



BRIDPORT FOOD BANK

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

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Charity Commission Registration number: 1195120

BRIDPORT FOOD BANK

CHARITY INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2024

TRUSTEES:

Chair: Ian Bark
Treasurer: Diane Benjamin (January to September 2024)
Lisa Pinch (from October 2024)
Canon Reverend Deborah Smith, Ex-officio
Marie Ansell
Susan Clark
Jim Mitchell (from April 2024)
Madeline Sturrock
Peter Wright

PRINCIPAL OFFICE:

St Mary's Church
84 South Street
Bridport
Dorset
DT6 3NW

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
22 East Street
Bridport
Dorset

BRIDPORT FOOD BANK

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees present their report together with the financial statements of the Charity for the year ended 31 December 2024.

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).

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

Throughout the year, our service has provided weekly parcels of food for 3 meals a day for 3 days, including fresh bread, eggs and vegetables, and hygiene and household goods. This was offered from Bridport Youth and Community Centre every Monday from 5pm until 7pm and from St Mary's Church, Bridport every Wednesday from 11am until 1pm. During these times, we also provided a free café service, to allow food bank users to relax and chat in a safe and welcoming environment. In addition, for those who are housebound or who cannot attend at these times, we provided a home delivery service or other pick-up options.

Our Wednesday service is complemented at St. Mary's Church by Bridport Clothes Bank and by service points of Citizens Advice and First Point, a housing, health and well-being service.

Our service is generously supported by financial grants and donations, by the donation of goods by local supermarkets through the Fairshare national scheme, and by individuals using supermarket, independent shops, and other drop off points.

Beneficiaries are referred to Bridport Food Bank on the basis of need by Citizens Advice, health services and local schools. Bridport Food Bank is the only food bank in the local area registered as a charity and is the principal food bank service provider in the community.

BRIDPORT FOOD BANK

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

ACHIEVEMENTS AND PERFORMANCE

In 2024, the trend of a gradual rise in user numbers has continued. We distributed an average of approximately 60 parcels per week and about 50% of these support families. The content of the parcels may vary according to household size and individual needs. Overall, we support about 120 adults and children every week. Through informal interviews and surveys, we know that the practical help and emotional support we provide is essential and highly valued.

The broader economic background and inflationary pressures led to a general reduction in the donations of goods by supermarkets and individuals. This has required greater expenditure on the purchase of food, hygiene and household goods to sustain a consistent supply of parcel items. This caused a significant change to our operating model during 2024, requiring more complex purchasing and logistics systems. We continually developed and adapted our support systems to ensure a seamless, quality service to our users.

These changes have made it a challenging year for our 2 paid part-time employees and for our volunteers, and all rose to the occasion with enthusiasm. Volunteer turnover has been low and recruitment has been healthy. Our 25 volunteers are highly motivated and committed.

Our Hardship Fund, a restricted fund that is supported by a generous donation made in 2023, has continued to support households in financial hardship by providing funding for children's school clothing, basic furniture, and white goods. This discretionary fund is managed jointly with Bridport Citizens Advice.

It seems clear that a divergent trend of increasing demand and reducing donations will continue to challenge in the future. Mindful of our charitable objects, Bridport Food Bank has kept the situation under review and has continued to evolve our operating model and processes responsively to deliver a sustainable service. We have been alert to national initiatives and trends regarding food bank operations and continually evaluate potential opportunities and ideas. However, we have no current plans to radically alter our successful operating model. But we remain open-minded to change.

The trustees are confident that they have complied with their duty with regard to the Charity Commission's public benefit and general guidance.

BRIDPORT FOOD BANK

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

FINANCIAL REVIEW

Financial position

Total incoming resources for the year were £74,509 (2023: £89,912). Expenditure was £70,381 (2023: £56,162). Hence, net incoming funds over the year were £4,128 (2023: £33,750). Total funds at 31 December 2024 were £136,312 (2023: £132,184) including restricted funds of £20,047 (2023: £68,243).

Reserves Policy

The trustees consider the appropriate level of free reserves they should retain is between 6 and 8 months of the committed expenditure of the charity, which equates to between £30,000 - £35,000 in the 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 objects 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 and is governed by a Constitution. The Constitution was updated in July 2024 with minor corrections and amendments in accordance with Charity Commission guidance.

Trustees

The board of trustees is made up of up to 8 Trustees of which 1 will be ex-officio clergy. Up to 4 will be nominated by the Bridport Churches and up to 4 will be appointed from the wider Bridport community. The Chair will be elected by the Trustees. The names of Trustees are listed on page 1.

