



PACT FOOD BANK
CHARITABLE INCORPORATED ORGANISATION
REG NO: 1193002

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31st December 2024

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LEGAL & ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1193002
START OF FINANCIAL YEAR	1st January 2024
END OF FINANCIAL YEAR	31 st December 2024

TRUSTEES AT 31ST DECEMBER 2024

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

MANAGEMENT COMMITTEE (Trustees plus)
Heather Nichols

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
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BANKERS	Charities Aid Foundation Bank	National Westminster Bank
	25 Kings Hill	250 Bishopsgate
	West Malling	London
	ME19 4JQ	EC2M 4AA

TRUSTEES' 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 fourth year of operation as a registered charity.

Activities during the year

Usage of the food bank continues to remain high. The leap in the use of our service came during Covid in 2020 and has not abated.

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
2024	1513	2323	1442	3765

It is interesting to compare this with 2015 when we issued 129 packs in all.

At Christmas 2024 we worked in collaboration with the Salvation Army, providing 142 Christmas food hampers to households in and around Petersfield who had been referred as being in need by local agencies.

Organisation

Trustees

We have had a stable group of Trustees during the year. We are aware that ideally we need to have succession planning, but as with many charities we are finding it difficult to attract

new trustees due to the perception of duties and onerous legal responsibilities. This is something that we will need to overcome moving forwards.

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. This year we have had additional support from Elaine Hobson and Nicola Deakin, both volunteers whose input has been most helpful. They are intending to formally join the committee as members (not trustees) in 2025. The appointment of our Manager in 2023 has worked out brilliantly and has enabled us to meet quarterly, rather than every 8 weeks.

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. Four new volunteers were trained during 2024. Our continued thanks to our loyal volunteers.

Donations

Food donations are generously given from members of the public through local supermarkets and churches. Overall, physical donations have again been considerably lower this year. Consequently, it was necessary to purchase food stock using the financial donations received. We are very grateful to all the businesses who display our shortages lists, including the PACT churches and offices. Special thanks to Shine Radio for broadcasting them weekly.

We are very grateful to individuals, local businesses, schools, and organisations who have been so generous with their time and money. Financial donations also fund the cost of vouchers for market produce, and have also covered the cost of employing the Manager. Unfortunately, we have experienced a decrease in financial donations, which has led to a small deficit during the year, but thankfully this is covered by the funds built up over the years.

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.

PACT FOOD BANK, REPORT FOR THE YEAR ENDED 31st December 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No		CC16a
PACT Food Bank	1193002		
Receipts and payments accounts			
For the period from 1 January 2024	Period end date		
	31 December 2024		

Section A Receipts and payments

	Unrestricted funds to the nearest £	Total funds to the nearest £	Last year (2023) to the nearest £
A1 Receipts			
Online Donations	31,918	31,918	47,306
Cheque Donations	3,735	3,735	4,654
Cash Donations	883	883	2,189
Organisation Donations	7,282	7,282	10,836
Gift Aid (First claim 4 years)	7,117	7,117	
Bank Interest	2,174	2,174	1,489
Sub total (Gross income for AR)	53,109	53,109	66,474
Total receipts	53,109	53,109	66,474
A3 Payments			
Administration	626	626	426
Insurance	477	477	262
Equipment (racking, screens)	0	0	6,354
Market vouchers, vegetables eggs, cheese	31,735	31,735	29,517
Food supplies	7,045	7,045	7,710
Manager salary, pension and expenses	11,356	11,356	7,306
Heating contribution to Methodist Church	3,000	3,000	1,000
Heating grant to Citizens' Advice	0	0	5,000
Sub total	54,239	54,239	57,575
Total payments	54,239	54,239	57,575
Net of receipts/(payments)	-1,130	-1,130	8,899
A5 Transfers between funds	0	0	0
A6 Cash funds last year end	106,274	106,274	97,375
Cash funds this year end	105,144	105,144	106,274

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to the nearest £	
B1 Cash funds	Nat west bank a/c --240	10,081	6,989
	Nat west bank a/c --833	209	206
	Nat west bank a/c --825	1,445	3,574
	Charities Aid Foundation Current a/c	3,162	3,741
	Charities Aid Foundation Gold a/c	90,197	91,103
	Cash	50	661
			0
	Total cash funds	105,144	106,274
	(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
	<i>RJHollingbery</i>	Richard Hollingbery	19 February 2025
Notes:			
PACT Food Bank was formed in 2016, and registered as a charity in 2021. This is the third year accounts as a charity			

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. 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 been claimed for the past four 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, and continues in employment.

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	£40,000
Two year employment of manager	£25,000
	£105,000

Approval

Approved & signed on behalf of the trustees by:

Name: Richard Hollingbery

Position held: Treasurer

Date: 19 May 2025

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 2024.

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

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

Date: 13 May 2025