

**ANNUAL REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023**

**BILLERICAY
FOODBANK**

(Charitable Incorporated Organisation)

CHARITY REGISTRATION No: 1194869

Castle View Accounting Ltd
New Barn
Mudberry Lane
Bosham
Chichester
West Sussex
PO18 8TS

BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

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BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1194869
DATE OF REGISTRATION	21st June 2021
START OF FINANCIAL YEAR	1st April 2022
END OF FINANCIAL YEAR	31st March 2023
TRUSTEES AT 31ST MARCH 2023	James Rose Ian Fulton Marina Tarrant Stuart Gibbs Joanne Gibbs

The existing trustees appoint any new trustees following the provisions laid out in the Charity's governing instrument.

GOVERNING INSTRUMENT	CIO - Foundation Registered 21st June 2021, As Amended on 22nd October 2022 and on the 27th October 2022.
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OBJECTS

The object of the CIO is: The relief of financial hardship amongst people in Billericay and the surrounding areas in such ways as the Trustees from time to time may think fit, in particular but not exclusively by: a) Providing emergency food, essential toiletries, and other household items to individuals and families in need and/or for distribution by other Charities or other organisations working to prevent or relieve poverty. b) Such other means including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

CORRESPONDENCE ADDRESS	22 Western Road Silver End Witham Essex CM8 3SF
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PRIMARY BANKERS	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
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INDEPENDENT EXAMINERS	Castle View Accounting Ltd New Barn Mudberry Lane Bosham Chichester West Sussex PO18 8TS
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BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of Billericay Foodbank on the accounts for the year ended 31st March 2023 set out on pages 8 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 my responsibility to:

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

Basis of independent examiner's statement

My 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 my examination, no matter has come to my attention:

1. which gives me 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 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

K. Collaku MAAT
Castle View Accounting Ltd
New Barn
Mudberry Lane
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West Sussex
PO18 8TS


Date: 7th July 2023

BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2023**

Summary of the Main Activities

Foodstuffs and other essential items are collected on a weekly basis from donations by members of the public either at local centres or collection points in local supermarkets and brought to the central Foodbank premises. The items are sorted and checked as suitable for distribution by teams of volunteers and then packed into appropriate size bags for families or individuals and distributed to households in the local area.

Financial donations are accepted, acknowledged, banked, and used to meet essential overheads and to purchase additional foodstuffs, including fresh food.

All Trustees have signed the Trustee Declaration as required for registration as a charity with the Charity Commission.

Achievements and Performance

Billericay Foodbank has been helping individuals and families in Billericay since 2018. From a modest beginning in a room at St John's Church, Outwood Common, the Foodbank now leases premises in Billericay High Street and has achieved charitable status. The charity's Finance Committee, comprising our volunteer Bookkeeper and Treasurer, (who became a Trustee in June 2022) along with another Trustee hold regular meetings and together with the full Board of Trustees have ensured that the weekly tasks run smoothly, and time is allocated for coherent, longer-term planning. Funds have been identified to continue the support for completion of essential administrative duties, ensuring the efficient completion of tasks to maintain the Foodbank's core-business, i.e. the collection of donations, the delivery of food to households and the recruitment and training of volunteers.

During the course of the year a successful grant application has enabled us to fund support for the tasks of maintaining an impressively creative social media profile and the development of positive external relationships. Both of these are necessary to ensure the continuity of donations of food and finances. Volunteers have regularly attended fund and awareness raising activities around the town, and we have offered speakers to talk to local community groups and churches.

We are incredibly grateful to all those who have supported the Foodbank with financial donations during the year and being able to claim Gift Aid has brought additional funds to the charity. A specific fundraising effort resulted in the purchase of a second-hand vehicle, which has helped enormously with the collection of donations and carrying equipment to events.

Worsening economic conditions, leading to rising prices for food and domestic fuel has meant a significant increase in the number of people seeking help from the Foodbank each week. We are now supporting over 120 households or approximately 325 individuals, including 125 children in the community. This number is challenging for the weekly administration of the Foodbank, so we are currently reviewing our logistical arrangements and the longer-term viability of current organisational and operational structures.

We receive donations from members of the public, with contributions from community groups, local churches, town supermarkets and businesses. This magnificent support, highlighting a real community investment in the work of the Foodbank, has meant that although numbers needing support have grown, the capacity to help remains constant. However, we are continually reviewing how this help is managed and how donations can best be used to sustain our commitment to those seeking our assistance.

