

# Trustees' Annual Report for the period

From 11<sup>th</sup> May 2023 To 10<sup>th</sup> May 2024



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

**Charity name: Portland Foodbank**  
**Charity registration number: 1194428**

## Objectives and Activities

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document                                                                                          | Para 1.17          | <p><b>The prevention or relief of poverty or financial hardship, in particular but not exclusively in Portland and the surrounding area based on Christian principles by:</b></p> <p><b>A) Providing emergency food to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty or financial hardship.</b></p> <p><b>B) Such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.</b></p>      |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p><b>The foodbank provides food and other provisions to anyone who is in need. Customers are usually, but not exclusively, referred to the foodbank by other agencies.</b></p> <p><b>The foodbank works closely with the local church to actively reach out and support members of the local community on Portland.</b></p> <p><b>The foodbank may from time to time support other local organisations in providing food to those in financial hardship.</b></p> <p><b>In addition the foodbank provides support and signposting to other services.</b></p> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit                                         | Para 1.18          | <p><b>The trustees are aware and have regard to the guidance issued by the Charity Commission on Public benefit,</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                  | SORP reference |                                                                                                                                                  |
|------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy on grant making                                           | Para 1.38      | N/A                                                                                                                                              |
| Policy on social investment including program related investment | Para 1.38      | N/A                                                                                                                                              |
| Contribution made by volunteers                                  | Para 1.38      | <b>The foodbank trustees recognise the value of all those who volunteer at the foodbank without whom the charity would be unable to operate.</b> |
| Other                                                            |                | N/A                                                                                                                                              |

### Achievements and Performance

|                                                                                                                                                                                                 | SORP reference |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p>Portland Foodbank has achieved a great deal this year by providing a foodbank to the local community of Portland. The foodbank has built considerable public support with regular donations being made through the Portland Supermarkets and Churches. In addition the foodbank has built up strong contacts with local authorities and other care-givers who provide referral services to the foodbank.</p> <p>The foodbank continues to provide free food to those who are most in need on the isle or Portland,</p> <p>We have entered into a partnership with Citizen Advice Bureau, where they provide an advisor who uses an office space provided by Portland Parish – and holds a drop in during the Tuesday sessions of the Foodbank. This adds greatly to the help we can provide.</p> |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|                                                              |           |  |
|--------------------------------------------------------------|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |
| Other                                                        |           |  |

## Financial Review

|                                                                                  |           |                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review of the charity's financial position at the end of the period              | Para 1.21 | Our annual accounts show that our income is in excess of our outgoings and our financial position is as expected.                                                                                                       |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | Portland Foodbank has a financial commitment to Citizens Advice who provide an on-site advice service for our clients. This commitment is currently just under £10,000 per annum. We have no other ongoing commitments. |
| Amount of reserves held                                                          | Para 1.22 | £10,000                                                                                                                                                                                                                 |
| Reasons for holding zero reserves                                                | Para 1.22 | Portland Foodbank aims to serve the needs of the local community with the funds that it holds.                                                                                                                          |
| Details of fund materially in deficit                                            | Para 1.24 | None                                                                                                                                                                                                                    |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | N/A                                                                                                                                                                                                                     |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                 |           |  |
|---------------------------------------------------------------------------------|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 |  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity                         | Para 1.46 |  |
| Other                                                                           |           |  |

## Structure, Governance and Management

|                                                                                                                                                                           |           |                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of charity's trusts:                                                                                                                                          |           |                                                                                                                                                                                                                    |
| Type of governing document<br>(trust deed, royal charter)                                                                                                                 | Para 1.25 | Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees                                                                                                          |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)                                                                                                  | Para 1.25 | Charitable Incorporated Organisation                                                                                                                                                                               |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                           |           |  |
|-------------------------------------------------------------------------------------------|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties                                                     | Para 1.51 |  |
| Other                                                                                     |           |  |

## Reference and Administrative details

|                             |                   |
|-----------------------------|-------------------|
| Charity name                | Portland Foodbank |
| Other name the charity uses |                   |
| Registered charity number   |                   |
| Charity's principal address |                   |
|                             |                   |

## Names of the charity trustees who manage the charity

|   | Trustee name     | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|------------------|-----------------|-----------------------------------|---------------------------------------------------------------|
| 1 | Timothy Gomm     | Chair           |                                   |                                                               |
| 2 | Rosemarie Husain |                 |                                   |                                                               |
| 3 | David Farmer     |                 |                                   |                                                               |
| 4 | Tracy Anne Stagg | Treasurer       |                                   |                                                               |
| 5 | Paul Kimber      |                 | 15 <sup>th</sup> March 2023       |                                                               |
| 6 | Angela Hoskins   | Chair           | 8 <sup>th</sup> July 2023         |                                                               |

Corporate trustees – names of the directors at the date the report was approved - **None**

| Director name |  |  |
|---------------|--|--|
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

Name of trustees holding title to property belonging to the charity - **None**

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |

## Funds held as custodian trustees on behalf of others

|                                                                                                                               |      |
|-------------------------------------------------------------------------------------------------------------------------------|------|
| Description of the assets held in this capacity                                                                               | None |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | N/A  |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

