

HAYWARDS HEATH FOODBANK

England & Wales · Charity number 1195937

Details

Status Registered

Legal form CIO

Registered 2021-09-27

Register [View on the Charity Commission register](#)

Contact

Address 9 Delaware Road
Haywards Heath
West Sussex
RH16 3UX

Phone 07884106719

Email info@haywardsheath.foodbank.org.uk

Website www.haywardsheath.foodbank.org.uk

Activities

Objects: A CHRISTIAN INITIATIVE TO RELIEVE PERSONS IN HAYWARDS HEATH AND SURROUNDING DISTRICTS WHO ARE IN CONDITIONS OF NEED, HARDSHIP, OR DISTRESS (BENEFICIARIES) IN SUCH WAYS AS THE TRUSTEES FROM TIME TO TIME SEE FIT.

Activities: The charity's objective, through a christian initiative, is the prevention and relief of poverty in Haywards Heath and surrounding districts, in particular but not exclusively by a/ providing local people in crisis and need with emergency food supplies, and b/ the provision of other help for the beneficiaries including signposting and other advisory services.

Classification

- **How:** Provides Services
- **What:** The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£71,847	£76,036	-	-
2024-03-31	£68,325	£65,437	-	-
2023-03-31	£197,843	£38,988	-	-
2022-03-31	£492	£0	-	-

Trustees

Name	Role	Appointed
Alison Doreen Whelan		2025-11-01
Peter Arthur Brown		2021-09-27
Robert Anthony McWilliam		2021-03-10
Susan Osborne		2022-09-27
William Ritchie		2025-11-01

HAYWARDS HEATH FOODBANK

England & Wales - Charity number 1195937

Accounts



**Haywards Heath Foodbank CIO
Annual Report and Accounts**

For the 12 months ended

31st March 2025

Charity Registration Number: 1195937

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Charity Information and Administrative Details

Registered charity number	1195937
Registered name	Haywards Heath Foodbank (CIO)
Registered office	9A Delaware Road, Haywards Heath, RH16 3UX
Principal Bankers	CAF Bank
Insurers	Markel Limited

Trustees Report

The Trustees of the Charitable Incorporated Organisation present their Report and Annual Accounts for the year ended 31st March, 2025.

Trustees

- Rob McWilliam (Chair of Trustees)
- Peter Brown
- Jill Sargent
- Susan Osborne
- Joan Galelli
- Jacki Haggard (Trustee & Honorary Treasurer) – appointed 1st September 2024
- Michael Downes – served until his resignation on 31st March 2025

Structure, Governance and Management

Haywards Heath Foodbank operates as a Charitable Incorporated Organisation (CIO), registered with the Charity Commission under number 1195937. The charity was originally established under a Trust Deed dated 28 October 2011 and achieved charitable status on 6 March 2012. Following an application to modernise its governance structure, the Charity Commission approved the transition to a CIO on 27 September 2021.

The charity's objectives, grounded in a Christian initiative, are the prevention and relief of poverty in Haywards Heath and the surrounding areas. This is achieved in particular, but not exclusively by:

a/) providing local people in crisis with emergency food supplies consisting of a minimum of three days' nutritionally balanced food; and

b/) offering beneficiaries additional help, including signposting to relevant information and advisory services, according to need.

Haywards Heath Foodbank is an affiliated member of the Trussell Trust Foodbank Network, operating under a social franchise agreement that provides procedural guidance, operational support and training resources.

Trustees are responsible for overseeing the financial and legal administration of the charity and are appointed for a term of three years. The Trustee Board meets a minimum of four times per year to review strategy, performance, governance, and operational matters.

The Chair circulates an agenda in advance of each meeting and ensures that minutes are taken, recording decisions and actions. Draft minutes are circulated after each meeting and formally approved at the subsequent meeting.

The Charity employs a Foodbank Manager (0.6 FTE) who oversees the operations of the organisation. They join Trustee Board meetings and contribute to – and implement – the strategic actions decided at Board level. The Charity also employs an Administration Assistant, who is managed by the Foodbank Manager.

Objectives and Activities – Overview:

The Board of Trustees, including the Chair and Treasurer, retains overall responsibility for determining the charity's strategic direction, establishing policy, setting objectives and ensuring the effective governance of Haywards Heath Foodbank.

A team of more than 35 volunteers continued to support all key areas of the charity's work throughout the year. Their roles include warehouse operations, food sorting and packing, delivery driving, supermarket collections, community engagement, Babybank support, fundraising and essential administrative functions. The trustees are deeply grateful for their dedication and contribution to all aspects of service delivery.

Our Agency Network—made up of over 80 frontline partners—continued to identify households in crisis and issue Foodbank vouchers, enabling efficient scheduling of home deliveries. Each eligible household receives three days of non-perishable, nutritionally balanced food, equivalent to nine meals per person.

As an affiliated member of the Trussell Trust, Haywards Heath Foodbank continued to meet the high standards required under the Governance Health Check while benefiting from ongoing support, training and development resources.

The charity purchased a refrigerator and a freezer to increase the range and quality of food to be distributed. A key partnership was forged with FareShare, a charity that saves good food going to waste and distributes it to frontline charities like Haywards Heath Foodbank.

During 2024–25 the charity received funding via a Trussell Trust grant to meet the employment costs of a dedicated advisor from Citizens Advice for two years. This gives our clients an enhanced and specialist person to work with to address complex situations contributing to their concerns and crises. This development aligns closely with the Charity's mission and strengthens its ability to offer holistic, dignified support to individuals and families experiencing hardship.

At the Trustees Board meeting on 9th December 2024 it was unanimously agreed to take an opportunity to expand our operation into the adjacent property. Our landlord, Mac Properties Ltd will be vacating it and have offered our charity first refusal on renting the additional space and a preferential and competitive rate. This additional space, available in the next financial year will help us to achieve 3 key objectives:

- To provide a much improved and welcoming reception area for our clients when collecting their food
- To enable private and emotionally sensitive conversations with clients and volunteers to take place in an enclosed and private office
- To improve and increase storage facilities for both Foodbank and Babybank operations

Risk Management

The Trustees regularly review the key risks to which the charity is exposed and the systems and procedures in place to mitigate them.

Attention during the year was given to:

- Operational risk – including volunteer capacity, safeguarding, and meeting fluctuating demand.
- Financial risk – including reliance on donations and the need to maintain adequate reserves.
- Premises and logistical risk – including warehouse safety, vehicle maintenance, and insurance.
- Compliance risk – relating to charity law, data protection, financial reporting, and Trussell Trust requirements.

The Trustees are satisfied that the charity's risk management arrangements remained robust throughout the year.

Financials

Our financial status remains strong with available reserves at £157,446 at 31st March 2025, albeit that this was lower than available reserves at 31st March 2024 of £165,635. Reserves at 31st March 2025 reflect 148% of our projected annual costs for 2025-26 so provide a continuing position of stability.

