as Chairperson due to ill health; Colin Tilley retired and tragically Audrey Hollingbery passed away. All three gave tirelessly support to the food bank and are very much missed. The charity is the better for having received the benefit of their contributions.

Management and membership

Both the legal and formal responsibility for PACT Food Bank falls to the management committee which consists of the trustees [as listed on page 2] and meets every 2 months. Individual trustees take responsibility for specified aspects of the day-to-day management.

Volunteers

We have about 60 volunteers who collect food donations, receive, sort and make up packs of food for distribution. Volunteers receive training and generally work once a month, through several key volunteers give many hours of dedicated work each week.

There are no paid employees.

Donations

Food donations are collected from members of the public through local supermarkets and churches and remained steady in 2021. These are boosted at Harvest, Easter and Christmas though local schools churches and community organisations, local businesses, both cash and food

We continue to receive regular financial donations from members of the public which primarily fund the cost of vouchers used on the market.

We are indebted to all the Food Bank's volunteers and donors.

Premises

The charity operates out of two locations. Storage and sorting takes place at the Methodist Church and the food packs are transported to the Salvation Army where they are distributed to people who use the Food Bank.

Prior to the pandemic, pressure on space at the Methodist Church prompted a search for alternate premises but was proving difficult because of suitability and cost. As the pandemic hit in 2020, demand and the level of stock increased and overflowed the small store. The stock was moved to tables in the centre of the church (since it was not being used). With the relaxation of lock down restrictions, and continued high usage, the tables of stock were moved to the side of the church enabling the return of use of the church.

At end of 2021, distribution transferred to Methodist Church, so that the whole operation is based in one place.

The Food Bank is extremely grateful to the Methodist Church and Salvation Army for use of their premises which are provided at no cost to the Food Bank.

Annual Accounts

 CHARITY COMMISSION FOR ENGLAND AND WALES	Charity Name	No (if any)	CC16a
	PACT Food Bank	1193002	
	Receipts and payments accounts		
	For the period from 1 January 2021	Period end date 31 December 2021	

Section A Receipts and payments			
	Unrestricted funds	Total funds	Last year (2020)
	to the nearest £	to the nearest £	to the nearest £
A1 Receipts			
Online & Cheque Bank Donations	25,375	25,375	33,815
School Donations	742	742	4,539
PACT Churches Donations	500	500	in above
Business Donations	2,300	2,300	7,429
Trusts & Councils	500	500	900
CAF Donation	1,000	1,000	0
Cash Donations	2,282	2,282	878
Sub total (Gross income for AR)	32,699	32,699	47,561
Total receipts	32,699	32,699	47,561
A3 Payments			
Web Site/Email Account	184	184	0
Insurance	258	258	0
Office Supplies	321	321	2,009
Market vouchers, vegetables (Bryant Bros)	6,415	6,415	4,940
Market vouchers , eggs, cheese etc (Clowes)	5,295	5,295	4,515
Meals on the Move	50	50	0
Tesco Gift cards (for users)	0	0	1,490
Food supplies	627	627	0
Sub total	13,150	13,150	12,954
Total payments	13,150	13,150	12,954
Net of receipts/(payments)	19,548	19,548	34,607
A5 Transfers between funds	0	0	0
A6 Cash funds last year end	45,834	45,834	11,227
Cash funds this year end	65,382	65,382	45,834

Section B Statement of assets and liabilities at the end of the period			
Categories	Details	Unrestricted funds	
		to nearest £	
B1 Cash funds	Nat west bank a/c --9240	64,797	45,437
	Cash	585	397
		0	
	Total cash funds (agree balances with receipts and payments)	65,382	45,834
		0	0
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	RJHollingbery	Richard Hollingbery	06 December 2022

Notes to the Accounts

The Accounts are prepared on an Income and Expenditure basis.

Bank accounts are held at National Westminster Bank in Petersfield. Bank statements have been reconciled on independent records.

No financial value has been placed on the value of donated food and services.

No rent is paid for the use of premises.

Volunteers give their time at no cost to the organisation.

Gift Aid has still to be claimed for 2021 but can be claimed for up to 4 years in arrears, and so will be claimed in 2023.

Reserves Policy

The charity only has short-term liabilities. There are no property expenses and no staff are employed.

Initial enquiries have indicated that the cost of alternate premises (should they be required) is likely to be in the region of £20,000 per year.

Through the generosity of financial donors, sufficient reserves have been built up to enable the food bank to rent premises (for a couple of years) should the Methodist Church premises no longer be suitable, thus safeguarding the future of the organisation.

There is also sufficient to cover running costs for 2 years and to enable future development.

Reserves. Bank Balances	
Two years premises costs	£40,000
Two years running costs	£26,000
	£66,000

Approval

Approved & signed on behalf of the trustees by:

Name: Richard Hollingbery

Position held: Treasurer

Date: 9 February 2023

Report of Independent Verifier

Independent examiner's report to the trustees of PACT Food Bank

I report to the trustees on my examination of the accounts of the PACT Food Bank for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity 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 s. 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under s. 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 giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act
- the accounts do not accord with those records
- the accounts 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 accounts to be reached.

Signed: 

Name: Murray Whewell BSc MSc MA C.Eng FIET

Address: 19 Barnfield Road, Petersfield, Hampshire GU31 4DQ

Date: 6 February 2023