

BRIDPORT FOOD BANK

ANNUAL REVIEW

31 December 2022



Registered Charity No. 1195120

The Bridport Food Bank, previously trading as 'Cupboard Love' is a Charitable Incorporated Organisation (CIO)

Website: <https://www.bridportfoodbank.org/>

Phone: 07443 596096

Our charitable objects

The objects of the Food Bank are the prevention and relief of poverty in Bridport and the surrounding area, for the public benefit, primarily through the provision of food, hygiene and household products, but also related, additional services, assistance and support for those in need.

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Food bank correspondence address:

The Old Bakery, Main Street, Chideock, DT6 6JQ

Food Bank Trustees:

There are three classes of trustee, all have the same rights, powers and responsibilities: an ex-officio member, up to 4 trustees nominated by the Parochial Church Council (PCC) of the parish of Bridport and up to 4 appointed trustees.

Name	Position	Date appointed	Term
Canon Deb Smith	Chair (ex-officio)	7 April 2021	As rector
Marie Ansell	appointed trustee	17 May 2023	3 years
Ian Bark	appointed trustee	17 May 2023	3 years
Diane Benjamin	appointed (Treasurer)	7 April 2021	3 years
Madeleine Sturrock	nominated trustee	16 April 2023	3 years
Peter Wright	nominated trustee	16 April 2023	3 years
Debra Bates	appointed trustee	12 May 2022	3 years

If you would like to become a Trustee, please contact the Chair of Trustees Rev Canon Deb Smith, on 01308 301457 or email: deb@bridport-team-ministry.org

If you would like to volunteer please call the Foodbank Co-ordinators Carrie or Sonia on 07443 596096

Chair of Trustees Report

On behalf of the Board of Trustees, I would like to warmly welcome you to our Annual Review for 2022.

This is the first time we have produced such a report following our establishment as an independent charity with a board of trustees in 2021. The Bridport Food Bank (formerly known as Cupboard Love) has been running for nearly 10 years, serving Bridport and the surrounding villages. It takes a lead in tackling food poverty and its consequences, providing a safe space for people to come and receive food without judgement or discrimination. Previously we were run through St Mary's, Bridport (we continue to run our main session in the church building) and have always enjoyed huge support from the town community with an exceptional team of volunteers under the capable leadership of our co-ordinator Carrie Gamble.

Our first year as an independent charity has been one of great challenge and change. Coming hard on the heels of the pandemic we're faced with the cost-of-living crisis and see its impact in the mounting numbers accessing services. To address the rising need faced by some in our community the Bridport Food Bank is planning to put in place significant, extra steps to meet the needs of the people we serve. For instance, this year we have employed a second paid worker, Sonia Maynard. As well as working in the regular Wednesday session at St Mary's Church, Sonia was researching and getting ready to set up a second session to run in the evenings in a separate venue (now running in 2023).

We also began work on establishing a hardship fund in conjunction with Bridport Town Council and Citizens' Advice. This would enable us to respond to emergency short-term needs of people facing hardship, with the hope this may equip people become more financially resilient and access further support.

I am grateful to all those who support the work of the Food Bank, for the generosity of the supermarkets and independent shops and businesses who enable us to operate; the goodwill and support we have in the town, and for the commitment of so many voluntary groups and statutory bodies whose support makes this work possible. Also to our staff, to all volunteers, supporters and donors who enable the work we do.

I'm also encouraged by the people with lived experience of hardship being willing to influence our work. By sharing their own story to raise awareness, their contribution is invaluable to our work and vision.

I thank the board of trustees, some of whom are also food bank volunteers, for their hard work, and in stepping up to the new challenges we face. Their time and talents are freely given, and critically important. We are stronger and more diverse as an independent charity. This though remains an ongoing journey and we hope to welcome new trustees to get involved in the coming year.

We know it's not right that anyone should need a food bank and we look forward to the day when the need for the distribution of emergency food ends. In the meantime, we will continue to offer help to everyone who is facing hardship with compassion and dignity while working towards a more just society where everyone can afford the essentials.