#### Name of chief executive or names of senior staff members (Optional information)

|  |
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|  |
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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
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|  |
|--|

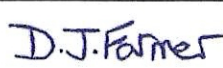
### Other optional information

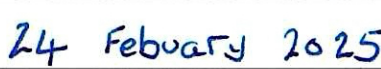
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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                     |                                                                                   |                                                                                     |
|-------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Signature(s)                        |  |  |
| Full name(s)                        | Timothy Gomm                                                                      | David Farmer                                                                        |
| Position (eg Secretary, Chair, etc) | Chair                                                                             | Trustee                                                                             |

Date 

**PORTLAND FOOD BANK**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 10 MAY 2024**

**Portland Food Bank  
Accountant's Report  
For The Year Ended 10 May 2024**

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In order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made solely to you in accordance with the terms of our engagement. Our work has been undertaken to prepare, for approval by the members, the financial statements that we have been engaged to compile, to report to the member that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Portland Food Bank for our work or for this report.

You have acknowledged on the balance sheet as at year ended 10 May 2024 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Signed

*Rebekah Endean*

Island Accountancy Ltd  
Suite A 82  
James Carter Road  
Bury St. Edmunds  
IP28 7DE

**Portland Food Bank**  
**TRADING PROFIT AND LOSS ACCOUNT**  
**for the financial year ended 10th May 2024**

|                                  | <b>2024</b>                 | <b>2023</b>                 |
|----------------------------------|-----------------------------|-----------------------------|
| Income                           | 26,524                      | 41,648                      |
| <b>Cost of Sales</b>             |                             |                             |
| Food Supplies                    | 20,490                      | 16,470                      |
| Energy Vouchers                  | 0                           | 60                          |
|                                  | <u>20,490</u>               | <u>16,530</u>               |
| <b>Gross Profit</b>              | <u><b>6,034</b></u>         | <u><b>25,118</b></u>        |
| <b>Administrative Expenses</b>   |                             |                             |
| Business Banking Fees            | 55                          | 94                          |
| Business Premises Rental & Costs | 1,222                       | 1,546                       |
| Business Telephone               | 170                         | 120                         |
| Business Internet Hosting        | 289                         | 0                           |
| Business Accounting Costs        | 215                         | 189                         |
| Business Stationery              | 1,518                       | 647                         |
| Client Support (CA)              | 3,580                       | 6,500                       |
| Gifts to external organisations  | 896                         | 0                           |
| Volunteer Support                | 44                          | 246                         |
|                                  | <u>7,989</u>                | <u>9,342</u>                |
| <b>Miscellaneous Income</b>      |                             |                             |
| Government Grants                | 15,000                      | 2,000                       |
| Bank Deposit Interest            | 140                         | 0                           |
|                                  | <u>15,140</u>               | <u>2,000</u>                |
| <b>Net Profit</b>                | <u><u><b>13,186</b></u></u> | <u><u><b>17,776</b></u></u> |

**Portland Food Bank**  
**BALANCE SHEET**  
**as at 10th May 2024**

|                                              | Notes | 2024    | 2023    |
|----------------------------------------------|-------|---------|---------|
| <b>Fixed Assets</b>                          |       |         |         |
| Tangible assets                              | 1     | -       | -       |
| <b>Current Assets</b>                        |       |         |         |
| Cash at Bank and in hand                     |       | 77,964  | 65,311  |
| <b>Creditors</b>                             |       |         |         |
| Amount falling due within one year           | 2     | (2,371) | (2,904) |
| <b>Net Current Assets</b>                    |       | 75,593  | 62,407  |
| <b>Total Assets Less Current Liabilities</b> |       | 75,593  | 62,407  |
| <b>Capital Account</b>                       |       | 75,593  | 62,407  |

**Portland Food Bank**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the financial year ended 10th May 2024**

**1 TANGIBLE ASSETS**

|                       | <b>Fixtures,<br/>fittings and<br/>equipment</b> | <b>Total</b> |
|-----------------------|-------------------------------------------------|--------------|
| <b>Cost</b>           |                                                 |              |
| Additions             | -                                               | -            |
| At 10 May 2024        | -                                               | -            |
| <b>Net book value</b> |                                                 |              |
| At 10 May 24          | -                                               | -            |

**2 CREDITORS**

**Amounts falling due within one year**

|                 | <b>2024</b>  | <b>2023</b>  |
|-----------------|--------------|--------------|
| Other Creditors | 2,173        | 2,715        |
| Accruals        | 198          | 189          |
|                 | <b>2,371</b> | <b>2,904</b> |

**3 APPROVAL OF ACCOUNTS**

The accounts were approved by Portland Foodbank Trustees on 11 February 2025

**Portland Food Bank  
Trustees Approval Statement  
For The Year Ended 10 May 2024**

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I approve the financial information which comprises of the trading, profit and loss account, the balance sheet and notes to the financial statements. I acknowledge my responsibility for the financial information, including the appropriateness of the accounting basis for providing Island Accountancy Ltd with all the information and explanations necessary for its compilation.

Signed

A handwritten signature in black ink, appearing to read 'T Gomm', written over a horizontal line.

Reverend T Gomm  
Chair of Trustees

**Portland Food Bank  
Accountant's Report  
For The Year Ended 10 May 2024**

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