One trustee was appointed in April to fill a vacancy and the Treasurer, a trustee, stood down in September and was immediately replaced.

Newly appointed trustees are provided with an induction to the Charity through provision of training courses and mentoring by established trustees.

Management

The trustees meet monthly but hold additional meetings as required.

Operational management is devolved to a paid part-time Coordinator who attends trustee meetings and manages the volunteers and service sessions. An additional paid part-time employee manages Bridport Food Bank's IT, including email accounts and website.

BRIDPORT FOOD BANK

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

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.

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 18/06/2025 and signed on its behalf by:

Tan Bark

Councillor Ian Bark
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 year ended 31 December 2024, which are set out on pages 7 to 15.

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: 24/06/25

BRIDPORT FOOD BANK
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2024

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Income from:					
Donations and legacies	3	57,817	5,000	62,817	86,912
Charitable activities	4	-	10,500	10,500	3,000
Investment income		1,192	-	1,192	-
Total income		<u>59,009</u>	<u>15,500</u>	<u>74,509</u>	<u>89,912</u>
Expenditure on:					
Costs of raising voluntary income	5	1,613	-	1,613	1,879
Charitable activities	6	25,072	43,696	68,768	54,283
Total expenditure		<u>26,685</u>	<u>43,696</u>	<u>70,381</u>	<u>56,162</u>
Net income		32,324	(28,196)	4,128	33,750
Gross transfers between funds		<u>20,000</u>	<u>(20,000)</u>	<u>-</u>	<u>-</u>
Net movements in funds		52,324	(48,196)	4,128	33,750
Reconciliation of funds					
Total funds brought forward		63,941	68,243	132,184	98,434
Total funds carried forward		<u><u>116,265</u></u>	<u><u>20,047</u></u>	<u><u>136,312</u></u>	<u><u>132,184</u></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 9 to 15 form an integral part of these financial statements

BRIDPORT FOOD BANK
BALANCE SHEET AT 31 DECEMBER 2024

Charity number: 1195120

		2024		2023	
	Note	£	£	£	£
Current assets					
Debtors	9	-		641	
Cash at bank and in hand		137,578		132,170	
		<u>137,578</u>		<u>132,811</u>	
Creditors: Amounts falling due within one year	10	(1,266)		(627)	
Net current assets			136,312		132,184
Net assets			<u>136,312</u>		<u>132,184</u>
The funds of the charity:					
Restricted funds	11		20,047		68,243
Unrestricted funds					
Designated funds	11		61,034		30,000
General fund	11		55,231		33,941
Total charity funds			<u>136,312</u>		<u>132,184</u>

Approved by the Board and signed on its behalf by:

Ian Bark

Councillor Ian Bark - Chair of Trustees

L Pinch

Lisa Pinch - Treasurer

Date: 18/06/2025

The notes on pages 9 to 15 form an integral part of these financial statements

BRIDPORT FOOD BANK
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1 General information

Bridport Food Bank is a charity, established as a Charitable Incorporated Organisation on 9 July 2021. 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 Report of the Trustees, all of which are continuing.

Accounting convention

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.

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.

BRIDPORT FOOD BANK
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

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.

Pensions

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

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.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and all deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

BRIDPORT FOOD BANK
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

2 Accounting policies (continued)

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangement entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transactions. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for similar debt instruments.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

3 Income from donations and legacies

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
Planned giving	25,474	-	25,474	52,661
Donations and legacies	22,930	-	22,930	34,251
Gift aid recoverable	9,413	5,000	14,413	-
	<u>57,817</u>	<u>5,000</u>	<u>62,817</u>	<u>86,912</u>

4 Charitable activities

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
Grants	-	10,500	10,500	-
Fundraising	-	-	-	3,000
	<u>-</u>	<u>10,500</u>	<u>10,500</u>	<u>3,000</u>

BRIDPORT FOOD BANK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

5 Costs of raising voluntary income

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
Publicity and fundraising costs	1,613	-	1,613	1,879
	<u>1,613</u>	<u>-</u>	<u>1,613</u>	<u>1,879</u>

