



Taff Ely Foodbank Trustees' Report 2021/2022

1. Reference and Administration Details of the Charity and its Trustees

The name of the Charity is Taff Ely Foodbank. The Charity is registered with the Charities Commission – registration number **1195468**.

The main office is located in our warehouse at Unit 3, Ely Valley Business Park, Tylagarw, Pontyclun. CF72 9DZ

The Charity is governed by 6 Trustees:

- Gareth Saunders – Chairperson – 3 Years
- Lorraine Delbridge – Secretary – 3 Years
- Elizabeth Price – Treasurer – 3 Years
- Mary West – 2 Years
- Mark Carpenter – 2 Years
- Margaret Rogers – 1 Years

- Andrew Butcher - CEO

2. Governance Structure and Management

The Charity was originally formed in 2010 as part of Bethel Baptist Church, Pontyclun. In 2020 we became an independent Charity. As highlighted above, we currently have 6 Trustees and a CEO. The period of appointment for each Trustee is also shown above.

The 6 Trustees constitute the board of the Charity. Ordinary Trustee meetings are normally held once every 6 weeks. The current CEO circulates an agenda in advance of the meeting. Minutes are taken and decisions are recorded in the minutes. The draft minutes of each meeting are circulated to Trustees via email after the meeting for review and amendment. The final draft of the minutes is then approved at the following Trustees' meeting.

The Charity is an affiliated member of the Trussell Trust Foodbank Network. The network has over 400 members across the UK. The Trussell Trust operates a "social franchise" model whereby it provides individual members with the operational procedures, data services and managerial advice/support. The charity retains the power to exercise its powers, this includes the power to raise funds, buy, take on a lease or in exchange, hire or otherwise acquire property and to maintain and equip it for its use.

3. Objectives and Activities

The Trustees have identified and reviewed the potential risks to which the Charity is exposed. Systems and procedures have been put in place to effectively manage these risks.

3.1 Objectives

The Charity provides a three day crisis hamper to individuals and families who are in crisis in the Taff Ely Area of RCT. The "objects" set out in the Charities constitution describes what the Charity sets out to achieve viz:

"The relief of poverty, hardship and distress, in particular but not exclusively by:

1. The provision of emergency food supplies to individuals and families
2. Supporting existing agencies working with the distressed and destitute by donating food in bulk."

3.2 Activities

The Charity undertakes its activities by collecting food from supermarkets, schools, churches, and individuals. The food is held in our warehouse and two 40ft containers located on site. Food items are normally dried goods i.e., tinned and packet foods. They are stored by commodity in date order to minimise wastage.

Food is given to an individual or a family (the client) via the presentation of an e-voucher which has been issued by a "Distributor". A Distributor is typically a statutory or charitable organisation which has been recognised and registered by the Charity as having the necessary skills and judgement to determine if an individual or a family are in crisis and needs to be given food by the Charity. Currently there are 144 Distributors each of whom has been accredited by the Charity following dialogue.

Prior to accreditation the Distributor is given a handbook which explains their role and responsibilities. They are then entered onto our data system, where they can raise an electronic voucher (E-Voucher) for the client. Each voucher has a unique number which is then traceable through the data system.

When the client goes to one of our distribution centres to fulfil their e-voucher, they are given a quantity of food. The amount of food given will depend on the circumstances of the individual i.e., the number of people in the home plus the ages of those being fed. The list has been nutritionally balanced by a dietician. The quantity of food given is sufficient to last for 10 meals or up to 3 days per person.

Referral agencies are encouraged to not issue more than 3 vouchers per client so that they don't become reliant on the Charity for food on an ongoing basis. The referral agency is also expected to ensure that having referred a client that they will do all they can to work with the client to help them to deal with the crisis that they find themselves in either by direct assistance or by signposting the individual to another agency. In exceptional circumstances, a referral agency can issue more than 3 vouchers to a particular client. However, it is expected that this will be agreed in advance with the Charity.

The Charity distributes food to clients from 9 Distribution centres located throughout the Taff Ely area, although one of these (Church Village) has not reopened following the COVID-19 lockdown.