Net payments of £4,189 in FY25 compare to a net receipts position of £2,888 in the previous year.

Income of £71,847 in FY25 was marginally higher than the previous year when £68,325 was received. Income comprised of grants, donations and investment income.

Grant income of £39,950 was received in FY25, a substantial increase from the previous year's figure of £27,500. This increase relates to a new Trussell Trust grant of £20,700 for a Citizens Advice Advisor (£Nil in FY24). This was offset by reduced grant income from West Sussex County Council of £17,750, compared to £27,735 in the previous year.

Donations income of £28,244 in FY25 was lower than the previous year when £39,989 was received. This was due primarily to reductions in corporate and individual donations. We also receive donations from foundations, churches, community organisations and we claim Gift Aid.

Expenditure increased in FY25 to £76,036 compared to £65,437 in the previous year. Expenditure reflected operational costs including staffing, premises, utilities, food purchasing, vehicle costs, and administrative expenses.

The cost increase in FY25 was due primarily to increased food purchases and the implementation of a new Citizens Advice Advisor, funded through a restricted grant received from the Trussell Trust.

The Trustees monitored expenditure closely to ensure compliance with financial controls and charitable objectives.

The Trustees consider the financial position at year-end to be stable, with reserves maintained at a level sufficient to ensure continuity of service and financial resilience

Activity Data

Key indicators of service activity during the year included:

- Food distributed: 43,502 kg
- Food donated: 42,627 kg
- Vouchers issued: 1575
- Total clients supported: 4487
- Average weekly clients supported: 85

Demand was driven by ongoing economic pressures including cost of living, housing and financial instability. The Citizens Advice advisor played an increasing role in supporting clients facing complex challenges.

Community Engagement

The Foodbank continued to benefit from strong support from local churches, schools, businesses and community groups. Food collections, fundraising initiatives and awareness activities remained essential to sustaining the service.

The charity maintained strong relationships with West Sussex County Council, Mid Sussex District Council, Haywards Heath Town Council, and over 80 referral agencies. These partnerships were vital in ensuring coordinated support for individuals and families in crisis.

Community awareness efforts helped reinforce understanding of the charity's mission and the needs of local people facing crisis and hardship.

Objectives for 2025-26

The Trustees have set the following objectives for the coming year:

1. Continue providing dignified, reliable support to individuals and families experiencing crisis.
2. Maximise the benefit of the Citizens Advice advisor in improving client outcomes.
3. Strengthen volunteer recruitment, training and retention.
4. Review and enhance warehouse and delivery operations with the expansion of our premises
5. Solidify community engagement and partnership collaboration.
6. Support the Trussell Trust's 'Together for Change' strategy.
7. Maintain long-term financial sustainability and adherence to the reserves policy.

Reserves policy

In line with Charity Commission guidance, the Trustees reviewed their policy on unrestricted funds and consider that when fully operational, the Haywards Heath Foodbank should retain the equivalent of at least 12 months of operating costs.

Public Benefit Statement

The Trustees confirm that they have complied with the duty under section 4 of the Charities Act 2006 to have due regard to the Charity Commission's guidance on public benefit, 'Charities and Public Benefit', in developing the objectives for the year and in planning activities.

Statement of Trustees' responsibilities

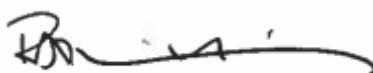
Charity law requires the Board of Trustees, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and resources expended for the period. In preparing those financial statements, the Trustees should follow best practice and are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments 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, and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records, that are sufficient to show and explain the charity's transactions and 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 relevant legislation. 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.

Approval

This report was approved by the Board of Trustees on 19/01/2026 signed on their behalf by:



MR R A MCWILLIAM
CHAIR OF TRUSTEES

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Haywards Heath Foodbank CIO

Year Ended 31st March 2025

I report to the trustees on my examination of the accounts of the CIO for the year ended 31st March 2025.

Responsibilities and basis of report

As the charity trustees of the Trust 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

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Kim Ayling FCA
Chartered Accountant (ICAEW)

Date 23/01/2026

PRB Accountants LLP
Kingfisher House
Hurstwood Grange
Hurstwood Lane
Haywards Heath
RH17 7QX

Statement of Financial Activities
(Incorporating the Receipts and Payments Account)
For the period to 31st March 2025

	Notes to the accounts	Restricted Funds	Unrestricted funds	Year ended 31/03/25	Year ended 31/03/24
		£	£	£	£
Incoming receipts					
Grants	2	39,950	-	39,950	27,500
Donations	3	-	28,244	28,244	39,989
Investments (interest income)		-	3,653	3,653	836
Total income		39,950	31,897	71,847	68,325
Resources expended as payments					
Direct charitable costs	4	24,304	51,732	76,036	65,437
Net receipts/payments		15,646	(19,835)	(4,189)	2,888

Statement of assets and liabilities
As at 31st March 2025

	Notes to the accounts	31 Mar-25	31 Mar-24
		£	£
Current assets			
Cash at bank and in hand	5	158,046	162,235
Prepayments	6	-	4,000
Net current assets		158,046	166,235
Current liabilities			
Liabilities:	6	(600)	(600)
Net assets		157,446	165,635
Funds			
Restricted funds	6	15,647	-
Unrestricted funds		141,799	165,635
Total Funds		157,446	165,635

Haywards Heath Foodbank CIO
Notes to the Accounts
For the year ending 31st March 2025

1. Accounting policies

Basis of Preparation

The accounts have been prepared on Receipts and Payments basis. Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received, and cash spent will include transactions through bank accounts and cash in hand.

Income

Income represents the total value of grants and donations received.

Note 2. Grants (restricted)

	2025	2024
	£	£
Trusell Trust for Citizens Advice Advisor	20,700	
West Sussex County Council	17,750	27,735
Haywards Heath Town Council	500	40
National Education Union West Sussex District	1,000	-
Mid Sussex District Council	-	85
Total Grants Received	39,950	27,500

Note 3. Donations Received

	2025	2024
	£	£
Corporate Donations	891	8,424
Individuals' Donations	18,018	21,843
Charity Aid Foundation	1,785	1,710
Church Donations	1,200	1,315
Community Organisation Donations	4,310	3,160
Other donations	-	-
Gift aid	2,040	3,537
Donations Received	28,244	39,989

Note 4. Direct charitable payments

	2025	2024
	£	£
Staff costs*	21,710	20,175
Warehousing costs and rent	14,430	17,733
Promotional materials	2,228	5,578
IT and communications	488	232
Insurance	425	392
Travel costs	802	938
Cleaning	1,741	1,398
Vehicle Costs	9,639	10,350
Equipment and renovations	2,873	4,446
Payments for Independent examination	600	924
Administration and office costs	1,473	1,322
Food purchases	13,907	940
Baby bank*	666	754
Legal expenses	-	80
Other expenses	-	175
Citizens Advice Advisor**	5,054	-
Direct charitable costs	76,036	65,437
** Restricted expenditure		
* Part restricted expenditure		

