

**ANNUAL REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024**

**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)

CONTENTS

Page 3	Legal and Administrative Information
Page 4	Independent Examiner's Report
Pages 5 to 7	Trustees' Report
Page 8	Statement of Receipts and Payments
Page 9	Statement of Assets and Liabilities
Pages 10 to 14	Notes to the Accounts

BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1194869
DATE OF REGISTRATION	21st June 2021
START OF FINANCIAL YEAR	1st April 2023
END OF FINANCIAL YEAR	31st March 2024
TRUSTEES AT 31ST MARCH 2024	James Rose Ian Fulton Marina Tarrant Stuart Gibbs Joanne Gibbs Mark Thomas (Appointed 29th January 2024)

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 2024 set out on pages 8 to 14.

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
Bosham
Chichester
West Sussex
PO18 8TS


Date: 19th July 2024

BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2024**

Summary of the Main Activities

Foodstuffs and other essential items are collected on a weekly basis from donations given by members of the public from either local centres or collection points in supermarkets. The items are then brought to the central Foodbank premises where volunteer teams sort and check them as suitable for distribution. After being packed into appropriate size bags for families or individuals, food and other items are 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. The charity's Finance Committee, comprising the bookkeeper, treasurer and a trustee hold regular meetings to monitor the charity's financial position, providing monthly accounts for the Board of Trustees.

Funds have continued to be identified to pay for a part-time administrator to support the completion of vital administrative duties and also for a role to sustain our publicity profile and to network with relevant local organisations. The latter is essential to maintain public awareness of the ongoing needs of the Foodbank for donations, both of food and financial. To support the charity's fundraising we organise various social activities, attend local community events, and Trustees accept invitations to speak to various social organisations and local churches.

All this work helps to ensure that the Foodbank continues to receive a regular and sufficient supply of donations and financial gifts.

The Trustees have recognised the importance of 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. However, the growth of the charity has required the Trustees to focus more on matters of good governance and to plan strategically for the future. A particular focus has been how we might support our 'longer-term' households to decrease their reliance on the Foodbank.

We have accordingly created an Operational Group to maintain the routine tasks of the Foodbank. This Group includes those volunteers who participate in the daily operations and so are able to help with the planning and delivery of the core business services. This development allows the Trustee Board to focus on governance and strategic planning. We have commissioned a time limited 9-month project to explore options for our longer-term households and consider alternative models for how we operate as a Foodbank, tackling the critical issues associated with food poverty in our community.

In August 2023 we moved our premises from the High Street location to form a working partnership with Hamelin Trust, a charity providing day care and residential support to adults with severe learning difficulties. We now rent a much more suitable space in their premises, which also provides an easier and more private access for those coming to collect food.

One of the most fruitful aspects of our move has been the opportunity to involve Hamelin Trust clients in the work of the Foodbank. The aims of this involvement are to build confidence, develop skills and potentially to help towards engagement in the world of work.

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.

We currently support around 100 households each week, and in one typical month we provided 410 food parcels, supporting 280 people. This entailed a total of over 910 volunteer hours, the equivalent of 114 working days.

BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

TRUSTEES' REPORT (Continued)
FOR THE YEAR ENDED 31ST MARCH 2024

We receive donations from members of the public, with contributions from community groups, local churches, town supermarkets, businesses as well as local government and other grant giving bodies, including the National Lottery. This magnificent support, highlighting a real community investment in the work of the Foodbank, has meant that despite a decrease in food donations, our ability to help remains constant.

During the year, the Foodbank has been privileged to have the loyal involvement of around 100 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.

Financial Review

The Foodbank has continued to focus on ensuring it is financially resilient and sustainable through good budgeting and performance monitoring to ensure that our service can continue to be delivered to those who need it. The cost of living crisis has seen a decline on financial donations and grant income of approximately 15% in the last 12 months. This was expected and budgeted for and has been partially mitigated by increased Gift Aid recovery and from interest income on our cash deposits, benefitting from the interest rate increases. The Foodbank is currently able to continue to meet its objectives, without any noticeable decline in service level, even if income should radically reduce, which is not expected, or if an unexpected expenditure should arise in the next 12 months. Performance is monitored each month to highlight any developing issues and to take action to ensure the Foodbank operation can continue to perform at a consistent level for the users of the service. This resilience has also allowed the Trustees to start to plan for the longer term future role and operation

The financial position has been achieved by optimising grant funding where possible, but also through the ongoing generosity of donors, both private individuals and corporate/charitable organisations.

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

- National Lottery Community Fund
- Yellow Car Charitable Fund
- Douglas Allen Emergency Fund
- Essex Association of Local Councils
- Essex Community Foundation

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

The Foodbank invests surplus cash balances in fixed term deposit accounts of no more than 12 months duration with Financial Services Compensation Scheme (FSCS) guaranteed banks. This is part of a prudent investment policy, which is reviewed regularly, but which enables us to benefit from the current higher rate of interest being paid in the market. This income can then be used to support the Foodbank's core objectives.

Summary

Billericay Foodbank has 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, 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 recognise the often complex, multiple problems facing the families and individuals who seek our help, and the proposed development project aims to explore ways of identifying alternative means of providing support to the different households and individuals.

This has been a year of change and growth for the Foodbank, presenting challenges to which we have tried to respond by improving governance and management whilst retaining the essential spirit and values of the charity and maintaining the enthusiasm and commitment of our large volunteer team. The Trustees are immensely grateful for all the support provided by the volunteers and those who have given so generously with donations of food, essential household items and money.

BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

TRUSTEES' REPORT (Continued)
FOR THE YEAR ENDED 31ST MARCH 2024

Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable Law and the Generally Accepted Accounting Principles (GAAP) including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The Charities Act 2011 require 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 or deficit of the CIO for that period. In preparing those financial statements the trustees are required to:

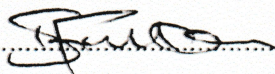
- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 sufficient accounting records that 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, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Governing Document. 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.

Approved by the Trustees on

17th July 2024

Signed on their behalf by Trustee



Printed Name:

IAN FULTON

BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31ST MARCH 2024**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2023/24 £	TOTAL 2022/23 £
RECEIPTS :						
Grants, Donations & Legacies	2a	109,106	-	26,404	135,510	155,827
Investment Income	2b	1,021	-	-	1,021	-
Activities for Generating Funds	2c	6,974	-	-	6,974	13,615
TOTAL RECEIPTS		117,101	-	26,404	143,505	169,442
PAYMENTS :						
Costs of Charitable Activities	3a	85,011	720	35,764	121,495	120,152
Governance Costs	3b	900	-	-	900	-
TOTAL PAYMENTS		85,911	720	35,764	122,395	120,152
NET INCOMING/(OUTGOING) RESOURCES		31,190	(720)	(9,360)	21,110	49,290
Balances Brought Forward		95,920	720	10,280	106,920	57,630
BALANCES CARRIED FORWARD		127,110	-	920	128,030	106,920

The Charity's operations are classed as continuing operations.

The notes on pages 10 to 14 form part of these financial statements.

BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST MARCH 2024**

	Note	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-24 £	Total 31-Mar-23 £
ASSETS					
Cash Funds:					
Cash at Bank and in Hand		127,110	920	128,030	106,920
		127,110	920	128,030	106,920
Charity Funds:					
General Funds		127,110	-	127,110	95,920
Designated Funds	5	-	-	-	720
Restricted Funds	4	-	920	920	10,280
		127,110	920	128,030	106,920
Assets Retained for the Charity's Own Use					
Motor Vehicle Cost		20,400	-	20,400	20,400
		20,400	-	20,400	20,400
		Unrestricted Fund £	Restricted Fund £	Total 31-Mar-24 £	Total 31-Mar-23 £
LIABILITIES					
Accountancy Fees		300	-	300	250
Independent Examiners Fee		840	-	840	650
		1,140	-	1,140	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 17th July 2024

Signed on their behalf by Trustee 

Printed Name: Ian Fulton

BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2024**

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 2023/24 £	TOTAL 2022/23 £
a) Grants, Donations & Legacies						
Gift Aid Tax		5,194	-	-	5,194	1,258
Gifts & Donations		99,227	-	-	99,227	115,822
Grants Received	4	4,685	-	26,404	31,089	38,747
		109,106	-	26,404	135,510	155,827
b) Investment Income						
Bank Interest		1,021	-	-	1,021	-
		1,021	-	-	1,021	-
c) Activities for Generating Funds						
Rental Income		5,832	-	-	5,832	13,615
Sponsorship Income		1,142	-	-	1,142	-
		6,974	-	-	6,974	13,615

BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2024

3. PAYMENTS

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2023/24 £	TOTAL 2022/23 £
a) Costs of Charitable Activities						
Administrative Costs	4	8,754	-	14,580	23,334	19,785
Bank Charges		61	-	-	61	29
Equipment Costs		525	-	-	525	4,104
Food Costs	4	32,651	-	18,416	51,067	33,846
Fundraising & Events		2,210	-	-	2,210	4,546
Insurance Costs		606	-	-	606	543
Motor Vehicle Cost		-	-	-	-	20,400
Motor Vehicle Expenses		2,668	720	-	3,388	2,945
Relocation Costs		7,437	-	-	7,437	-
Rent & Rates	4	19,408	-	1,495	20,903	19,715
Services		1,166	-	-	1,166	3,221
Sundry Expenses		6,481	-	-	6,481	2,952
Telephone Costs		407	-	-	407	499
Utility Costs		1,755	-	-	1,755	5,597
Volunteers Expenses		882	-	-	882	-
Winter Hardship Payments	4	-	-	1,273	1,273	1,970
		85,011	720	35,764	121,495	120,152
b) Governance Costs						
Independent Examiners Fees	9	650	-	-	650	-
Legal & Professional Fees		250	-	-	250	-
		900	-	-	900	-

BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2024

4. RESTRICTED FUNDS

CURRENT FINANCIAL PERIOD

	Balance 01-Apr-23	Income	Expenditure	Transfers	Balance 31-Mar-24
	£	£	£	£	£
Douglas Allen Fund	-	3,000	3,000	-	-
Essex Association of Local Councils Fund	300	-	300	-	-
Julia & Hans Rausing Trust	880	-	880	-	-
National Lottery Fresh Food Fund	9,100	-	9,100	-	-
Winter Warmth Fund	-	2,000	1,080	-	920
EA Food & Winter Warmth Fund	-	5,000	5,000	-	-
National Lottery Cost of Living Fund	-	9,404	9,404	-	-
Yellow Car Charitable Fund	-	7,000	7,000	-	-
	10,280	26,404	35,764	-	920

PREVIOUS 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

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

BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2024

5. DESIGNATED FUNDS

CURRENT FINANCIAL PERIOD

	Balance 01-Apr-23	Income	Expenditure	Transfers	Balance 31-Mar-24
	£	£	£	£	£
Van Running Cost Fund	720	-	720	-	-
	720	-	720	-	-

PREVIOUS 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.

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 £10,420 (2022/23:£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 £10,993 (2022/23:£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.

BILLERICAY FOODBANK
(Charitable Incorporated Organisation)

NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2024

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.