



NEWCASTLE STAFFS FOODBANK

FINANCIAL STATEMENTS AND TRUSTEES REPORT

FOR THE YEAR ENDED 31 AUGUST 2023

NEWCASTLE STAFFS FOODBANK

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FOR THE YEAR ENDED 31 AUGUST 2023

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NEWCASTLE STAFFS FOODBANK

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 AUGUST 2023

Trustees:

Rev J J Beswick-Pallister (Chair)	
M Heap	- resigned 16 November 2022
S M Heap	- resigned 16 November 2022
A S Jones	
H J Machin	
P J Radford	
J M Rowley	- resigned 16 November 2022
P A Roberts	- appointed 16 November 2022

Treasurer:

M Heap	- resigned 16 November 2022
P A Roberts	- appointed 16 November 2022

Charity Number: 1194404

Charity Address:

Aspire Housing Depot
Brick Kiln Lane
Parkhouse Industrial Estate West
Newcastle
ST5 7AS

Bankers:

HSBC UK plc
1 Centenary Square
Birmingham
B1 1HQ

Co-operative Bank plc
PO Box 250
Skelmersdale
WN8 6WT

Independent Examiner:

Lifestyles Accountancy Limited
Chartered Accountants
39 Kirklees Road
Southport
PR8 4RB

NEWCASTLE STAFFS FOODBANK

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2023

The trustees submit their annual report and financial statements for the year ended 31 August 2023. The financial statements follow the requirements of the revised Charities Statement of Recommended Practice (FRS 102) (second edition - October 2019) – Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a charitable incorporated organisation, registered on 10 May 2021 having transferred the activity and funds from the previously registered charitable trust, under the same name, with charity number 1150816. It is governed by its association rules registered on 10 May 2021 as amended on 6 March 2023.

Recruitment and appointment of the trustees

The board seeks to achieve a balance of skills and experience amongst the trustees. In order to maintain this, the board reviews its skill and experience mix each year and seeks to recruit new trustees as and when necessary.

Appointment is made once an application for becoming a trustee is received by the charity and the board of current trustees have interviewed the candidate and voted. Usually the board is unanimous in its decision but if that were not the case then a majority vote would prevail.

Trustee induction and training

The current board of trustees provide any new trustee with an overview of the timetable of board meetings, copies of the recent minutes of meetings, the recent reports and accounts and explains their general and specific responsibilities.

Ongoing training is provided by the board of trustees as and when the need arises.

Risk management

The trustees are aware of the major risks to which the charity is exposed to and have plans in place to mitigate these as far as possible. A full risk review is usually undertaken annually by the trustees to ensure that all known and potential risks are mitigated as effectively as possible.

Organisational structure

Newcastle Staffs Foodbank is governed by its board of trustees that are responsible for the strategic direction and policy of the charity. The trustees also review performance on a monthly basis and discuss implementation of policy as and when required.

The day to day responsibility for the provision of the services rests with the regular volunteers. The trustees are however responsible for ensuring that the charity delivers the services specified and that key performance indicators as set by the trustees are met.

NEWCASTLE STAFFS FOODBANK

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 AUGUST 2023

OBJECTIVES AND ACTIVITIES

Objects of the charity

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The objects of the charity are the prevention or relief of poverty in the borough of Newcastle-Under-Lyme and surrounding areas in particular but not exclusively by providing emergency food supplies to individuals in need and/or charities, or other organisations working to prevent or relieve poverty.

ACHIEVEMENTS AND PERFORMANCE

Review and summary of the year

Throughout the year the charity has continued to provide regular provision of food supplies to those in need through the generous time donated by volunteers. The trustees are very grateful to these volunteers and wishes to express their heartfelt gratitude to them.

FINANCIAL REVIEW

Review and summary of the year

The charity had net outgoing resources of £36,170 (2022 - £61,012 - net incoming resources) for the year. This has arisen generally due to the using of restricted grant monies that were received last year.

Principal funding sources

The principal funding sources of the charity continue to be received from the very generous donors and grant funders that the charity is so very thankful to.

Reserves policy

In order to maintain the day to day running of the charity the trustees have agreed that an amount of no less than 3 months running costs should be available in reserves at any one point in time. This amounts to an amount of around £30,000.