Note 5. Cash and Bank and in Hand

	2025	2024
	£	£
Cash at Bank	157,790	161,979
Cash in Hand	256	256
Cash and Bank in Hand	158,046	162,235

Note 6. Funds

	Restricted	Unrestricted	Total
	£	£	£
Opening balance 1st April 2024	-	165,635	165,635
Receipts	39,950	31,897	71,847
Less: Payments	(24,304)	(51,732)	(76,036)
Add: change in prepayment: rent expense	-	(4,000)	(4,000)
Less change in creditor: independent examination fee	-	-	-
Funds 31st March 2025	15,646	141,800	157,446

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Note 7. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

HAYWARDS HEATH FOODBANK

England & Wales - Charity number 1195937

Accounts



**Haywards Heath Foodbank CIO
Annual Report and Accounts**

For the 12 months ended

31st March 2024

Charity Registration Number: 1195937

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Registered name	Haywards Heath Foodbank (CIO)
Registered office	9A Delaware Road, Haywards Heath, RH16 3UX
Principal Bankers	CAF Bank
Insurers	Markel Limited

Trustees Report

The Trustees of the Charitable Incorporated Organisation present their Report and Annual Accounts for the year ended 31st March, 2024.

Trustees

Barry Prior	(Former Chair - resigned 12 th June, 2023)
Michael Downes	(Trustee & Hon Treasurer)
Jill Sargent	
David Goodchild	(resigned 18 th March, 2024)
Rob McWilliam	(Chair of Trustees appointed 12 th June, 2023)
Peter Brown	
Susan Osborne	
Joan Galelli	(Deputy Chair of Trustees appointed 18 th September, 2023)

Structure, Governance and Management

Haywards Heath Foodbank was originally formed under a Trust Deed dated 28th October 2011, and achieved charitable status on 6th March 2012. On 27th September 2021 the Charity Commission approved an application to change its structure to a CIO (Charitable Incorporated Organisation) under a new charity number, 1195937.

The charity's objectives, through a Christian initiative, is the prevention and relief of poverty and hardship in Haywards Heath and the surrounding areas, in particular but not exclusively by:

- a/** providing local people in crisis and need with emergency food supplies - a minimum of three days' supply of nutritionally balanced foodstuffs and
- b/** by the provision of such other help for the beneficiaries including signposting for relevant information and to other advisory services, as may be required.

The charity is an affiliated member of the Trussell Trust Foodbank Network, which operates a 'social franchise' model whereby it provides member organisations with procedural support and advice.

Trustees have responsibility to manage the financial and legal administration of the funds of the charity and are appointed for a period of three years. Trustees constitute the board of the charity and meet a minimum of four times annually.

The Chair circulates an agenda in advance of each meeting. Minutes are taken, in which decisions and actions are recorded. Following the meeting, draft minutes are circulated by the Chair, with final minutes being approved at the following trustees meeting.

Risk management

The Trustees identify risks and regularly review both the potential risks to which the charity is exposed and the processes in place to manage those risks-

Objectives and Activities – overview:

Board Trustees including the Chairman and Treasurer, have further responsibilities to determine policy, objectives and strategies, as well as to ensure good governance. A 'Management Group' including Trustees, meets regularly to implement policy and manage day to day operations via a part time and paid Foodbank Manager reporting to the Chair.

A pool of more than 38 volunteers support the running of all areas of the organization including a warehouse; a distribution centre; food collections at supermarkets, churches and other community organisations; client deliveries; fundraising; Agency network development plus other essential and administrative functions.

Frontline professional carers from Social Services, CAB, Medical Practices, Job Centres, Schools, Churches and other local organisations form our Agency network of more than 80 outlets. They identify clients in need, and 'issue' a (Haywards Heath) Foodbank voucher, which is then forwarded electronically to the foodbank for food stock list building with subsequent delivery. In line with recommendations from the agencies who issue vouchers for clients, we prepare and deliver / or give on collection, packaged (at the warehouse, by the team) breakfast meals for needy school children.

As an affiliated member of the Trussell Trust (TT) national Foodbank Network, Haywards Heath Foodbank is assessed for its competence via a TT Governance Heath Check, (GHC).

The GHC in 2023 has found Haywards Heath Foodbank to be **outstanding** in the key areas of activity including:

Governance arrangements; Management & Insurance; Finance & Accounts; Safeguarding and Data Protection

• **Strategy**

April 2023 onwards: confirmed our agreement to support the Trussell Trust vision and future strategy with 'Together for Change' - and continued its franchise agreement for a further 2 years (providing benefits including access potential to development grants, volunteer and trustee specialist training, branding, marketing initiatives, and more. We have continued to benefit from the reorganization, to receive clients visiting our Delaware Road warehouse wherein parking arrangements are easier. The Baby Bank initiative has proven a most necessary support for needy mothers and continued to grow with better use/ efficiency of the space allocated to us.

Financials

The start of the new financial year was 1st April, 2023 running to 31st March, 2024 (12 months). Our financial status continued to strengthen with available reserves at £165,635 compared with £159,923 (31st March, 2023). We had received £27,500 in grant aid from a number of Council sources - that combined with our almost £39,989 in other donations (£15,893 less than the prior year) increased our net assets by £5,712.

The Delaware Road warehouse is costing us an annual fee of £15,000 . We have started to provide fresh food since early February, 2024 wherein we needed, both, a good size freezer and also a fridge. The extra cost had not budgeted for and is significant at £1,974, to meet nutritious food needs for young families, which we support.

We are finding that we are having a substantial extra food need beyond the envisaged food donations, costing an estimated £ 12 -15,000 annually. This is almost completely being purchased from Sainsbury, in the Haywards Heath town.

Our annual costs of £65,437 (+67.8%) over 12 months compared with the 2022/ 2023 11 months (-8.33% less time), will need to increase to a new budgeted level of £70,000 (+7%) which does not include a van purchase (which proved after sound analysis to be a financially, unwise potential move). The extra costs, inevitable in agreeing the warehouse (5 year) lease commitment, have proven to have given us the stability, solidity and efficiency long sought. Our service levels in supporting an increasing demand level have coped with the extra packaging needs. The level of increased demand of food has driven a large extra food purchase to develop.

Increases were highlighted in:

- £5,238 staff salaries, due to extra hours worked.
- £10,355 Warehouse rent and energy charges
- £5,375 Promotional materials to improve awareness
- £3,371 L D Van costs
- £2,692 Equipment, food costs and baby bank

Total increases were a total of £ 27,031 which were a reflection of both 12 months costs compared with 2022/ 2023 which was an 11 month financial year driving at least an 8.33% increase but also the exceptional costs of a new year at Delaware Road warehouse. The large elements of these increased costs, therefore, are Staff (+19%) and warehousing (+38.3%), Promotional materials (+19.4%)

Savings: £ 2,334 legal expenses.