Canon Deb Smith
Chair of Trustees

Treasurer's Report

Our first priority over this first year of operation is to ensure that the purpose and the delivery of the foodbank have remained as they always were, to our users. For the trustees it has also been one of concentration on establishing our financial viability and the robustness of our working practices, independent of the Bridport Anglican parish. Independent Charity status means that we now pay rent for the church and other premises we use as storage facilities and are responsible for our staff and the recruitment and training of our team of volunteers. We have our own bank account and a responsibility to the Charity Commission and our supporters to account for how our funds are used, wisely and well.

I would like to thank sincerely our donors who give regularly by standing order, not only for their generosity but also for their faithfulness as they are the bedrock of our operation. There are also many individuals who give when they can, as well as local groups who remember the Foodbank only operates on the generosity of others and donate their fundraising contributions, large or small to us. Thank you to you all.

We could not manage without the support of our local Supermarkets and traders, especially Washingpool Farm, Morrisons, Waitrose and Lidl who provide collection points for members of the public to donate foodstuff, but also have systems for financial donations to be made through their tills, which allow us to request specific goods up to the amount donated in this way.

Being in control of our own funds has meant that we have been able to broaden the range of foodstuff we offer each week. Over the year we have established regular supplies of fresh fruit and vegetables, fresh bread and eggs which supplement the standard provision of tinned and dried produce. Baby food and childcare products, with basic toiletries, are also regularly purchased.

At the end of our first reporting period, we are now in a position to look forward with confidence to the future based on our regular income, as well as holding some financial reserves. These have accumulated primarily from past operating within the Bridport parish and we plan to use this legacy to offer a wider range of support to those in need over 2023.

Diane Benjamin
Treasurer

Summary of Accounts to December 2022

INDEPENDENT EXAMINER:

Marcus Cridland B.A.(Hons) F.C.A.
Scott Vevers Ltd
Chartered Accountants
and Registered Auditors
65 East Street
Bridport
Dorset
DT6 3LB

BANKERS:

NatWest, Bridport, Dorset
60 03 29 / Account: 79195156

The accounts have been prepared in accordance with the accounting policies and comply with the charity's governing document, applicable law and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities when preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

They refer to the thirteen month period ended 31 December 2022

Financial position

Total incoming resources for the year were £123,573 and net incoming funds were £98,434. Total funds at 31 December 2022 were £98,434 including restricted funds of £29,950 and designated funds of £30,000.00.

Reserves Policy

The trustees consider the appropriate level of free reserves they should retain is between 8 to 10 months of the committed expenditure of the charity, which equates to between, £18,000 to £22,000 in general funds. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure.

Independent Examiners have completed their examination and confirm that no material matters have come to their attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008.

BALANCE SHEET AT 31 DECEMBER 2022

Current Assets	£	£ Totals
Debtors	504	
Cash at bank and in hand	98,729	
		99,233
Creditors Amounts falling due within one year	(799)	
Net Assets		98,434

The Funds of the Charity

Restricted Funds

Dorset Household Fund	9,950	
Hardship Fund	20,000	
		29,950

Unrestricted Funds

Designated Fund (contingency)	30,000	
General Fund	38,484	
		68,484

Total Charity Funds		98,434
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Fund Accounting Policy

Unrestricted income funds are general funds that are available for use at the Trustee's discretion in furtherance of the objectives of the charity.

Restricted Funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Income

Voluntary Income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement.

Income from Donations and Legacies

	Unrestricted Funds	Restricted Funds	Total 2022
Planned Giving	26,161	-	26,161
Donations and Legacies	67,212	20,000	87,212
	93,373	20,000	113,373

Activities for Raising Funds

Fundraising Grants	9,950	9,950
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Costs of raising Voluntary Income

Publicity and Fundraising		882
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Charitable Activities

Programme (Direct costs)		8,078
Support Costs		16,179
		24,257

Support Costs

Employment costs		8,917
Volunteer Expenses		1,029
Office Expenses		101
Insurance		551
Premises costs		4,879

Governance Costs

Payroll Fees	162	
Independent Examiner's Fees	540	702
Total		16,179

No trustees received any remuneration or expenses during the year.

Total Interest income for financial assets not measured at fair value through profit or loss is £250.