6 Charitable activities

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
Staff costs	16,907	-	16,907	14,803
Direct costs	-	43,696	43,696	32,534
Support costs	6,542	-	6,542	6,013
Governance costs	1,623	-	1,623	933
	<u>25,072</u>	<u>43,696</u>	<u>68,768</u>	<u>54,283</u>
<i>Staff costs</i>				
Salaries	16,894	-	16,894	14,762
Travel	13	-	13	-
Sundries	-	-	-	41
	<u>16,907</u>	<u>-</u>	<u>16,907</u>	<u>14,803</u>
<i>Direct costs</i>				
Programme	-	43,696	43,696	32,534
	<u>-</u>	<u>43,696</u>	<u>43,696</u>	<u>32,534</u>
<i>Support costs</i>				
Volunteer expenses	711	-	711	1,361
Office expenses	118	-	118	200
Insurance	525	-	525	504
Premises costs	5,188	-	5,188	3,948
	<u>6,542</u>	<u>-</u>	<u>6,542</u>	<u>6,013</u>
<i>Governance costs</i>				
Meeting expenses	90	-	90	90
Payroll fees	312	-	312	276
Independent examiner's fee	1,221	-	1,221	567
	<u>1,623</u>	<u>-</u>	<u>1,623</u>	<u>933</u>

BRIDPORT FOOD BANK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

7 Employees' remuneration

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

	2024	2023
	£	£
Wages and salaries	16,645	14,762
Social security	-	-
Pension costs	249	-
	<u>16,894</u>	<u>14,762</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:

	2024	2023
	No.	No.
Average full time equivalent number of staff employed	1.00	1.08
The average number of staff employed (Headcount)	1	2

8 Pension commitments

The charity operates a defined contribution scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £249 (2023: £nil).

9 Debtors

	2024	2023
	£	£
Other debtor	-	641
	<u>-</u>	<u>641</u>

10 Creditors: Amounts falling due within one year

	2024	2023
	£	£
Accruals	1,266	627
	<u>1,266</u>	<u>627</u>

BRIDPORT FOOD BANK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

11 Analysis of funds

	At 01.01.24 £	Incoming resources £	Resources expended £	Transfers £	At 31.12.24 £
Restricted Funds					
Dorset Household Fund	9,950	10,500	(18,586)	-	1,864
Hardship Fund	58,293	5,000	(25,110)	(20,000)	18,183
	<u>68,243</u>	<u>15,500</u>	<u>(43,696)</u>	<u>(20,000)</u>	<u>20,047</u>
Designated Funds					
Contingency Fund	30,000	-	-	31,034	61,034
General Funds					
Unrestricted income funds	33,941	59,009	(26,685)	(11,034)	55,231
	<u>63,941</u>	<u>59,009</u>	<u>(26,685)</u>	<u>20,000</u>	<u>116,265</u>
	<u>132,184</u>	<u>74,509</u>	<u>(70,381)</u>	<u>-</u>	<u>136,312</u>

2023	At 01.01.23 £	Incoming resources £	Resources expended £	Transfers £	At 31.12.23 £
Restricted Funds					
Dorset Household Fund	9,950	-	-	-	9,950
Hardship Fund	20,000	23,634	(5,341)	20,000	58,293
	<u>29,950</u>	<u>23,634</u>	<u>(5,341)</u>	<u>20,000</u>	<u>68,243</u>
Designated Funds					
Contingency Fund	30,000	-	-	-	30,000
General Funds					
Unrestricted income funds	38,484	66,278	(50,821)	(20,000)	33,941
	<u>68,484</u>	<u>66,278</u>	<u>(50,821)</u>	<u>(20,000)</u>	<u>63,941</u>
	<u>98,434</u>	<u>89,912</u>	<u>(56,162)</u>	<u>-</u>	<u>132,184</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.

BRIDPORT FOOD BANK
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

12 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total 2024
	£	£	£
Current assets	117,531	20,047	137,578
Creditors: Amounts falling due within one year	(1,266)	-	(1,266)
Net assets	<u>116,265</u>	<u>20,047</u>	<u>136,312</u>
2023			
	Unrestricted Funds	Restricted Funds	Total 2023
	£	£	£
Current assets	64,568	68,243	132,811
Creditors: Amounts falling due within one year	(627)	-	(627)
Net assets	<u>63,941</u>	<u>68,243</u>	<u>132,184</u>

13 Financial instruments

	2024	2023
	£	£
Categorisation of financial instruments:		
Financial assets that are debt instrument measured at amortised cost	<u>137,578</u>	<u>132,811</u>
Financial liabilities measured at amortised cost	<u>1,266</u>	<u>627</u>

Items of income, expense, gains or losses

The total interest income for financial assets not measured at fair value through profit or loss is £1,192 (2023: £nil).

14 Related Parties

Donations in the normal course of giving have been received from related parties.