

**Charity Registered Number: 1194677**

**AFFORDABLE FOOD STOKE  
TRUSTEES ANNUAL REPORT  
AND  
ACCOUNTS  
FOR THE YEAR ENDED 31 MAY 2023**

**AFFORDABLE FOOD STOKE**  
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**AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MAY 2023**

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## **AFFORDABLE FOOD STOKE**

### **CHARITY INFORMATION**

<b>Charity name</b>	Affordable Food Stoke
<b>Registered Charity No</b>	1194677
<b>Registered date</b>	4 June 2021
<b>Charity Trustees</b>	Melissa Beydilli Davis Anthony Proudlove Karen Seeley Taaeba Mansha Jeanette Crawford (appointed 24/01/2023) Samantha Arnold (appointed 24/01/2023)
<b>Charity official address</b>	77-81 Meaford Drive Blurton Stoke on Trent Staffordshire ST3 2BB
<b>Bankers</b>	The Co-operative Bank
<b>Independent examiner</b>	Jordan Accountants Limited 57 Barlaston Old Road Trentham Stoke on Trent Staffordshire ST48HD

**AFFORDABLE FOOD STOKE**  
**TRUSTEES ANNUAL REPORT**  
**FOR THE YEAR ENDED 31 MAY 2023**

The trustees present their Annual Report and financial statement for the year to 31 May 2023. The report and financial statements have been prepared in accordance with all relevant Charity Commission guidance and comply with the CIO's Constitution and the Charities' Act 2011.

***Charitable Aims and Objectives***

The relief for those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage for families & communities in Stoke-on-Trent and its surrounding areas, through the provision of emergency food, essential toiletries, food larder and other essential items, and by offering support to other organisations and charities that are working to prevent and relieve poverty.

**Structure, governance and management**

***Constitution***

Affordable Food Stoke is a Charitable Incorporated Organisation, incorporated on 4 June 2021. It was established under a Constitution which defines its charitable Aims and Objectives and powers. Day to day governance is managed by the Trustees.

***Members liability***

- (1) If the CIO is wound up, each member of the CIO is liable to contribute to the assets of the CIO (but not more than £1) as may be required for payment of the debts and liabilities of the CIO contracted before that person ceases to be a member, for payment of the costs, charges and expenses of winding up, and for adjustments of the rights of the contributing members among themselves.
- (2) In sub-clause (1) of this clause "member" includes any person who was a member of the CIO within 12 months before the commencement of the winding up.
- (3) But subject to that, the members of the CIO have no liability to contribute to its assets if it is wound up, and accordingly have no personal responsibility for the settlement of its debts and liabilities beyond the amount that they are liable to contribute.

***Payments***

No fees were paid to any trustees during the year.

***Trustee selection methods***

- (1) Apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as a charity trustee, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

***Organisational structure***

Any charity trustee may call a meeting of the charity trustees. Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required. The Chief Executive Officer and CIO Administrator are responsible to the charity trustees for the day to day running of the CIO.



**TRUSTEES ANNUAL REPORT**  
**FOR THE YEAR ENDED 31 MAY 2023**  
**CONTINUED .....**

**Activities and Public benefit**

The collection and distribution of food. All free on a daily basis (Tuesday to Saturday).

The operation and management of a social supermarket (No.87).

The operation and management of our foodbank alongside providing emergency food parcels to families and individuals most at risk and/or suffering food poverty.

Working in partnership with other charities (both constituted and non-constituted), organisations, and groups to offer additional services and products to our beneficiaries. For example, we work with Staffordshire Mums Network, The Hygiene Bank, and Period Power in order to source sanitary products for families and individuals suffering poverty. Over the summer we also worked in partnership with the City Council, SPLAT! & The Hubb Foundation to provide free holiday food and provisions for the children of Blurton.

The operation and management of a community lounge twice a week offering beneficiaries the opportunity to engage with other members and support service providers.

**Public Benefit**

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit and have had regard to it in their administration of the Charity.

**Future plans**

The areas for focus during the coming year and further into the future include:

- Reviewing and updating all policies, procedures, recruitment processes and financial planning.
- Maintaining and sustaining staff levels in relation to customer referrals.
- Maintaining and improving relationships with existing and new referral partners.
- Customer feedback on the effectiveness of the service provided through regular service reviews.
- Exploring 'digital' alternatives for relevant staff training.

**Trustees' consideration and management of major risks**

The trustees have a responsibility to identify, assess and manage risks to the charity, including financial and other areas. The process for identifying risk has been through ongoing review, assessing risks for every new major decision, ongoing active reflection and by responding to minor issues that have been identified in day to day practice.

No major risks to the CIO were identified during the year.

**Review of financial position and affairs**

The total income for the year was £211,355 and total expenditure £95,720, giving a net surplus for the year of £115,635.

Two £50,000 grants awards were received during the year from Stoke-on-Trent City Council, the first being 4 November 2022, which was spent in full in the year. The second being awarded on 4 April 2023, with a 12 month window to spend, we carried over £46,664 into the 23/24 financial year.

We don't anticipate any further grants of this value within the next financial period.

**TRUSTEES ANNUAL REPORT**  
**FOR THE YEAR ENDED 31 MAY 2023**  
**CONTINUED .....**

**Reserves policy**

The charity holds no reserve policy.

