



PACT FOOD BANK
CHARITABLE INCORPORATED ORGANISATION
REG NO: 1193002

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31st December 2022

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LEGAL & ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1193002
START OF FINANCIAL YEAR	1st January 2022
END OF FINANCIAL YEAR	31 st December 2022

TRUSTEES AT 31ST DECEMBER 2022

Elaine Knox	Chair until April 2022 and from 3 September 2022
Angela Burke	Chair from April 2022 until 2 September 2022
Susan Jupp	Secretary
Terence Doubleday	Treasurer until 30th April 2022
Richard Hollingbery	Treasurer from 1 May 2022
Danielle Balmforth	
Simon Mason	
David Barton	

MANAGEMENT COMMITTEE (Trustees plus)

Heather Nichols	from 28 September 2022
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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 GU32 3EB
BANKERS	NatWest Petersfield 4 High Street Petersfield GU32 3JF	Charities Aid Foundation Bank (from November 2022) 25 Kings Hill West Malling ME19 4JQ

TRUSTEE'S REPORT

Introduction & Overview

The charity operates to assist people at a time of crisis and provides a safety net until their personal circumstances improve. PACT Food Bank provides free packs of dry food, essential toiletries and household items. Cash vouchers are also given for people to spend on Petersfield market for fresh fruit and vegetables, cheese, eggs and bread.

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. 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. PACT Food Bank became a Charitable Incorporated Organisation at the beginning of 2021. This is our second year of operation as a registered charity.

Activities during the year

Usage of the food bank continues to remain high. It increased significantly in May reflecting the Ukrainian war and the support given to that community who arrived in our area. The subsequent escalation of fuel costs also increased demand to a level greater than during Covid lockdown.

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
2022	1277	1939	1016	2955

At the request of a couple of donors, we have worked with Citizens' Advice East Hampshire to support local families with additional fuel grants.

Organisation

Trustee Changes

During the year, Terry Doubleday resigned as treasurer, and he had also previously been the Chair. Angela Burke resigned as Chair. Both are thanked for their outstanding contribution during 2022. Richard Hollingbery joined as treasurer.

Management and membership

Both the legal and formal responsibility for PACT Food Bank falls to the management committee which consists of the trustees and additional members. It meets every 2 months. Heather Nichols was welcomed to the committee.

Volunteers

We continue to have the support of 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, though several key volunteers give many hours of dedicated work each week.

There are no paid employees, though provision has been made to employ a manager during 2023.

Donations

Food donations are collected from members of the public through local supermarkets and churches, though they decreased during the summer and it was necessary to purchase stock from the financial donations received. 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 donors, both for food and financial donations.

Premises

The charity operates from the Petersfield Methodist Church and is open two days a week for people to collect packs of food.

The Food Bank is extremely grateful to the Methodist Church for use of their premises which are provided at no cost to the Food Bank, though a contribution was made towards the heating costs of the church.

PACT FOOD BANK, REPORT FOR THE YEAR ENDED 31st December 2022

Annual Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)	
PACT Food Bank	1193002	
Receipts and payments accounts		CC16a
For the period from 1 January 2022	Period end date 31 December 2022	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Total funds to the nearest £	Last year (2021) to the nearest £
A1 Receipts			
Online Donations	43,187	43,187	25,375
Cheque Donations	5,418	5,418	in above
Cash Donations	2,300	2,300	2,282
Organisation Donations	14,459	14,459	5,042
Bank Interest	106	106	0
Sub total (Gross income for AR)	65,471	65,471	32,699
Total receipts	65,471	65,471	32,699
A3 Payments			
Administration	278	278	505
Insurance	258	258	258
Market vouchers, vegetables (Bryant Bros)	9,008	9,008	6,415
Market vouchers, eggs, cheese etc (Clowes)	10,382	10,382	5,295
Food supplies	9,052	9,052	677
Heating contribution to Methodist Church	2,000	2,000	0
Heating grant to Citizens' Advice	2,500	2,500	0
Sub total	33,478	33,478	13,150
Total payments	33,478	33,478	13,150
Net of receipts/(payments)	31,993	31,993	19,549
A5 Transfers between funds	0	0	0
A6 Cash funds last year end	65,382	65,382	45,834
Cash funds this year end	97,375	97,375	65,383

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 -240	6,504	64,797
	Nat west bank a/c -833	68,105	0
	Nat west bank a/c -825	20,765	0
	Charities Aid Foundation Current a/c	1,000	0
	Charities Aid Foundation Gold a/c	1,001	0
	Cash	0	585
		0	
	Total cash funds	97,375	65,382
	(agree balances with receipts and payments)	0	1
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	<i>RJHollingbery</i>	Richard Hollingbery	15 June 2023
Notes:			
PACT Food Bank was formed in 2016, and registered as a charity in 2021. This is the second year accounts as a charity			
Gift Aid has still to be claimed for 2021 and 2022			

Notes to the Accounts

The Accounts are prepared on an Income and Expenditure basis.

Bank accounts are held at the Charities Aid Foundation Bank and the 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 and 2022 but can be claimed for up to 4 years in arrears, and will be claimed in 2023.

Reserves Policy

The charity only has short-term liabilities. There are no property expenses, and no staff were employed in 2022.

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 over the years 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 a year and to enable future development through the employment of a manager on a two year contract.

Reserves. Bank Balances	
Two years premises costs	£40,000
One year running costs	£32,000
Two year employment of manager	£25,000
	£97,000

Approval

Approved & signed on behalf of the trustees by:

Name: Richard Hollingbery

Position held: Treasurer

Date: 15June 2023

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 2022.

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: 2 October 2023