Our Net Assets at £165, 635 (effectively our bank balances) represent 236% of our projected 2024/2025 annual costs, which leaves us in a continuing position of stability.

We should not allow ourselves to be in any way complacent, with such position, as we rely solely on our most generous donators and supporters

Activity 2023/24

Food Collected & Distributed in Kgs

The local community continues to be splendidly, generous - food and hygiene products donations dropped by 9% to 44,512kgs. Food and hygiene products delivered to clients at 41,205 kilos were 3.37% higher than 2022/2023year.

Food deliveries to clients were at an average of 27 kilos per delivery marginally lower (-0.36%), to 89 clients per week (average) - 792 kilos /week delivered to 2103 children and 2,501 adults during the financial year. This figure of persons delivered to is 6.4% higher than 2022/2023 year.

A further 5,732 kgs was donated to other nearby foodbanks which were in short supply of essential food items.

Vouchers Issued

The number of vouchers issued to families in 2023/24 was at 1,536 (9.8% higher than the previous year).

Vouchers Issued by the Agency Network

The number of clients supported increased by 275 to 4,604 – the adult/child ratio has widened to a level of 54 / 46.

Warehousing

We have developed a very good working relationship with the owner of our new leased warehouse, which is proving to give much easier working conditions for our team of volunteers who operate there. The racking system is seen to be working very well for us.

Volunteer numbers

This has remained consistent over the past 3 years at around 37, and the new premises have enabled substantial operational and service delivery efficiencies.

The Board of volunteer trustees has reduced to 6 which is now providing enough depth and experience, for our currently envisaged tasks.

Babybank

Launched in February 2023, Haywards Heath Babybank, a spin off from the foodbank, was created to help alleviate child poverty in homes within the town and surrounding areas, to support families in need at times of financial and emotional stress. The Babybank is a simple yet effective idea where good quality pre-loved and new baby items donated by members of the community are collected and then redistributed to families in need, free of charge, via the existing Foodbank referral system

Foodbank in the Community

Haywards Heath Foodbank is very much a community project underpinned by several local, multi-denominational churches. It is run by local volunteers for local people in crisis. It is well-supported by West Sussex County Council, Mid Sussex District Council, Haywards Heath Town Council as well as several organisations within the business community, local schools, scout groups, voluntary groups and the public at large.

The MSVA (Mid Sussex Voluntary Association) supported successful grant applications to the National Lottery and Sussex Community Foundation, to fund transport and some staff costs. **Overall** HHFB has been most grateful for the incredible and continuing response to our appeals for help with donations of food, money, volunteers and other resources. The support comes from all sectors of the community.

For 2024/25 our main objectives will be to:

- continue to provide good support for those in need in our community, and to grow our collection service, which enables face to face client contact at the Distribution Centre (DC), while still providing a van-based delivery service to those unable to travel to the DC
- find and implement innovative ways to use our discretionary funds for the benefit of the communities we serve in line with our charitable mission
- maximize the opportunity for support made available through the renewed franchise agreement with Trussell Trust (grants, training, governance)
- develop our commitment to this vision via the 'Together for Change' future strategy.
- seek opportunities to further develop the Board in its mission to provide the very best service to enable HHFB to broaden its support for those in need in the community.

Reserves policy

In line with Charity Commission guidance, the Trustees reviewed their policy on unrestricted funds and consider that when fully operational Haywards Heath Foodbank (CIO) should retain the equivalent of at least 12 months operating costs.

Public Benefit Statement

The Trustees confirm that they have complied with the duty set out under section 4 of the Charities Act 2006 to have due regard to the Charity Commission's guidance on public benefit 'Charities and Public Benefit' in developing the objectives for the year and in planning activities.

Statement of Trustees' responsibilities

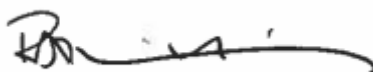
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The Trustees are responsible for keeping adequate accounting records, that are sufficient to show and explain the charity' transactions and disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with relevant legislation. 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.

Approval

This report was approved by the Board of Trustees on 16th September 2024 signed on their behalf by:



MR R A MCWILLIAM
CHAIR OF TRUSTEES

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Haywards Heath Foodbank CIO

Year Ended 31st March 2024

I report to the trustees on my examination of the accounts of the CIO for the year ended 31st March 2024.

Responsibilities and basis of report

As the charity trustees of the Trust 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

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Kim Lo FCA
Chartered Accountant (ICAEW)

Date 18th December 2024

PRB Accountants LLP
Kingfisher House
Hurstwood Grange
Hurstwood Lane
Haywards Heath
RH17 7QX

Statement of Financial Activities
(Incorporating the Receipts and Payments Account)
For the period to 31st March 2024

	Notes to the accounts	Restricted Funds	Unrestricted funds	Year ended 31/03/24	Year ended 31/03/23
		£	£	£	£
Incoming receipts					
Grants	2	-	27,500	27,500	16,250
Donations	3	-	39,989	39,989	55,882
Transfers	1	-	-	-	125,711
Investments (interest income)		-	836	836	-
Total income		-	68,325	68,325	197,843
Resources expended as payments					
Direct charitable costs	4	2,067	63,370	65,437	38,988
Net receipts/payments		(2,067)	4,955	2,888	158,855

Statement of assets and liabilities
As at 31st March 2024

	Notes to the accounts	31 Mar-24	31 Mar-23
		£	£
Current assets			
Cash at bank and in hand	5	162,235	159,437
Prepayments	6	4,000	1,500
Net current assets		166,235	160,847
Current liabilities			
Liabilities:	6	(600)	(924)
Net assets		165,635	159,923
Funds			
Restricted funds	6	-	2,067
Unrestricted funds		165,635	157,856
Total Funds		165,635	159,923

Haywards Heath Foodbank CIO
Notes to the Accounts
For the year ending 31st March 2024

1. Accounting policies

Basis of Preparation

The accounts have been prepared on Receipts and Payments basis. Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received, and cash spent will include transactions through bank accounts and cash in hand.

Income

Transfers represents amounts transferred from the charity Haywards Heath Food Bank (reg: 1146247) from which the charity operated up until 30 April 2022.

Other income represents the total value of grants and donations received.

