



PACT FOOD BANK
CHARITABLE INCORPORATED ORGANISATION
REG NO: 1193002

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31st December 2023

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LEGAL & ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1193002
START OF FINANCIAL YEAR	1st January 2023
END OF FINANCIAL YEAR	31 st December 2023

TRUSTEES AT 31ST DECEMBER 2023

Elaine Knox	Chair
Susan Jupp	Secretary
Richard Hollingbery	Treasurer
Danielle Balmforth	
Simon Mason	
David Barton	

MANAGEMENT COMMITTEE (Trustees plus)

Heather Nichols

IN ATTENDANCE

Kay Thomas	Manager from June 2023
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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 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, local housing groups, social workers, health care providers, HomeStart Butser and local schools and 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 third year of operation as a registered charity.

Activities during the year

Usage of the food bank continues to remain high, and we continue to operate at 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
2023	1517	2336	1416	3752

We have continued to work with Citizens' Advice East Hampshire to support local families with additional fuel grants.

Organisation

Trustees

We have had a stable group of Trustees during the year.

Management and membership

The legal and formal responsibility for PACT Food Bank falls to the management committee which consists of the trustees and additional members. It meets regularly.

During the year we appointed a part time paid Manager, Kay Thomas and her contribution to the Food Bank has already proved its worth to the continuity of the service and has taken a considerable burden off Trustees' shoulders. Previously, the workload undertaken by Trustees was well above that which could reasonably be expected of a volunteer role on an ongoing basis, especially considering the significant increase in the numbers of people using the food bank.

Volunteers

We continue to have the support of about 50 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. Five new volunteers were trained during 2023. Our continued thanks to our loyal volunteers.

Donations

Food donations are generously given from members of the public through local supermarkets and churches. Physical donations have been considerably lower this year, even at Harvest, Easter and Christmas, we attribute this to the cost of living crisis. Consequently, as last year, it was necessary to purchase food stock using the financial donations received.

We are very grateful to individuals, local businesses, schools, sports groups, and organisations who have been so generous with their time and money for us. Financial donations also fund the cost of vouchers for market produce (the value of which was increased during the year), and have also covered the cost of employing the manager.

Premises

The charity operates from the Petersfield Methodist Church and is open two days a week for people to collect packs of food. Continued grateful thanks to the Methodist Church for use of their premises, free of charge.

During the year we purchased new mobile racking and screens which has facilitated the operation of the Food Bank. Since Covid lockdown, stock was stored on tables around the periphery of the church. The racking can be 'collapsed' when necessary to provide extra room in the church.

PACT FOOD BANK, REPORT FOR THE YEAR ENDED 31st December 2023



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 2023	Period end date 31 December 2023	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Total funds to the nearest £	Last year (2022) to the nearest £
A1 Receipts			
Online Donations	47,306	47,306	43,187
Cheque Donations	4,654	4,654	5,418
Cash Donations	2,189	2,189	2,300
Organisation Donations	10,836	10,836	14,459
Bank Interest	1,489	1,489	106
Sub total (Gross income for AR)	66,474	66,474	65,471
Total receipts	66,474	66,474	65,471
A3 Payments			
Administration	426	426	278
Insurance	262	262	258
Equipment (racking, screens)	6,354	6,354	0
Market vouchers, vegetables eggs, cheese	29,517	29,517	19,390
Food supplies	7,710	7,710	9,052
Manager salary and expenses (1/2 year)	7,306	7,306	0
Heating contribution to Methodist Church	1,000	1,000	2,000
Heating grant to Citizens' Advice	5,000	5,000	2,500
Sub total	57,575	57,575	33,478
Total payments	57,575	57,575	33,478
Net of receipts/(payments)	8,899	8,899	31,993
A5 Transfers between funds	0	0	0
A6 Cash funds last year end	97,375	97,375	65,382
Cash funds this year end	106,274	106,274	97,375

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	6,989	6,504
	Nat west bank a/c --833	206	68,105
	Nat west bank a/c --825	3,574	20,765
	Charities Aid Foundation Current a/c	3,741	1,000
	Charities Aid Foundation Gold a/c	91,103	1,001
	Cash	661	0
			0
	Total cash funds	106,274	97,375
	(agree balances with receipts and payments)	0	0
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	RJHollingbery	Richard Hollingbery	17 April 2024

Notes:

PACT Food Bank was formed in 2016, and registered as a charity in 2021. This is the third year accounts as a charity

Gift Aid has still to be claimed for 2021, 2022, 2023 (can be claimed up to 4 years back)

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 in 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, though a contribution is made towards heating costs.

Volunteers give their time at no cost to the organisation.

Gift Aid has still to be claimed for previous years.

Reserves Policy

The charity only has short-term liabilities. There are no property expenses, and one member of part time staff started employment during 2023.

Initial enquiries have indicated that the cost of alternate premises (should they be required) is likely to be in the region of £23,000 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 cover the cost of employment of a manager for two years.

Reserves. Bank Balances	
Approx two years premises costs	£40,000
One year running costs	£38,000
Two year employment of manager	£28,000
	£106,000

Approval

Approved & signed on behalf of the trustees by:

Name: Richard Hollingbery

Position held: Treasurer

Date: 17 April 2024

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 2023.

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: 15 April 2024