

Charity Registered Number: 1194677

**AFFORDABLE FOOD STOKE
TRUSTEES ANNUAL REPORT
AND
ACCOUNTS
FOR THE YEAR ENDED 31 MAY 2024**

AFFORDABLE FOOD STOKE
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AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2024

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AFFORDABLE FOOD STOKE

CHARITY INFORMATION

Charity name	Affordable Food Stoke
Registered Charity No	1194677
Registered date	4 June 2021
Charity Trustees	Melissa Beydilli Davis Anthony Proudlove Karen Seeley Taaeba Mansha Jeanette Crawford Samantha Arnold
Charity official address	77-81 Meaford Drive Blurton Stoke on Trent Staffordshire ST3 2BB
Bankers	The Co-operative Bank
Independent examiner	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 2024

The trustees present their Annual Report and financial statement for the year to 31 May 2024. 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 2024
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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 £190,593 and total expenditure £175,884, giving a net surplus for the year of £14,709.

As a result, total funds retained at the year end amounted to £155,722 (2023, £141,013).

The trustees are happy with both the financial position and the ongoing performance of the Charity.

TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 MAY 2024
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 31 July 2024

.....
Taaeba Mansha
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 2024 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

31 July 2024

JORDAN ACCOUNTANTS LIMITED

Chartered Certified Accountants

AFFORDABLE FOOD STOKE
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MAY 2024

	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
Receipts:				
Donations	55,501	-	55,501	48,602
Grants	-	119,601	119,601	150,100
Kitchen takings	3,554	-	3,554	2,772
Fundraising	11,937	-	11,937	9,881
Total income	70,992	119,601	190,593	211,355
Payments:				
Food and drink costs	3,400	13,510	16,910	9,164
Publicity and promotional costs	397	-	397	-
Staff wages and employment costs	-	70,164	70,164	27,391
Event costs	-	500	500	-
Fareshare food	6,149	8,164	14,313	7,982
Repairs, maintenance and equipment	12,472	25,432	37,904	10,501
Waste collection	904	701	1,605	1,437
Telephone, website and internet costs	487	47	534	299
Training	476	-	476	850
Stationery, postage and printing	309	488	797	889
Rent and room hire	-	22,787	22,787	12,327
Professional fees	970	243	1,213	905
Bank and transaction charges	195	112	307	474
Travel and fuel costs	3,450	4,020	7,470	23,390
Sundries	507	-	507	111
Total expenditure	29,716	146,168	175,884	95,720
Net receipts / payments	41,276	(26,567)	14,709	115,635
Fund balances at 1 June 2023	57,824	83,189	141,013	25,378
Fund balances at 31 May 2024	99,110	56,622	155,722	141,013

AFFORDABLE FOOD STOKE

BALANCE SHEET

AS AT 31 MAY 2024

	Note	2024 Total £	2023 Total £
Current Assets			
Cash at bank and in hand		<u>155,722</u>	<u>141,013</u>
Total assets		<u>155,722</u>	<u>141,013</u>
Funds			
Unrestricted	10	98,919	57,644
Restricted		<u>56,803</u>	<u>83,369</u>
		<u>155,722</u>	<u>141,013</u>

The financial statements were approved by the board of trustees and authorised for issue on 31 July 2024 and are signed on its behalf by

.....
Davis Anthony Proudlove
Trustee

AFFORDABLE FOOD STOKE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2024

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 2024

3. Funds

a. Unrestricted Funds

	2024	2023
	£	£
Unrestricted funds are represented by:		
Net Current assets	98,919	57,644
Long term liabilities	-	-
	98,919	57,644

a. Restricted Funds

	2024	2023
	£	£
Unrestricted funds are represented by:		
Net Current assets	56,803	83,369
Long term liabilities	-	-
	56,803	83,369