Note 2. Grants (restricted)

	2024	2023
	£	£
From public bodies		
West Sussex County Council	27,375	13,750
Haywards Heath Town Council	40	2,500
Mid Sussex District Council	85	-
Total Grants Received	27,500	16,250

Note 3. Donations Received

	2024	2023
	£	£
Corporate Donations	8,424	26,506
Individuals' Donations	21,843	12,732
Charity Aid Foundation	1,710	1,069
Church Donations	1,315	1,100
Community Organisation Donations	3,160	13,705
Other donations	-	770
Gift aid	3,537	-
Donations Received	39,989	55,882

Note 4. Direct charitable payments

	2024	2023
	£	£
Staff costs*	20,175	14,937
Warehousing costs and rent	17,733	7,378
Promotional materials	5,578	203
IT and communications	232	261
Insurance	392	393
Travel costs	938	162
Cleaning	1,398	657
Vehicle Costs	10,350	6,979
Equipment and renovations	4,446	3,568
Payments for Independent examination	924	594
Administration and office costs	1,322	738
Food purchases	940	31
Baby bank*	754	433
Legal expenses	80	2,414
Other expenses	175	240
Direct charitable costs	65,437	38,988

*Donates part restricted expenditure

Note 5. Cash and Bank and in Hand

	2024	2023
	£	£
Cash at Bank	161,979	158,700
Cash in Hand	256	647
Cash and Bank in Hand	162,235	159,347

Note 6. Funds

	Restricted	Unrestricted	Total
	£	£	£
Opening balance 1st April 2023	2,067	157,856	159,923
Receipts	-	68,325	68,325
Less: Payments	(2,067)	(63,370)	(65,437)
Add: prepayment: rent expense	-	2,500	2,500
Less change in creditor: independent examination fee	-	324	324
Funds 31st March 2024	-	165,635	165,635

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Note 7. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

HAYWARDS HEATH FOODBANK

England & Wales - Charity number 1195937

Accounts



**Haywards Heath Foodbank CIO
Annual Report and Accounts**

For the 12 months ended

31st March 2023

Charity Registration Number: 1195937

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Charity Information and Administrative Details

Registered charity number	1195937
Registered name	Haywards Heath Foodbank (CIO)
Registered office	9A Delaware Road, Haywards Heath, RH16 3UX
Principal Bankers	CAF Bank
Insurers	Markel Limited

Trustees Report

The Trustees of the Charitable Incorporated Organisation present their Report and Annual Accounts for the year ended 31st March, 2023.

Trustees

Barry Prior
Michael Downes (Trustee & Hon Treasurer)
Peter Brown
David Goodchild
Rob McWilliam (Chair of Trustees)
Jill Sargent
Susan Osborne
Joan Galelli

Structure, Governance and Management

Haywards Heath Foodbank was originally formed under a Trust Deed dated 28th October 2011, and achieved charitable status on 6th March 2012. On 27th September 2021 the Charity Commission approved an application to change its structure to a CIO (Charitable Incorporated Organisation) under a new charity number, 1195937.

The charity's objectives, through a Christian initiative, is the prevention and relief of poverty in Haywards Heath and the surrounding areas, in particular but not exclusively by:

- a/ providing local people in crisis and need with emergency food supplies - a minimum of three days' supply of nutritionally balanced foodstuffs and
- b/ by the provision of such other help for the beneficiaries including signposting for relevant information and to other advisory services, as may be required.

The charity is an affiliated member of the Trussell Trust Foodbank Network, which operates a 'social franchise' model whereby it provides member organisations with procedural support and advice.

Trustees have responsibility to manage the financial and legal administration of the funds of the charity and are appointed for a period of three years. Trustees constitute the board of the charity and meet a minimum of four times annually.

The Chair circulates an agenda in advance of each meeting. Minutes are taken, in which decisions and actions are recorded. Following the meeting, draft minutes are circulated by the Chair, with final minutes being approved at the following trustees meeting.

Risk management

The Trustees identify risks and regularly review both the potential risks to which the charity is exposed and the processes in place to manage those risks-

Objectives and Activities – overview:

Board Trustees including the Chairman and Treasurer, have further responsibilities to determine policy, objectives and strategies, as well as to ensure good governance. A 'Management Group' including Trustees, meets regularly to implement policy and manage day to day operations via a part time and paid Foodbank Manager reporting to the Chair.

A pool of more than 35 volunteers support the running of all areas of the organization including a warehouse; a distribution centre; food collections at supermarkets, churches and other community organisations; client deliveries; fundraising; Agency network development plus other essential and administrative functions.

Front line professional carers from Social Services, CAB, Medical Practices, Job Centres, Schools, Churches and other local organisations form our Agency network of more than 80 outlets. They identify clients in need, and 'issue' a (Haywards Heath) Foodbank voucher, which is then forwarded electronically to the foodbank for list building and delivery scheduling. Three days of non-perishable and nutritionally balanced food supplies – equivalent to 9 meals – are then delivered to clients homes.

As an affiliated member of the Trussell Trust (TT) national Foodbank Network, Haywards Heath Foodbank is assessed for its competence via a TT Governance Heath Check, (GHC).

The GHC in 2023 has found Haywards Heath Foodbank to be **outstanding** in the key areas of activity including:

**Governance arrangements; Management & Insurance;
Finance & Accounts; Safeguarding; Data Protection**

Our main objective for 2022/3 was to ensure that benefits resulting from the structural change to a CIO would continue to support future strategic plans, including potential operational changes. Objectives met included:-

- **People:**

April '22: Reconfirmed position of Foodbank Manager

Sept '22: Appointed 2 new trustees to expand Board experience

Oct '22: Appointed an Administration Assistant

- **Property**

Feb '23; Relocated to 'fit for purpose' affordable premises large enough to accommodate all foodbank activities under one roof. This followed a 9 year search.

- **Strategy**

April '22 onwards: confirmed our agreement to support the Trussell Trust vision and future strategy with 'Together for Change' – a vision to 'eliminate the need for foodbanks within 5 years', - and renewed its franchise agreement for a further 3 years (providing benefits including access potential to development grants, volunteer and trustee specialist training, branding, marketing initiatives, and more.

Financials

Effective 1st May 2022 Haywards Heath Foodbank (CIO) had replaced the Trust charity all funds were transferred from Lloyds Bank plc to CAF Bank Ltd in preparation for the closure of the Lloyds Bank plc account as well as the closure of Haywards Heath Foodbank (Trust) on 14th November 2022, as donations had continued to arrive.

The start of the new financial year was 1st May running to a 31st March, 2023 (11 months) to re-establish our link in with a conventional accounting year end. Our financial status continued to strengthen with available reserves at £159,923 compared with £119,144 (30th April, 2022). We had received £16,250 in grant aid from a number of Council sources - that combined with our almost £16,000 in other increased donations to lift our bank balance by a net £39,356.

We made the decision to move, using a 5 year lease agreement to Delaware Road (185 square metres) costing us an annual fee of £15,000 plus affiliated annual costs of a few hundred pounds. Our past year annual costs of £38,988 will therefore increase to a budgeted level of £57,908 which also includes another significant allocated cost budgeted for purchase of a good van for our deliveries. The potential van cost savings over the next few years is forecast to amount to £5,000 annually after we have used our existing grants to pay up to £25,000 to make such purchase. A team led by David Goodchild will be making a purchase proposal to the trustees' board to seek approval. We had of course the previous benefit of zero rent costs at Hurstwood Grange.