During the year, the Foodbank has been privileged to have the loyal involvement of around seventy five volunteers who come together in teams to ensure that the essential work required to achieve the core-business is successfully completed. The dedication of the volunteers is impressive; these people are the lifeblood of the Foodbank, and their contribution is much valued and appreciated by the Trustees.

BILLERICAY FOODBANK
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TRUSTEES' REPORT (Continued)
FOR THE YEAR ENDED 31ST MARCH 2023

Financial Review

The Foodbank has further improved its financial resilience and sustainability in the last 12 months. Recognising that the cost of living crisis would adversely impact the community, we have ensured that we have been in a position to both afford the increased costs of meeting the needs of that community but also that the Foodbank is financially sustainable. The Foodbank is currently able to continue to meet its objectives even if income should reduce or if an unexpected expenditure should arise in the next 12 months. It has also allowed the Trustees to start to plan for the future role and operation of the organisation.

The financial position has been achieved by optimising grant funding where possible, but also through the ongoing generosity of donors, both private and corporate, which has seen overall income increase year on year despite the worsening economic conditions.

Amongst those supporting the Foodbank through grants in the last financial year were:

- Essex Community Foundation
- National Lottery
- Julia & Hans Rausing Trust
- Douglas Allen Community Fund
- Essex Association of Local Councils
- Basildon, Billericay & Wickford CVS

However, there are also many other private donors without whose generosity the organisation would be unable to provide the service it does.

The raising of interest rates has given the Foodbank the opportunity to generate some additional interest income from the cash balances that are not required for daily use via fixed term deposits of no more than 12 months with FSCS guaranteed banks.

Summary

Billericay Foodbank has been established with a clear set of underlying principles and values which inform every aspect of the charity's work. These values aim to ensure that the services provided are easily accessible and non-bureaucratic, i.e. do not require copious forms to be completed or documentation from a referring body to be shown and are consistently delivered in a non-judgemental and friendly way.

Building and maintaining relationships with those who use the Foodbank and across the whole community are key features of how we understand our core business. We understand the often complex, multiple problems facing the families and individuals and look to develop ways to signpost them to other relevant services and agencies.

This has been a year of consolidation and growth for the Foodbank, and the Trustees are immensely grateful for all the support provided by our volunteers and those who have given so generously with donations of food, essential household items and money.

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TRUSTEES' REPORT (Continued)
FOR THE YEAR ENDED 31ST MARCH 2023

Trustees' Responsibilities

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the CIO and of the surplus of the CIO for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the CIO will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the CIO. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 4th July 2023

Signed on their behalf by Trustee 

Printed Name: Ian Fulton

BILLERICAY FOODBANK
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**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31ST MARCH 2023**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2022/23 £	TOTAL 2021/22 £
RECEIPTS :						
Grants, Donations & Legacies	2a	94,460	23,370	37,997	155,827	84,443
Activities for Generating Funds	2b	13,615	-	-	13,615	-
TOTAL RECEIPTS		108,075	23,370	37,997	169,442	84,443
PAYMENTS :						
Costs of Charitable Activities	3a	62,458	29,977	27,717	120,152	55,387
TOTAL PAYMENTS		62,458	29,977	27,717	120,152	55,387
NET INCOMING/(OUTGOING) RESOURCES		45,617	(6,607)	10,280	49,290	29,056
Balances Brought Forward		57,630	-	-	57,630	28,574
Transfer Between Funds		(7,327)	7,327	-	-	-
BALANCES CARRIED FORWARD		95,920	720	10,280	106,920	57,630

The Charity's operations are classed as continuing operations.

The notes on pages 10 to 12 form part of these financial statements.

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STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST MARCH 2023

	Note	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-23 £	Total 31-Mar-22 £
ASSETS					
Cash Funds:					
Cash at Bank and in Hand		96,640	10,280	106,920	57,630
		96,640	10,280	106,920	57,630
Charity Funds:					
General Funds		95,920	-	95,920	57,630
Designated Funds	5	720		720	-
Restricted Funds	4	-	10,280	10,280	-
		96,640	10,280	106,920	57,630
Assets Retained for the Charity's Own Use					
Motor Vehicle Cost		20,400	-	20,400	-
		20,400	-	20,400	-
LIABILITIES					
Accountancy Fees		250	-	250	-
Independent Examiners Fee		650	-	650	-
		900	-	900	-

TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The Trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages 8 and 9.

Approved by the Trustees on 4th July 2023

Signed on their behalf by Trustee 

Printed Name: IAN FULTON

BILLERICAY FOODBANK
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NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2023

1. BASIS OF ACCOUNTING

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners and the documents meet the appropriate legal requirements.