BRIDPORT FOOD BANK

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE THIRTEEN MONTH PERIOD ENDED

31 DECEMBER 2022

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Charity Commission Registration number: 1195120

BRIDPORT FOOD BANK

**CHARITY INFORMATION
FOR THE THIRTEEN MONTH PERIOD ENDED 31 DECEMBER 2022**

TRUSTEES:	Chair: Canon Reverend Deborah. Smith, Ex-officio Treasurer: Mrs Diane Benjamin, appointed Mr Ian Bark, current Mayor of Bridport Mrs Marie Ansell Mr Peter Wright, nominated Mrs Madeleine Sturrock, nominated
PRINCIPAL OFFICE:	St Mary's Church 84 South Street Bridport Dorset DT6 3NW
CORRESPONDENCE ADDRESS:	The Old Bakery Chideock Dorset DT6 6JQ
REGISTERED CHARITY NUMBER:	1195120
INDEPENDENT EXAMINER:	Marcus Cridland B.A.(Hons) F.C.A. Scott Vevers Ltd Chartered Accountants and Registered Auditors 65 East Street Bridport Dorset DT6 3LB
BANKERS:	NatWest Bridport Dorset

BRIDPORT FOOD BANK

REPORT OF THE TRUSTEES FOR THE THIRTEEN MONTH PERIOD ENDED 31 DECEMBER 2022

The trustees present their report together with the financial statements of the charity for the year ended 31 December 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Who we are and what we do

Our Charitable Objects

The objects of the CIO are the prevention and/or relief of poverty in Bridport and the surrounding area of Dorset for the public benefit, primarily through the provision of food, hygiene and household products, but also related additional services, assistance and support for those in need.

Our Activities

Nine years ago, under the aegis of the St Mary's Church an organization known a 'Cupboard Love' was set up. This was conceived as a short-term solution to an immediate need but has sadly become an ever expanding and ongoing lifeline.

Cupboard Love, now Bridport Food Bank, became a full registered charity in July 2021 and became independently operational on 1 January 2022.

Bridport Food Bank provides more than just food. We work in partnership with a whole range of local agencies to provide support and advice. These include the Citizen's Advice Bureau, local schools, healthcare, housing, homeless and other voluntary organisations supporting those in crisis in the Bridport area. We operate a referral system for those needing ongoing support as well as an emergency help system,

Our primary delivery model of food for 3 meals a day for 3 days a week, including fresh bread, eggs and vegetables is offered from St Mary's Church, Bridport every Wednesday from 10am until 1pm. An extension of this service will be offered from January 2023 based at the BYCC on Mondays from 5-7pm. For those who are housebound or who cannot attend at these times we provide a home delivery service or other pick-up options.

We continue to rely on donations of food from individuals and local businesses, and financial donations from many generous local people.

BRIDPORT FOOD BANK

REPORT OF THE TRUSTEES FOR THE THIRTEEN MONTH PERIOD ENDED 31 DECEMBER 2022

FINANCIAL REVIEW

Financial position

Total incoming resources for the year were £123,573 and net incoming funds were £98,434. Total funds at 31 December 2022 were £98,434 including restricted funds of £29,950 and designated funds of £30,000.

Reserves Policy

The trustees consider the appropriate level of free reserves they should retain is between 8 to 10 months of the committed expenditure of the charity, which equates to between £18,000 to £22,000 in general funds. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity was registered with the Charity Commission in July 2021.

Trustees

The board of trustees are made up of up to 9 Trustees of which 1 will be ex-officio clergy. Up to 3 will be nominated by the Bridport Churches and up to 4 will be taken from the wider Bridport community. The Chair will be elected by the Trustees.

There are currently 6 Trustees on the Board who served during the year. They are listed on page 1.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are required under Charity law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the financial activities of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

BRIDPORT FOOD BANK

REPORT OF THE TRUSTEES FOR THE THIRTEEN MONTH PERIOD ENDED 31 DECEMBER 2022

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for ensuring that the charity maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against loss or unauthorised use and to prevent and detect fraud and other irregularities.

The annual report was approved by the trustees of the charity on 23/05/23 and signed on its behalf by:



Canon Reverend Deborah Smith

Chair of Trustees

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BRIDPORT FOOD BANK**

I report to the trustees on my examination of the accounts of Bridport Food Bank for the thirteen month period ended 31 December 2022, which are set out on pages 6 to 12.