Donations apart from the grants amounted to £65,033 compared with £49,125 (2021/2022). Total costs in comparison were £38,988 marginally lower than the prior year at £40,735, although one needs to adjust on each of the figures above by the recognition that we are comparing 11 months revenue/costs with a 13 month prior period. Therefore, the directly comparable uplifts are: 57% increase in donations and 20% increase in comparable costs, after comparing like with like 11month periods of 2021/2022 with 2022/2023. ignoring grants

Increases were highlighted in £1,574 removal costs: £2,414 legal fees; £4,675 staff salaries. Savings had been made elsewhere in van running costs: warehouse costs (closure of Janes lane) - equipment costs.

Activity 2022/23

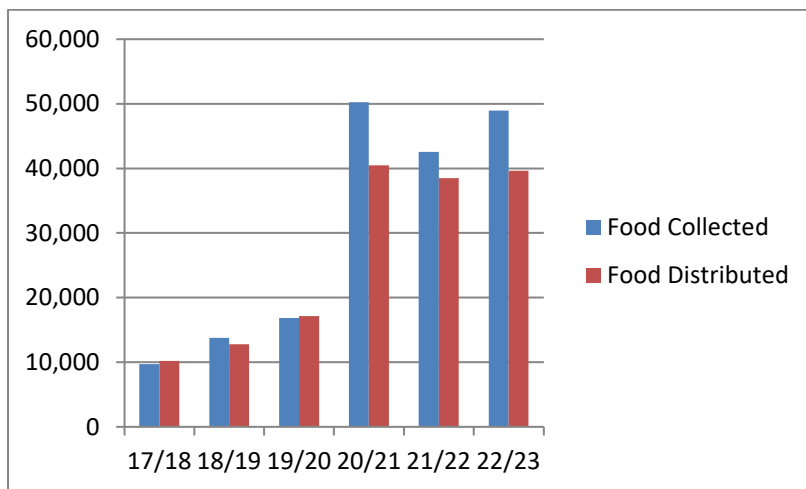
Food Collected & Distributed in Kgs

The local community continues to be fantastically generous - food donations grew by 15% to 49,000kgs, just short of the total at Covid-19's peak, yet almost 3 times the pre pandemic level.

Food deliveries to clients totaled 40,000kgs (averaging 9.2kgs per client, a 30% increase over the immediate pre pandemic year).

A further 7,500kgs was donated to other nearby foodbanks which were in short supply of essential food items.

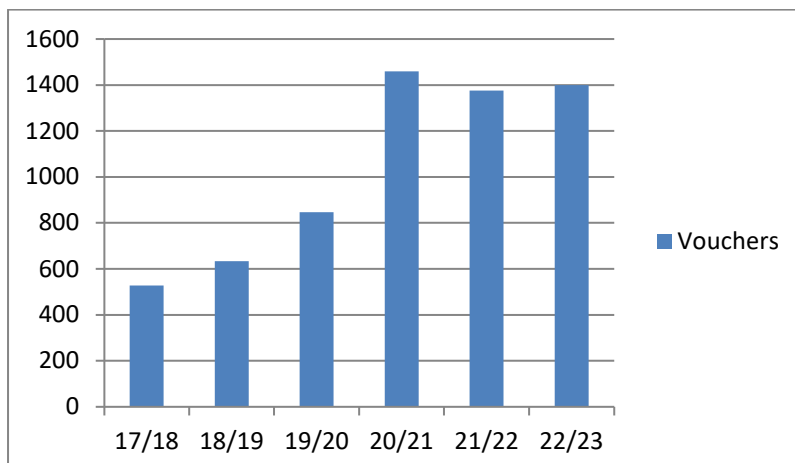
Food Collected & Distributed (Kgs)



Vouchers Issued

The number of vouchers issued to families in 2022/23 was very close to the previous year - 1,399 v 1,376. The weekly average of 27 compared with 28 at the Covid-19 peak and just 17 pre-Covid. The family size per voucher has fallen by 6% to 3.1 compared with 2.8 pre-pandemic and 3.5 at its peak.

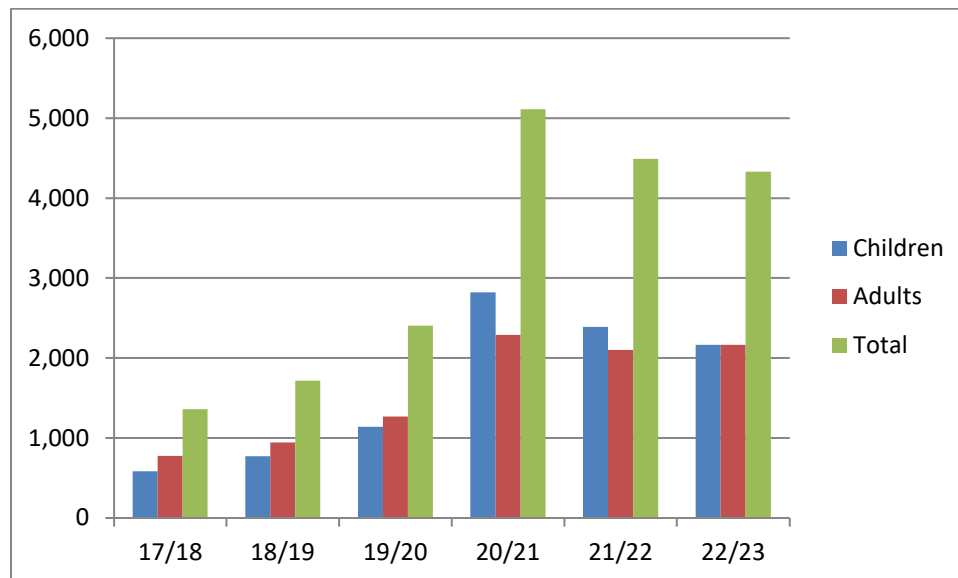
Vouchers Issued by the Agency Network



Client Numbers

The number of clients supported fell by just 163 to 4,329 – the adult/child ratio has narrowed slightly to 50/50. The weekly average remained static at 85, almost double the immediate pre-Covid level.

Number of clients Supported



Warehousing

The biggest operational challenge over the past several years has been to find affordable premises large enough to house all the foodbank's needs under one roof and located close enough to Haywards Heath's town centre for the convenience of volunteers, stakeholders and clients alike. In February 2023 HHFB relocated from its temporary facility (generously loaned by a local businessman for almost 2 years) to new, 'fit for purpose' leased premises, with enough room to undertake key roles for collecting, weighing, sorting, and packing for deliveries. There is additional space to accommodate the Foodbank's new subsidiary BabyBank facility opened on 1st February 2023, as well as room for the re-opening of its 'client-collect' service currently under review.

Volunteer numbers

This has remained consistent over the past 3 years at around 35, and the new premises have enabled substantial operational and service delivery efficiencies.

The Board of volunteer trustees was expanded to 8 to broaden its depth and experience.

Babybank

Launched in February 2023, Haywards Heat Babybank, a spin off from the foodbank, was created to help alleviate child poverty in homes within the town and surrounding areas, to support families in need at times of financial and emotional stress. The Babybank is a simple yet effective idea where good quality pre-loved and new baby items donated by members of the community are collected and then redistributed to families in need, free of charge, via the existing Foodbank referral system.