2. RECEIPTS

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2022/23 £	TOTAL 2021/22 £
a) Grants, Donations & Legacies						
Gift Aid Tax		1,258	-	-	1,258	-
Gifts & Donations	5	92,452	23,370	-	115,822	54,350
Grants Received	4	750	-	37,997	38,747	30,093
		94,460	23,370	37,997	155,827	84,443

b) Activities for Generating Funds

Rental Income		13,615	-	-	13,615	-
		13,615	-	-	13,615	-

3. PAYMENTS

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2022/23 £	TOTAL 2021/22 £
a) Costs of Charitable Activities						
Administrative Costs	4	12,285	-	7,500	19,785	11,261
Bank Charges		29	-	-	29	66
Equipment Costs	4	2,654	-	1,450	4,104	1,885
Food Costs	4 & 5	10,527	7,132	16,187	33,846	18,329
Fundraising & Events		4,546	-	-	4,546	-
Insurance Costs		543	-	-	543	355
Motor Vehicle Cost	5	-	20,400	-	20,400	-
Motor Vehicle Expenses	5	500	2,445	-	2,945	1,741
Rent & Rates	4	18,835	-	880	19,715	14,276
Services		3,221	-	-	3,221	1,542
Sundry Expenses		2,952	-	-	2,952	3,225
Telephone Costs		499	-	-	499	398
Utility Costs		5,597	-	-	5,597	2,309
Winter Hardship Payments	4	270	-	1,700	1,970	-
		62,458	29,977	27,717	120,152	55,387

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NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2023

4. RESTRICTED FUNDS

CURRENT FINANCIAL PERIOD

	Balance 01-Apr-22 £	Income £	Expenditure £	Transfers £	Balance 31-Mar-23 £
Basildon, Billericay & Wickford CVS Fund	-	2,000	2,000	-	-
Douglas Allen Fund	-	5,000	5,000	-	-
Essex Association of Local Councils Fund	-	9,397	9,097	-	300
Essex Community Fund	-	7,500	7,500	-	-
Julia & Hans Rausing Trust	-	5,000	4,120	-	880
National Lottery Fresh Food Fund	-	9,100	-	-	9,100
	-	37,997	27,717	-	10,280

PREVIOUS FINANCIAL PERIOD

	Balance 01-Apr-21 £	Income £	Expenditure £	Transfers £	Balance 31-Mar-22 £
Essex Community Fund	-	8,000	8,000	-	-
National Lottery Fresh Food Fund	-	4,000	4,000	-	-
	-	12,000	12,000	-	-

Restricted funds are wholly represented by the charity's cash reserves and are to be expended as specified above.

5. DESIGNATED FUNDS

CURRENT FINANCIAL PERIOD

	Balance 01-Apr-22 £	Income £	Expenditure £	Transfers £	Balance 31-Mar-23 £
Ram Fresh Food Fund	-	7,000	7,080	80	-
Tins Fund	-	50	52	2	-
Van Fund	-	13,155	20,400	7,245	-
Van Running Cost Fund	-	3,165	2,445	-	720
	-	23,370	29,977	7,327	720

Designated funds are wholly represented by the charity's cash reserves and are to be expended as specified above.

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NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2023

6. STAFF COSTS AND NUMBERS

The Charity employed no members of staff during this or the previous financial period.

7. TRUSTEES AND OTHER RELATED PARTIES

During the financial year Trustee Marina Tarrant received £12,285 for providing administrative and financial services to Billericay Foodbank in furthering the Charity's objects. All conflicts of interest have been identified, documented and managed in accordance with the Charity's Governing Document.

During the financial year Trustee Stuart Gibbs received £7,500 for providing promotional and operational support services, including fundraising and developing external relationships for Billericay Foodbank in furthering the Charity's objects. All conflicts of interest have been identified, documented and managed in accordance with the Charity's Governing Document.

No other payments were made to trustees or any persons connected with them during this financial period. No other material transaction took place between the organisation and a trustee or any person connected with them.

8. RISK ASSESSMENT

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

9. RESERVES POLICY

The Trustees have considered the level of reserves they wish to retain, appropriate to the CIO's needs. This is based on the CIO's size and the level of financial commitments held. The Trustees aim to ensure the CIO will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The Trustees will endeavour not to set aside funds unnecessarily.

10. PUBLIC BENEFIT

The CIO acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the CIO has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the CIO should undertake