Responsibilities and basis of report

As the trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

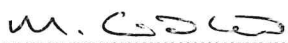
I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



M. Cridland BA(Hons) FCA

Scott Vevers Ltd

Chartered Accountants & Registered Auditors

65 East Street

Bridport, Dorset

DT6 3LB

Date: 25.05.23.

BRIDPORT FOOD BANK
STATEMENT OF FINANCIAL ACTIVITIES FOR THE THIRTEEN MONTH PERIOD ENDED 31 DECEMBER 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Income from:				
Donations and legacies	3	93,373	20,000	113,373
Other trading activities				
Activities for raising funds	4	-	9,950	9,950
Investment income		250	-	250
Total income		<u>93,623</u>	<u>29,950</u>	<u>123,573</u>
Expenditure on:				
Raising funds				
Costs of raising voluntary income	5	882	-	882
Charitable activities	6	24,257	-	24,257
Total expenditure		<u>25,139</u>	<u>-</u>	<u>25,139</u>
Net income		68,484	29,950	98,434
Gross transfers between funds		-	-	-
Net movements in funds		68,484	29,950	98,434
Reconciliation of funds				
Total funds carried forward		<u>68,484</u>	<u>29,950</u>	<u>98,434</u>

All income and expenditure is derived from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

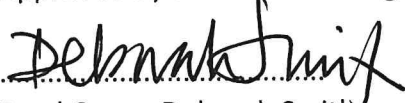
The notes on pages 8 to 12 form an integral part of these financial statements

BRIDPORT FOOD BANK
BALANCE SHEET AT 31 DECEMBER 2022

Charity number: 1195120

		2022	
	Note	£	£
Current assets			
Debtors	9	504	
Cash at bank and in hand		98,729	
		<u>99,233</u>	
Creditors: Amounts falling due within one year	10	<u>(799)</u>	
Net current assets			98,434
Net assets			<u><u>98,434</u></u>
The funds of the charity:			
Restricted funds	11		29,950
Unrestricted funds			
Designated funds	11		30,000
General fund	11		38,484
			<u>98,434</u>
Total charity funds			<u><u>98,434</u></u>

Approved by the Board and signed on its behalf by:



 Revd Canon Deborah Smith -
 Chair of Trustees



 Diane Benjamin - Treasurer

Date: 23.05.23.....

The notes on pages 8 to 12 form an integral part of these financial statements

1 General information

Bridport Food Bank is a charity, established as a Charitable Incorporated Organisation on 9 July 2021. The charity received donations in December 2021 and commenced operating in January 2022. The address of the registered office is provided in reference and administrative details. Details of the charity's operations are provided in the Report of the Trustees.

2 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements are prepared on a going concern basis under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The accounts include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 11.

Income

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, it is more likely than not that the trustees will receive the resources and the amount can be measured with sufficient reliability. Gifts and services in kind are included at their estimated open market valuation.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

2 Accounting policies (continued)**Expenditure**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to the expenditure and the amount of the obligation can be measured with reasonable certainty. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds are the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance and support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Debtors

Debtors (including trade debtors) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

3 Income from donations and legacies

	Unrestricted Funds	Restricted Funds	Total 2022
	£	£	£
Planned giving	26,161	-	26,161
Donations and legacies	67,212	20,000	87,212
	<u>93,373</u>	<u>20,000</u>	<u>113,373</u>

4 Activities for raising funds

	Unrestricted Funds	Restricted Funds	Total 2022
	£	£	£
Fundraising	-	9,950	9,950
	<u>-</u>	<u>9,950</u>	<u>9,950</u>

5 Costs of raising voluntary income

	Unrestricted Funds £	Restricted Funds £	Total 2022 £
Publicity and fundraising costs	882	-	882
	<u>882</u>	<u>-</u>	<u>882</u>

6 Charitable activities

	Activities undertaken directly £	Support costs allocated £	Total 2022 £
Programme	8,078	-	8,078
Support costs	-	16,179	16,179
	<u>8,078</u>	<u>16,179</u>	<u>24,257</u>