Foodbank in the Community

Haywards Heath Foodbank is very much a community project underpinned by several local, multi-denominational churches. It is run by local volunteers for local people in crisis. It is well-supported by West Sussex County Council, Mid Sussex District Council, Haywards Heath Town Council as well as several organisations within the business community, local schools, scout groups, voluntary groups and the public at large.

The MSVA (Mid Sussex Voluntary Association) supported successful grant applications to the National Lottery and Sussex Community Foundation, to fund transport and some staff costs.

Overall HHFB has been most grateful for the incredible and continuing response to our appeals for help with donations of food, money, volunteers and other resources. The support comes from all sectors of the community.

For 2023/24 our main objectives will be to:

- continue to provide good support for those in need in our community, and to recommence a collection service, which enables face to face client contact at the Distribution Centre, when conditions allow.
- maximize the opportunity for support made available through the renewed franchise agreement with Trussell Trust (grants, training, governance)
- support Trussell Trust's vision to end the need for foodbanks in 5 years' time – when everyone should be entitled to have enough money to buy food in their own right
- develop our commitment to this vision via its 'Together for Change' future strategy.
- seek opportunities to further develop the Board in its mission to provide the very best service to enable HHFB to broaden its support for those in need in the community.

Reserves policy

In line with Charity Commission guidance, the Trustees reviewed their policy on unrestricted funds and consider that when fully operational Haywards Heath Foodbank (CIO) should retain the equivalent of at least 12 months operating costs.

Public Benefit Statement

The Trustees confirm that they have complied with the duty set out under section 4 of the Charities Act 2006 to have due regard to the Charity Commission's guidance on public benefit 'Charities and Public Benefit' in developing the objectives for the year and in planning activities.

Statement of Trustees' responsibilities

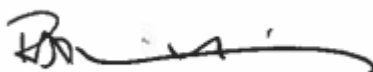
Charity law requires the Board of Trustees, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and resources expended for the period. In preparing those financial statements, the Trustees should follow best practice and are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments 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, and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records, that are sufficient to show and explain the charity' transactions and 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 relevant legislation. 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.

Approval

This report was approved by the Board of Trustees on 20th September 2023 signed on their behalf by:



MR R A MCWILLIAM
CHAIR OF TRUSTEES

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Haywards Heath Foodbank CIO

Year Ended 31st March 2023

I report to the trustees on my examination of the accounts of the CIO for the year ended 31st March 2023.

Responsibilities and basis of report

As the charity trustees of the Trust 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

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Kim Lo FCA
Chartered Accountant (ICAEW)

Date 22 September 2023

PRB Accountants LLP
Kingfisher House
Hurstwood Grange
Hurstwood Lane
Haywards Heath
RH17 7QX

Statement of Financial Activities
(Incorporating the Receipts and Payments Account)
For the period to 31st March 2023

	Notes to the accounts	Restricted Funds	Unrestricted funds	Year ended 31/03/23	Total 6months 31/03/22
		£	£	£	£
Incoming resources					
Grants	2	16,250	-	16,250	
Donations	3	-	55,882	55,882	
Transfers	1	636	125,075	125,711	492
Total income		16,886	180,957	197,843	492
Resources expended					
Direct charitable costs	4	14,819	24,169	38,988	0
Net income		2,067	156,788	158,855	492

Statement of assets and liabilities

As at 31st March 2023

	Notes to the accounts	30 Mar-23	30 Mar-22
		£	£
Current assets			
Cash at bank and in hand	5	159,347	492
Prepayments	6	1,500	-
Net current assets		160,847	492
Current liabilities			
Liabilities:	6	(924)	-
Net assets		159,923	492
Funds			
Restricted funds	6	2,067	-
Unrestricted funds		157,856	492
Total Funds		159,923	492

Haywards Heath Foodbank CIO
Notes to the Accounts
For the year ending 31st March 2023

1. Accounting policies

Basis of Preparation

The accounts have been prepared on Receipts and Payments basis. Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

Income

Transfers represents amounts transferred from the charity Haywards Heath Food Bank (reg: 1146247) from which the charity operated up until 30 April 2022.

Other income represents the total value of grants and donations received.

Note 2. Grants (restricted)

	2023	2022
	£	£
From public bodies		
West Sussex County Council	13,750	
Haywards Heath Town Council	2,500	
From charitable organisations	-	
Total Grants Received	16,250	-

Note 3. Donations Received

	2023	2022
	£	£
Corporate Donations	26,506	
Individuals' Donations	12,732	
Charity Aid Foundation	1,069	
Church Donations	1,100	
Community Organisation Donations	13,705	
Other donations	770	
Gift aid	-	
Donations Received	55,882	-

Note 4. Direct charitable costs

	2023	2022
	£	£
Staff costs*	14,937	
Warehousing costs and rent	7,378	
Promotional materials	203	
IT and communications	261	
Insurance	393	
Travel costs	162	
Cleaning	657	
Vehicle Costs	6,979	
Equipment and renovations	3,568	
Payments for Independent examination	594	
Administration and office costs	738	
Food purchases	31	
Baby bank*	433	
Legal expenses	2,414	
Other expenses	240	
Direct charitable costs	38,988	-

*Donates restricted expenditure

Note 5. Cash and Bank and in Hand

	2023	2022
	£	£
Cash at Bank	158,700	492
Cash in Hand	647	-
Cash and Bank in Hand	159,347	492

Note 6. Funds

	Restricted	Unrestricted	Total
	£	£	£
Opening balance at 1st April 2022		492	492
Income	16,250	55,882	72,132
Less: Expenses	(14,819)	(24,169)	(38,988)
Transfers	636	125,075	125,711
Add: prepayment: rent deposit	-	1,500	1,500
Less: creditor: independent examination fee	-	(924)	(924)
Funds at 31st March 2023	2,067	157,856	159,923

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Note 7. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

HAYWARDS HEATH FOODBANK

England & Wales - Charity number 1195937

Accounts



**Haywards Heath Foodbank CIO
Annual Report and Accounts**

For the 6months ended

31st March 2022

Charity Registration Number: 1195937

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Charity Information and Administrative Details

Registered charity number	1195937
Registered name	Haywards Heath Foodbank (CIO)
Registered office	9, Sussex Road, Haywards Heath, RH16 4DZ
Principal Bankers	CAF Bank
Insurers	Markel Limited

Trustees Report

The Trustees of the Trust present their Report and Annual Accounts for the six months ended 31st March, 2022.

Trustees

Barry Prior (Chair of Trustees)
Michael Downes (Trustee & Hon Treasurer)
Peter Brown
David Goodchild
Rob McWilliam
Jill Sargent
Leslie Shilling

Structure, Governance and Management

Haywards Heath Foodbank was originally formed under a Trust Deed dated 28th October 2011, and achieved charitable status on 6th March 2012. On 27th September 2021 the Charity Commission approved an application to change its structure to a CIO (Charitable Incorporated Organisation) under a new charity number, 1195937.