In the year to 31 August 2023 the amount available in free reserves was £153,340 (2022 - £145,665). The trustees are continuing to expand on the valuable work that they undertake to help more and more in need which will continue to use the resources available to them.

NEWCASTLE STAFFS FOODBANK

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 AUGUST 2023

PLANS FOR FUTURE PERIODS

General plans

The charity will continue its current programme throughout the year and aims to attract more support both financially and voluntarily in providing emergency food supplies to individuals in need.

Plans in response to risk review

The trustees continually monitor risk and implement policy as and when necessary to mitigate that risk as far as possible. Currently COVID-19 measures to reduce the spread of the virus have been implemented.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- a. select suitable accounting policies and apply them consistently;
- b. make judgements and estimates that are reasonable and prudent;
- c. state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d. prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of trustees on 28 June 2024 and signed on its behalf by:

.....
Rev J J Beswick-Pallister - trustee

NEWCASTLE STAFFS FOODBANK

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NEWCASTLE STAFFS FOODBANK

FOR THE YEAR ENDED 31 AUGUST 2023

We report on the financial statements of the charity for the year ended 31 August 2023, which are set out on pages 6 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- (i) examine the accounts under section 145 of the Charities Act,
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- (iii) to state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- a) which gives us reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
- b) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Daniel Styles (Independent examiner)
for and on behalf of Lifestyles Accountancy Limited

Dated: 28 June 2024

NEWCASTLE STAFFS FOODBANK

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 AUGUST 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income:					
Donations and gifts	2	46,200	-	46,200	34,632
Grants received	3	-	27,212	27,212	79,317
Investment income	4	200	-	200	4
Value of donated food received		186,359	-	186,359	111,904
TOTAL INCOMING RESOURCES		232,759	27,212	259,971	225,857
RESOURCES EXPENDED					
Charitable activities	5	40,000	71,057	111,057	50,485
Value of donated food used		184,984	-	184,984	114,260
Governance costs	6	100	-	100	100
TOTAL RESOURCES EXPENDED		225,084	71,057	296,141	164,845
NET (OUTGOING) / INCOMING RESOURCES FOR THE YEAR		7,675	(43,845)	(36,170)	61,012
Fund balances at 1 September 2022		145,665	61,429	207,094	146,082
Fund balances at 31 August 2023		153,340	17,584	170,924	207,094

The notes on pages 8 to 12 form part of these financial statements.

NEWCASTLE STAFFS FOODBANK

BALANCE SHEET

AS AT 31 AUGUST 2023

	Notes	Total funds 2023 £	Total funds 2022 £
CURRENT ASSETS			
Cash at bank and in hand		153,358	189,872
Debtors		-	-
Stocks		18,743	17,368
		<u>172,101</u>	<u>207,240</u>
CURRENT LIABILITIES			
Accruals		100	100
PAYE		914	46
Other creditors		163	-
		<u>1,177</u>	<u>146</u>
NET CURRENT ASSETS		<u>170,924</u>	<u>207,094</u>
FUNDS			
Restricted funds	7	17,584	61,429
Unrestricted funds		153,340	145,665
TOTAL FUNDS		<u>170,924</u>	<u>207,094</u>

Approved and signed on behalf of the board on 28 June 2024 by:

.....
Rev J J Beswick-Pallister - trustee

The notes on pages 8 to 12 form part of these financial statements.

NEWCASTLE STAFFS FOODBANK

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2023

1 ACCOUNTING POLICIES

a Basis of preparation

The financial statements have been prepared in accordance with Financial Reporting Standard 102 (FRS 102) issued by the Financial Reporting Council and comply with the Statement of Recommendation Practice, "Accounting and Reporting by Charities", effective from 1 January 2019.

b Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements where relevant.

c Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. No amounts are included in the financial statements for services donated by volunteers.

Food and other goods donated to the charity for distribution to those in need are valued on an average cost price per kilogram which is the most efficient method. Trussell Trust advise that this is most appropriately calculated as £1.75 per kilogram, increasing to £2.37 per kilogram with effect from 8 September 2022.

d Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

Fund raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management costs. Management and administration costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

Food and other goods distributed to those in need are also valued on an average cost price per kilogram which is the most efficient method. Trussell Trust advise that this is most appropriately calculated as £1.75 per kilogram, increasing to £2.37 per kilogram with effect from 8 September 2022.