7 Support costs

	Total 2022 £	£
Employment costs		8,917
Volunteer expenses		1,029
Office expenses		101
Insurance		551
Premise costs		4,879
Governance costs		
Payroll fees	162	
Independent examiner's fee	<u>540</u>	<u>702</u>
		<u>16,179</u>

8 Employees' remuneration

No trustees received any remuneration or expenses during the year. The costs of the remaining staff were as follows:

	2022 £
Wages and salaries	8,744
	<u>8,744</u>

No employee earned more than £60,000 during the period. The average full time equivalent number of staff employed by the charity during the year analysed by function was:

	2022 No.
Average full time equivalent number of staff employed	1.08
The average number of staff employed (Headcount)	2

9 Debtors

	2022
	£
Prepayments and accrued income	504
	<u>504</u>

10 Creditors: Amounts falling due within one year

	2022
	£
Taxation and social security	223
Accruals	576
	<u>799</u>

11 Analysis of funds

	Incoming resources	Resources expended	C/Fwd 31.12.22
	£	£	£
Restricted Funds			
Dorset Household Fund	9,950	-	9,950
Hardship Fund	20,000	-	20,000
	<u>29,950</u>	<u>-</u>	<u>29,950</u>
Designated Funds			
Contingency Fund	30,000	-	30,000
General Funds			
Unrestricted income funds	63,623	(25,139)	38,484
	<u>93,623</u>	<u>(25,139)</u>	<u>68,484</u>
	<u>123,573</u>	<u>(25,139)</u>	<u>98,434</u>

Designated funds

Monies that have been set aside by the trustees for future development or potential but unknown crises.

Restricted funds

Monies donated during the year specifically to provide food, hygiene and household products to those in need.

12 Net assets by fund

	Unrestricted Funds	Restricted	Total 2022
	£	£	£
Current assets	69,283	29,950	99,233
Creditors: Amounts falling due within one year	(799)	-	(799)
Net assets	<u>68,484</u>	<u>29,950</u>	<u>98,434</u>

13 Financial instruments**2022****£**

Categorisation of financial instruments:

Financial assets that are debt instrument measured at amortised cost	<u>98,729</u>
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Financial liabilities measured at amortised cost	<u>799</u>
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Items of income, expense, gains or losses

The total interest income for financial assets not measured at fair value through profit or loss is £250.



BRIDPORT FOOD BANK

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE THIRTEEN MONTH PERIOD ENDED

31 DECEMBER 2022

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Charity Commission Registration number: 1195120

BRIDPORT FOOD BANK

**CHARITY INFORMATION
FOR THE THIRTEEN MONTH PERIOD ENDED 31 DECEMBER 2022**

TRUSTEES:	Chair: Canon Reverend Deborah. Smith, Ex-officio Treasurer: Mrs Diane Benjamin, appointed Mr Ian Bark, current Mayor of Bridport Mrs Marie Ansell Mr Peter Wright, nominated Mrs Madeleine Sturrock, nominated
PRINCIPAL OFFICE:	St Mary's Church 84 South Street Bridport Dorset DT6 3NW
CORRESPONDENCE ADDRESS:	The Old Bakery Chideock Dorset DT6 6JQ
REGISTERED CHARITY NUMBER:	1195120
INDEPENDENT EXAMINER:	Marcus Cridland B.A.(Hons) F.C.A. Scott Vevers Ltd Chartered Accountants and Registered Auditors 65 East Street Bridport Dorset DT6 3LB
BANKERS:	NatWest Bridport Dorset

BRIDPORT FOOD BANK

REPORT OF THE TRUSTEES FOR THE THIRTEEN MONTH PERIOD ENDED 31 DECEMBER 2022

The trustees present their report together with the financial statements of the charity for the year ended 31 December 2022.

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Who we are and what we do

Our Charitable Objects

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Cupboard Love, now Bridport Food Bank, became a full registered charity in July 2021 and became independently operational on 1 January 2022.

Bridport Food Bank provides more than just food. We work in partnership with a whole range of local agencies to provide support and advice. These include the Citizen's Advice Bureau, local schools, healthcare, housing, homeless and other voluntary organisations supporting those in crisis in the Bridport area. We operate a referral system for those needing ongoing support as well as an emergency help system,

Our primary delivery model of food for 3 meals a day for 3 days a week, including fresh bread, eggs and vegetables is offered from St Mary's Church, Bridport every Wednesday from 10am until 1pm. An extension of this service will be offered from January 2023 based at the BYCC on Mondays from 5-7pm. For those who are housebound or who cannot attend at these times we provide a home delivery service or other pick-up options.

