



**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

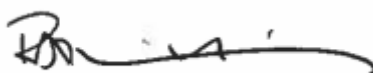
Charity law requires the Board of Trustees, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and resources expended for the period. In preparing those financial statements, the Trustees should 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	6		
Restricted funds		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
	£	£
Trussell 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.