**Statement of trustees' responsibilities**


The trustees are responsible for ensuring that financial statements are prepared which give a true and fair view of the state of affairs of Home Services Support including the incoming resources and expenditure, and which comply with the Charities' Act 2011. In doing so the trustees need to:

- select suitable accounting policies and apply them consistently
- observe the methods and principles in the 'SORP' - Statement of Recommended Practice (Accounting and Reporting by Charities)
- make reasonable and sound financial judgments and estimates
- keep adequate records that disclose with reasonable accuracy at any time the financial position of the CIO
- safeguard the assets of the CIO, including taking reasonable steps for the prevention and detection of fraud or other irregularities
- prepare the statements on the ongoing concern basis unless it is inappropriate to presume the CIO will continue.

**Declaration**

The trustees declare that they have approved the trustees' report above and the accompanying financial statements.

For and on behalf of all the trustees on 18 January 2024

  
Melissa Beydilli  
Chair

**AFFORDABLE FOOD STOKE**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES'**

We report on the accounts for the Charity for the year ended 31 May 2023 which are set out on pages 6-9.

**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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to our attention.

**Basis of Independent Examiner's report**

Our examination was carried out in accordance with the 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 the seeking of explanations from you as 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:

1. 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 2011 Act; and
  - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which in our opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

57 Barlaston Old Road  
Trentham  
Stoke on Trent  
Staffordshire  
ST4 8HD

18 January 2024

**JORDAN ACCOUNTANTS LIMITED**

Chartered Certified Accountants



**AFFORDABLE FOOD STOKE**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MAY 2023**

	Unrestricted Funds £	Restricted Funds £	2023 Total Funds £	2022 Total Funds £
<b>Receipts:</b>				
Donations	48,602	-	<b>48,602</b>	19,728
Grants	-	150,100	<b>150,100</b>	17,078
Kitchen takings	2,772	-	<b>2,772</b>	400
Fundraising	9,881	-	<b>9,881</b>	5,355
Cash funds introduced	-	-	-	4,918
<b>Total income</b>	<b>61,255</b>	<b>150,100</b>	<b>211,355</b>	<b>47,479</b>
<b>Payments:</b>				
Food and drink costs	4,753	4,411	<b>9,164</b>	3,530
Publicity and promotional costs	-	-	-	134
Staff wages and employment costs	1,854	25,537	<b>27,391</b>	-
Event costs	-	-	-	2,551
Fareshare food	7,982	-	<b>7,982</b>	8,525
Repairs, maintenance and equipment	2,126	8,375	<b>10,501</b>	3,538
Waste collection	672	765	<b>1,437</b>	-
Telephone, website and internet costs	99	200	<b>299</b>	146
Training	-	850	<b>850</b>	33
Stationery, postage and printing	362	527	<b>889</b>	155
Rent and room hire	260	12,067	<b>12,327</b>	270
Professional fees	457	448	<b>905</b>	2,932
Bank and transaction charges	256	218	<b>474</b>	-
Travel and fuel costs	1,330	22,060	<b>23,390</b>	20
Sundries	-	111	<b>111</b>	267
<b>Total expenditure</b>	<b>20,151</b>	<b>75,569</b>	<b>95,720</b>	<b>22,101</b>
<b>Net receipts / payments</b>	<b>41,104</b>	<b>74,531</b>	<b>115,635</b>	<b>25,378</b>
Fund balances at 1 June 2022	-	-	<b>25,378</b>	-
<b>Fund balances at 31 May 2023</b>	<b>57,824</b>	<b>83,189</b>	<b>141,013</b>	<b>25,378</b>



**AFFORDABLE FOOD STOKE**

**BALANCE SHEET**

**AS AT 31 MAY 2023**

	<b>Note</b>	<b>2023 Total £</b>	<b>2022 Total £</b>
<b>Current Assets</b>			
Cash at bank and in hand		<u>141,013</u>	<u>25,378</u>
<b>Total assets</b>		<u>141,013</u>	<u>25,378</u>
 <b>Funds</b>			
Unrestricted	10	<u>57,644</u>	16,720
Restricted		<u>83,369</u>	<u>8,658</u>
		<u>141,013</u>	<u>25,378</u>

The financial statements were approved by the board of trustees and authorised for issue on 18 January 2024 and are signed on its behalf by

.....*K Seeley*  
Karen Seeley  
Trustee

**AFFORDABLE FOOD STOKE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MAY 2023**

**1. Accounting policies**

**1.1 Accounting convention**

Affordable Food Stoke is a charitable incorporated organisation. In the event of the charity being wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities. The nature of the charity's operations and principal activities are described in the Trustee's Report.

**1.2 Funds**

Unrestricted funds 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.

**1.3 Receipts and payments**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due. For the purposes of understanding a statement of assets and liabilities at the year-end has been included

**2. Trustees' and key management personnel remuneration and expenses**

The trustees neither received nor waived any remuneration during the year.

**AFFORDABLE FOOD STOKE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MAY 2023**

**3. Funds**

**a. Unrestricted Funds**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Unrestricted funds are represented by:		
Net Current assets	<b>57,644</b>	16,720
Long term liabilities	-	-
	<b>57,644</b>	16,720

**a. Restricted Funds**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Unrestricted funds are represented by:		
Net Current assets	<b>83,369</b>	8,658
Long term liabilities	-	-
	<b>83,369</b>	8,658