We continue to rely on donations of food from individuals and local businesses, and financial donations from many generous local people.

BRIDPORT FOOD BANK

REPORT OF THE TRUSTEES FOR THE THIRTEEN MONTH PERIOD ENDED 31 DECEMBER 2022

FINANCIAL REVIEW

Financial position

Total incoming resources for the year were £123,573 and net incoming funds were £98,434. Total funds at 31 December 2022 were £98,434 including restricted funds of £29,950 and designated funds of £30,000.

Reserves Policy

The trustees consider the appropriate level of free reserves they should retain is between 8 to 10 months of the committed expenditure of the charity, which equates to between £18,000 to £22,000 in general funds. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity was registered with the Charity Commission in July 2021.

Trustees

The board of trustees are made up of up to 9 Trustees of which 1 will be ex-officio clergy. Up to 3 will be nominated by the Bridport Churches and up to 4 will be taken from the wider Bridport community. The Chair will be elected by the Trustees.

There are currently 6 Trustees on the Board who served during the year. They are listed on page 1.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are required under Charity law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the financial activities of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

BRIDPORT FOOD BANK

REPORT OF THE TRUSTEES FOR THE THIRTEEN MONTH PERIOD ENDED 31 DECEMBER 2022

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for ensuring that the charity maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against loss or unauthorised use and to prevent and detect fraud and other irregularities.

The annual report was approved by the trustees of the charity on 23/05/23 and signed on its behalf by:



Canon Reverend Deborah Smith

Chair of Trustees

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BRIDPORT FOOD BANK**

I report to the trustees on my examination of the accounts of Bridport Food Bank for the thirteen month period ended 31 December 2022, which are set out on pages 6 to 12.

Responsibilities and basis of report

As the trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

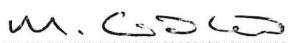
I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



M. Cridland BA(Hons) FCA

Scott Vevers Ltd

Chartered Accountants & Registered Auditors

65 East Street

Bridport, Dorset

DT6 3LB

Date: 25.05.23.

BRIDPORT FOOD BANK
STATEMENT OF FINANCIAL ACTIVITIES FOR THE THIRTEEN MONTH PERIOD ENDED 31 DECEMBER 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Income from:				
Donations and legacies	3	93,373	20,000	113,373
Other trading activities				
Activities for raising funds	4	-	9,950	9,950
Investment income		250	-	250
Total income		<u>93,623</u>	<u>29,950</u>	<u>123,573</u>
Expenditure on:				
Raising funds				
Costs of raising voluntary income	5	882	-	882
Charitable activities	6	24,257	-	24,257
Total expenditure		<u>25,139</u>	<u>-</u>	<u>25,139</u>
Net income		68,484	29,950	98,434
Gross transfers between funds		-	-	-
Net movements in funds		68,484	29,950	98,434
Reconciliation of funds				
Total funds carried forward		<u>68,484</u>	<u>29,950</u>	<u>98,434</u>

All income and expenditure is derived from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

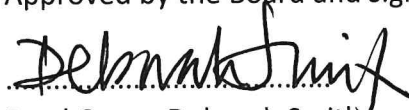
The notes on pages 8 to 12 form an integral part of these financial statements

BRIDPORT FOOD BANK
BALANCE SHEET AT 31 DECEMBER 2022

Charity number: 1195120

		2022	
	Note	£	£
Current assets			
Debtors	9	504	
Cash at bank and in hand		98,729	
		<u>99,233</u>	
Creditors: Amounts falling due within one year	10	<u>(799)</u>	
Net current assets			98,434
Net assets			<u><u>98,434</u></u>
The funds of the charity:			
Restricted funds	11		29,950
Unrestricted funds			
Designated funds	11		30,000
General fund	11		38,484
			<u>98,434</u>
Total charity funds			<u><u>98,434</u></u>

Approved by the Board and signed on its behalf by:



 Revd Canon Deborah Smith -
 Chair of Trustees



 Diane Benjamin - Treasurer

Date: 23.05.23.....