Distribution Centre Opening Times		
Monday	Ebenezer Church, Talbot Green	10:30 – 12:00
Tuesday	Trealaw Christian Centre, Trealaw	11:00 – 12:30
Wednesday	St. Davids Church, Tonyrefail	13:00 – 15:00
Thursday	Bethel Baptist Church, Pontyclun	10:30 – 12:30
Friday	3D Church, Williamstown	10:30 – 12:30
Saturday	Carmel Baptist Church, Llanharan	10:00 – 12:00
	The Rock Church, Giffach Goch	10:00 – 12:00
	Salem Church, Tonteg	10:30 – 12:00

Each of the Distribution Centres are operated by volunteers. The value of the assistance given to the Charity's work by the volunteers is not recognised in the financial accounts. The Charity's activities are undertaken almost entirely by volunteers, none of whom are remunerated for their efforts. The only paid employees are a full time Project Manager (CEO) working 37 hours a week, who were appointed in June 2021.

The volunteers are numerous and provide varying skills. Consequently, it would be unrealistic to calculate the financial value of their input. Suffice it to be stated that the generosity and commitment of the volunteers are essential to the work, and are greatly appreciated by the Trustees.

4. Financial review

Total income for the specified time period was £79,597. A lot of this income was via food donations, which using guidance provided by Trussell Trust have been valued at £25,140. (All food received and given out was weighed on receipt or distribution, and a standard value of £1.75 per kg was applied. This value was also utilised for the value of food stock on hand at the year-end.) In addition to this, the charity has had a total cash income of £50,170, comprising of £4,287 in donations from individuals, £11,500 in grants and £38,670 in donations from various organisations.

Total expenditure for the year was £33,171. Payroll was £15,765. Rent for the Warehouse was £11,300, vehicle running costs £2,995, and basic running costs were £3,111.

The balance sheet shows total assets at 31st March 2022 of £33,240

Receipts and payments accounts

Taff Ely Foodbank

For the period from	Period start date	To	Period end date
	1/9/2021		31/3/2022

Section A Receipts and payments

Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
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A1 Receipts

Donations - Individuals	4,287	-	4,287	-
Donations - Organisations	63,810	-	63,810	-
Grants	-	11,500	11,500	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total(Gross income)	68,097	11,500	79,597	-

A2 Asset and investment sales

		-	-	-
Sub total	-	-	-	-

Total receipts

68,097	11,500	79,597	-
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A3 Payments

Bank charges	27	-	27	-
Computer Costs	149	-	149	-
Insurance	399	-	399	-
Legal and professional fees	420	-	420	-
Meals and refreshments	2	-	2	-
Payroll Expenses	15,765	-	15,765	-

Phone Costs	72	-	72	-
Purchases	26	-	26	-
Rent or Lease of Buildings	11,300	-	11,300	-
Session Supplies	196	397	593	-
Travel and Accommodation	533	-	533	-
Utilities	892	-	892	-
Vehicle Running Costs	2,995	-	2,995	-
	-	-	-	-
Sub total	32,775	397	33,171	-

A4 Asset and investment purchases, (see table)				
	-	-	-	
	-	-	-	
Sub total	-	-	-	

Total payments 32,775 397 33,171 -

Net of receipts/(payments)	35,322	11,103	46,426	-
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	-	-	-	-
Cash funds this year end	35,322	11,103	46,426	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds			
	Total Cash at bank and in hand	35,272	11,103
	HMRC Debtor	50	-
		-	-
	Total cash funds	35,322	11,103

(agree balances with receipts and payments account(s))

OK

OK

Unrestricted funds to nearest £

Restricted funds to nearest £

Details

Food Stocks
Vehicles - Van

-
8,100
-
-
-
-

25,140
-
-
-
-
-

B2 Other assets

Details

Fund to which asset belongs

Cost (optional)

-
-
-
-
-
-
-
-

B4 Assets retained for the charity's own use

Details

Fund to which liability relates

Amount due (optional)

-
-

B5 Liabilities

		-
		-
		-

Signed by one or two trustees on
behalf of all the trustees

Signature	Print Name	Date of approval



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

TAFF ELY FOODBANK

On accounts for the year
ended

31/03/2022.

Charity no
(if any)

1195468

Set out on pages

1 TO 4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, 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 Trust's accounts carried out under section 145 of the 2011 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

J. Hares

Date:

05/03/23

Name:

JUNIAN HARES

Relevant professional
qualification(s) or body

N/A

(if any): N/A

Address: 1 PARC-DAN-Y-BRYN
TONYREFAIL
CF39 8JS

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.