The charity's objectives, through a Christian initiative, is the prevention and relief of poverty in Haywards Heath and the surrounding areas, in particular but not exclusively by

- a/ providing local people in crisis and need with emergency food supplies - a minimum of three days' supply of nutritionally balanced foodstuffs and
- b/ by the provision of such other help for the beneficiaries including signposting for relevant information and to other advisory services, as may be required.

The charity is an affiliated member of the Trussell Trust Foodbank Network, which operates a 'social franchise' model whereby it provides member organisations with procedural support and advice.

Trustees have responsibility to manage the financial and legal administration of the funds of the charity and are appointed for a period of three years. Trustees constitute the board of the charity and meet a minimum of four times annually.

The Chair circulates an agenda in advance of each meeting. Minutes are taken, in which decisions and actions are recorded. Following the meeting, draft minutes are circulated by the Chair, with final minutes being approved at the following trustees meeting.

Risk management

The Trustees identify risks and regularly review both the potential risks to which the charity is exposed and the processes in place to manage those risks-

Objectives and Activities – overview:

Board Trustees including the Chairman and Treasurer, have further responsibilities to determine policy, objectives and strategies, as well as governance. A 'Management Group' including Trustees, meet regularly to implement policy and manage day to day operations via a part time and paid Project Co-ordinator reporting to the Chair.

A pool of more than 35 volunteers support the running of all areas of the organization including a warehouse; a distribution centre; food collections at supermarkets, churches and other community organisations; client deliveries, fundraising; Agency network development plus other essential and administrative functions.

Front line professional carers from Social Services, CAB, Medical Practices, Job Centres, Schools, Churches and other local organisations form our Agency network of more than 80 outlets. They identify clients in need, and 'issue' a (Haywards Heath) Foodbank voucher, which is then forwarded electronically to the foodbank for list building and delivery scheduling. Three days of non-perishable and nutritionally balanced food supplies – equivalent to 9 meals – are then delivered to clients homes.

As an affiliated member of the Trussell Trust national Foodbank Network, Haywards Heath Foodbank is assessed for its competence in terms of Governance and Management overall as well as its operational capability. Previous 'Quality Audits', undertaken by Trussell Trust, have identified the foodbank as a highly rated organization. The next audit is anticipated during 2023.

The key Objective for 2021/2 was to ensure that benefits resulting from the structural change to a CIO would support future strategic plans, including potential operational changes. Some have already been met. The enhanced legal status a CIO provides has enabled:

- a move forward in the foodbank's search for new premises (ability to enter a contract in its own name); ongoing.
- the employment of our first Foodbank Manager in January 2022
- better Trustee protection through limited liability; ongoing.

NB It is important to note during this time (27Sep21 to 31Mar22) that negotiations with Trussell Trust concerning its acceptance of Haywards Heath Foodbank as a CIO, and our decision to accept Trussell Trust's vision for the future, were ongoing.

By 31st March 22 we agreed:

- to support Trussell Trust's vision and future strategy with 'Together for Change' – a vision to 'eliminate the need for foodbanks within 5 years', in March '22
- to renew (in principal) the franchise agreement with Trussell Trust for a further 3 years and so benefit from continued access to opportunities offered nationally but applied locally..... e.g. development grants, volunteer and trustee specialist training, branding, marketing initiatives, and more. To be effective April 2022.

Financials

With the 'new' CIO status Haywards Heath Foodbank has become a new entity with a new charity registration number. A new bank account with CAF (Charity aid Foundation) Bank has also been established (January 2022) separating it from transactions under the former Trust (Lloyds Bank).

However, until such time as the CIO is fully established, with all assets transferred across from the former Trust, all financial activities in this financial period were administered through the Trust (Lloyds Bank) facility, and reported to the Charity Commission through the Trusts's separate Report & Annual Accounts as at 30th April 2022.

Foodbank in the Community

Haywards Heath Foodbank is very much a community project underpinned by several local, multi-denominational churches It is run by local volunteers for local people in crisis. It is well-supported by WSCC, MSDC and Haywards Heath Town Council as well as several organisations within the business community. Local schools, scout groups, voluntary groups and the public at large are also great supporters.

Overall HHFB has been most grateful for the incredible and continuing response to our appeals for help with donations of food, money, volunteers and other resources. The support comes from all sectors of the community..

For 2022/23 our main objectives will be to:

- continue to provide good support for those in need in our community, and to recommence a collection service, which enables face to face client contact at the Distribution Centre, when conditions allow.
- conclude our search for a permanent home where all aspects of our operation can be housed under one roof (*Distribution Centre/Warehouse/ Administration*)
- maximize the opportunity for support made available through the renewed franchise agreement with Trussell Trust (grants, training, governance)
- support Trussell Trust's vision to end the need for foodbanks in 5 years time, when everyone has the income and support to get by plus....
- develop our commitment to this vision via its 'Together for Change' future strategy.

Reserves policy

In line with Charity Commission guidance, the Trustees reviewed their policy on unrestricted funds and consider that when fully operational Haywards Heath Foodbank (CIO) should retain the equivalent of at least 12 months operating costs.

Public Benefit Statement

The Trustees confirm that they have complied with the duty set out under section 4 of the Charities Act 2006 to have due regard to the Charity Commission's guidance on public benefit 'Charities and Public Benefit' in developing the objectives for the year and in planning activities.

Statement of Trustees' responsibilities

Charity law requires the Board of Trustees, 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 its incoming resources and resources expended for the period. In preparing those financial statements, the Trustees should follow best practice and are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments 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, and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records, that are sufficient to show and explain the charity's transactions and 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 relevant legislation. 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.

Approval

This report was approved by the Board of Trustees on 16th January, 2023 and signed on their behalf by:



Barry Prior (Chair of Trustees)

Statement of Financial Activities
(Incorporating the Receipts and Payments Account)
For the period to 31st March 2022

	Notes to the accounts	Restricted Funds	Unrestricted funds	Total 6months 31/03/22
		£	£	£
Incoming resources				
Transfers	1	0	492	492
Total income		0	492	492
Resources expended				
Direct charitable costs		0	0	0
Net income		0	492	492

Statement of assets and liabilities

As at 31st March 2022

	Notes to the accounts	30 Mar-22 £
Current assets		
Cash at bank and in hand		492
Net current assets		492
Net assets		492
Funds		
Restricted funds		0
Unrestricted funds		492
Total Funds		492

Haywards Heath Foodbank CIO

Notes to the Accounts

For the period ending 31st March 2022

1. Accounting policies

Basis of Preparation

The accounts have been prepared on Receipts and Payments basis.

Income

Income represents amounts transferred from the charity Haywards Heath Food Bank (reg: 1146247) from which the charity operated up until 30 April 2022.