NEWCASTLE STAFFS FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 AUGUST 2023

1 ACCOUNTING POLICIES (continued)

e Fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost including and incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Furniture and equipment - 20% reducing balance

f Stocks

Food and other goods that have been donated to the charity for distribution but held in storage as at the year end date are valued on an average cost price per kilogram which is the most efficient method. Trussell Trust advise that this is most appropriately calculated as £1.75 per kilogram, increasing to £2.37 per kilogram with effect from 8 September 2022.

2 VOLUNTARY INCOME

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Donations and gifts:				
General donations	42,470	-	42,470	34,632
Gift aid collected	3,730	-	3,730	-
	<u>46,200</u>	<u>-</u>	<u>46,200</u>	<u>34,632</u>

3 GRANTS RECEIVED

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Grants received	-	27,212	27,212	79,317
	<u>-</u>	<u>27,212</u>	<u>27,212</u>	<u>79,317</u>

NEWCASTLE STAFFS FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 AUGUST 2023

4 INVESTMENT INCOME

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Bank interest	200	-	200	4
	<u>200</u>	<u>-</u>	<u>200</u>	<u>4</u>

5 COSTS OF CHARITABLE ACTIVITIES

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Staff salaries	27,007	13,481	40,488	24,712
Staff pension costs	196	-	196	-
Staff training	96	-	96	-
Food and personal hygiene costs	1,625	17,948	19,573	5,526
Citizen Advice Bureau	-	35,625	35,625	-
Christmas care boxes	1,075	-	1,075	1,629
Warehouse rents	5,172	142	5,314	5,073
Computer costs	500	-	500	1,249
Telephone and internet costs	-	1,485	1,485	1,173
Furniture and equipment	-	-	-	3,110
Advertising and promotion	-	-	-	216
Postage and stationery	260	-	260	498
Electricity, gas and water costs	2,699	-	2,699	836
Legal and professional fees	216	2,376	2,592	4,325
Insurance	894	-	894	876
Bank charges	24	-	24	91
Travel costs	138	-	138	299
Sundry costs	98	-	98	872
	<u>40,000</u>	<u>71,057</u>	<u>111,057</u>	<u>50,485</u>

NEWCASTLE STAFFS FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 AUGUST 2023

6 GOVERNANCE COSTS

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Independent examination	100	-	100	100
	<u>100</u>	<u>-</u>	<u>100</u>	<u>100</u>

7 ANALYSIS OF FUNDS

	Balance at 1 Sep 22	Incoming Resources	Outgoing Resources	Balance at 31 Aug 23
Unrestricted funds:	<u>131,543</u>	<u>232,759</u>	<u>225,084</u>	<u>139,218</u>
Restricted funds:				
B & M covid	12	-	12	-
Coldfields Trust	1,351	-	1,351	-
Co-op Community Fund	251	-	251	-
Croner Law	5,166	-	2,376	2,790
Holy Trinity Catholic Church	1,915	-	1,915	-
Keele University	2,100	2,100	3,554	646
Neighbourly Ltd	16	-	-	16
The Community Foundation	-	5,000	4,648	352
Trussell Trust	1,997	7,995	6,661	3,331
Trussell Trust Tesco Top-up	1,439	7,117	8,419	137
Trussell Trust Financial Inclusion	45,000	-	35,625	9,375
Trussell Trust Winter Support	-	5,000	4,063	937
Western Power Hunger Fund	2,182	-	2,182	-
	<u>61,429</u>	<u>27,212</u>	<u>71,057</u>	<u>17,584</u>
Total funds:	<u>192,972</u>	<u>259,971</u>	<u>296,141</u>	<u>156,802</u>

All restricted funds are to be used for the purpose of furthering the charity objectives and are given to fund food costs, salaries and other sundry items as stated on receipt of the grants.

NEWCASTLE STAFFS FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 AUGUST 2023

8 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total funds £
Current assets	154,517	17,584	172,101
Current liabilities	(1,177)	-	(1,177)
	<u>153,340</u>	<u>17,584</u>	<u>170,924</u>

9 TRUSTEES REMUNERATION

No trustee received any remuneration or re-imbursement of expenses during the year.