The notes on pages 8 to 12 form an integral part of these financial statements

1 General information

Bridport Food Bank is a charity, established as a Charitable Incorporated Organisation on 9 July 2021. The charity received donations in December 2021 and commenced operating in January 2022. The address of the registered office is provided in reference and administrative details. Details of the charity's operations are provided in the Report of the Trustees.

2 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements are prepared on a going concern basis under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The accounts include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 11.

Income

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, it is more likely than not that the trustees will receive the resources and the amount can be measured with sufficient reliability. Gifts and services in kind are included at their estimated open market valuation.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

2 Accounting policies (continued)**Expenditure**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to the expenditure and the amount of the obligation can be measured with reasonable certainty. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds are the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance and support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Debtors

Debtors (including trade debtors) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

3 Income from donations and legacies

	Unrestricted Funds	Restricted Funds	Total 2022
	£	£	£
Planned giving	26,161	-	26,161
Donations and legacies	67,212	20,000	87,212
	<u>93,373</u>	<u>20,000</u>	<u>113,373</u>

4 Activities for raising funds

	Unrestricted Funds	Restricted Funds	Total 2022
	£	£	£
Fundraising	-	9,950	9,950
	<u>-</u>	<u>9,950</u>	<u>9,950</u>

5 Costs of raising voluntary income

	Unrestricted Funds £	Restricted Funds £	Total 2022 £
Publicity and fundraising costs	882	-	882
	<u>882</u>	<u>-</u>	<u>882</u>

6 Charitable activities

	Activities undertaken directly £	Support costs allocated £	Total 2022 £
Programme	8,078	-	8,078
Support costs	-	16,179	16,179
	<u>8,078</u>	<u>16,179</u>	<u>24,257</u>

7 Support costs

	Total 2022 £	£
Employment costs		8,917
Volunteer expenses		1,029
Office expenses		101
Insurance		551
Premise costs		4,879
Governance costs		
Payroll fees	162	
Independent examiner's fee	<u>540</u>	<u>702</u>
		<u>16,179</u>

8 Employees' remuneration

No trustees received any remuneration or expenses during the year. The costs of the remaining staff were as follows:

	2022 £
Wages and salaries	8,744
	<u>8,744</u>

No employee earned more than £60,000 during the period. The average full time equivalent number of staff employed by the charity during the year analysed by function was:

	2022 No.
Average full time equivalent number of staff employed	1.08
The average number of staff employed (Headcount)	2

9 Debtors

	2022
	£
Prepayments and accrued income	504
	<u>504</u>

10 Creditors: Amounts falling due within one year

	2022
	£
Taxation and social security	223
Accruals	576
	<u>799</u>

11 Analysis of funds

	Incoming resources	Resources expended	C/Fwd 31.12.22
	£	£	£
Restricted Funds			
Dorset Household Fund	9,950	-	9,950
Hardship Fund	20,000	-	20,000
	<u>29,950</u>	<u>-</u>	<u>29,950</u>
Designated Funds			
Contingency Fund	30,000	-	30,000
General Funds			
Unrestricted income funds	63,623	(25,139)	38,484
	<u>93,623</u>	<u>(25,139)</u>	<u>68,484</u>
	<u>123,573</u>	<u>(25,139)</u>	<u>98,434</u>

Designated funds

Monies that have been set aside by the trustees for future development or potential but unknown crises.

Restricted funds

Monies donated during the year specifically to provide food, hygiene and household products to those in need.

12 Net assets by fund

	Unrestricted Funds	Restricted	Total 2022
	£	£	£
Current assets	69,283	29,950	99,233
Creditors: Amounts falling due within one year	(799)	-	(799)
Net assets	<u>68,484</u>	<u>29,950</u>	<u>98,434</u>

13 Financial instruments**2022****£**

Categorisation of financial instruments:

Financial assets that are debt instrument measured at amortised cost	<u>98,729</u>
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Financial liabilities measured at amortised cost	<u>799</u>
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Items of income, expense, gains or losses

The total interest income for financial assets not measured at fair value through profit or loss is £250.