



Reg Ch No. 1200552

Dorchester Food Bank
The Dorford Centre
Bridport Road,
Dorchester
DT1 1RR

Trustees' Annual Report Dorchester FoodBank

1st Oct 2023 to 30th September 2024

Charity Name: Dorchester FoodBank

Charity Number: 1200552

Principal Office:

Dorchester FoodBank, The Dorford Centre, Bridport Road, Dorchester. DT1 1RR

We were registered as a **Charitable Incorporated Organisation (CIO)** on 3rd October 2022.

Our objectives are:

The prevention or relief of poverty in Dorchester and surroundings by providing grants, items and services to individuals in need and/ or charities or other organisations working to prevent or relieve poverty.

Governance.

Our **governing body**, the Board of Trustees, consists of five people, Rosemary Hardwicke (Chair), John Burn (Secretary), Tracy Hughes (foodbank manager), Stuart Dawson (Safeguarding Officer) and John Hilton (Treasurer). These five individuals have served throughout the year and also constitute the total membership of the charity. Board meetings are held at least every two months, depending on the need. We hold an annual meeting of supporters and collaborators at which the annual report and accounts are presented.

Accounting: as a charity with an income of less than £250,000 we operate with a simple receipts and payments accounting system and we have our annual accounts examined by an independent examiner, appointed by the board. The Charity has no capital assets, no endowments or investments and is totally dependent on grants and, more importantly, donations (in both cash and kind) for its income.

How charity fulfilled its charitable purposes for public benefit

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission in the following ways.

- We currently open three mornings a week (Monday, Wednesday and Friday) from 10.30am to 12.30pm for clients to collect their parcel(s).

- Many of our clients are in food poverty as a result of multiple issues, including low income and debt, poor mental and/or physical health, rent or housing problems, etc. We therefore “signpost” those clients to local organisations, such as Citizens Advice, Dorset Council, who are best suited to provide support and advice with the on the underlying issues.

Brief summary of achievements during the year.

Our priorities for the year were:

- 1) Continue to administer the food collection and distribution service as efficiently and effectively as possible
- 2) Consolidate good governance arrangements by:
 - Developing an appropriate range of policies and procedures
 - Reviewing all our policies and business plan regularly
 - Implementing all necessary changes to remain compliant with the General Data Protection Regulations (GDPR) and other legal requirements.
- 3) Undertake initiatives designed to increase awareness of Dorchester FoodBank in the local community.
- 4) Review our volunteer arrangements, including the development of succession planning arrangements.
- 5) Investigate other funding opportunities, particularly Gift Aid on small donations.

Continue to administer the food collection and distribution service as efficiently and effectively as possible,

As a result of the ongoing cost of living crisis, the local Council provided additional financial help to those that were struggling, which reduced the demand for support from the FoodBank. Over the year we distributed 1107 food parcels comprising of 177 family parcels; 298 small family/ couple parcels and 632 single person parcels. This constitutes an 11.5% reduction in total parcels distributed, from the 1251 distributed in 2022-23.

The table below shows client usage for 2023-24, and for the previous twelve months. In addition to providing support for those in food poverty, we have also worked with a number of partners (such as Citizens Advice, Dorchester Family Support and Foodshare) to help those experiencing financial difficulties.

Table 1. Numbers of food parcels distributed

		2022-2023	2023-2024	% decrease
Number of referrals		1251	1107	11.5
Number of adults helped		1620	1435	11.4
Number of children helped		817	716	12.4
Number of families helped		222	177	20.3
Number of couples helped		321	298	7.2
Number of single people helped		708	632	10.7

We have estimated that the current value of our food parcels is £21.00 for single clients, £32.00 for couple/small families and £50.00 for a family.

In addition to supplying clients with ambient food items (such as packet and tinned goods) we also provide a range of toiletries (such as shower gel, toothpaste, deodorant, sanitary products, etc.) and household cleaning items (such as laundry detergent, washing up liquid, kitchen cleaner, etc.). Over 82% of our clients ask for toiletries and 80% ask for household cleaning items. It is difficult to estimate the average value per client, as not everyone needs the same items. However, we estimate that an average value of toiletries and cleaning products per food parcel would be in the region of £9.50.

The estimated total value of each type of food parcel is shown below

	Price	number distributed	cost
Single	£21.00	632	13,272
Couple/Small Family	£32.00	298	9,536
Family	£50.00.	177	<u>8,850</u>
Total cost			31,658

Assuming one household cleaning/toiletries pack per food parcel the total cost of the additional items is £10,517. This suggests that the total value of all the parcels, including cleaning and toiletries is £42,175 for the year. Table 3 (below) reports a spend of £18,965 this financial year, to complete the food parcels, indicating that physical donations of food/household items have an estimated value of £23,210, i.e. physical gifts constitute 55% of the parcel contents.

In order to cope with occasional large donations of, say, dog food, we have purchased a lockable storage box so that these occasional events do not swamp the working storage area and make bag packing difficult.

Consolidate good governance arrangements by:

- a) We regularly review our policies and business plan and take appropriate action to help consolidate our governance arrangements. As part of this, we have developed new procedures covering how we will support those clients who become over-dependent on FoodBank.

Undertake initiatives designed to increase awareness of Dorchester FoodBank in the local community.

We continue to promote our services through social media and local newspapers, and this has helped increase awareness of the services we provide. We have also commenced a review of our website and information leaflets, which should be completed shortly.

In addition, we continue to work closely with our partners on initiatives designed to improve the services we offer to clients. This has included providing financial support, jointly with Dorchester Poverty Action, for the locally run CAP (Christians Against Poverty) money management course.

Review our volunteer arrangements, including development of succession planning arrangements

We regularly review our volunteer arrangements and, as part of this, have successfully increased our capacity by increasing resources. In addition, and as part of our development of succession planning arrangements, we drafted a job description and Person Spec for Board Members with a view to advertising for new board members.

Investigate other funding opportunities, particularly expanding the uptake of Gift Aid

This year, we successfully applied for a one-off grant from Dorset Council for £5000. We were also successful in increasing the uptake of Gift Aid.

Future aims and objectives

Our aims and objectives for 2024/25 are:

- Continue to work with partner organisations to help address food poverty.
- Undertake initiatives designed to increase awareness of the services we provide.
- Review our governance arrangements to ensure they remain relevant and fit for purpose.
- Continue to review our volunteer arrangements.

Financial information

Table 3 Statement of Consolidated Assets, Income and Liabilities
Expenditure
October 2023 to September 2024

	2023-2024 £		2022-23 £	
Opening balance		37,755.49		31,959.74
Income				
- grants	5,750.00		5,000.00	
donations	37,619.90		50,587.88	
Gift Aid repayments	3,394.27			
Total income		46,764.17		55,587.88
Less expenditure				
Food	18,965.44		23,171.72	
Xmas vouchers	3,750.00		8735.00	
Boots vouchers	1,780.00		1,800.00	
other-Admin & Consumables	2,634.98		2,085.41	
		27,130.42		35,792.13
Other foodbank & CA support		335.00		14,000.00
Total expenditure		27,465.42		49,792.13
Closing balance		57,054.24		37,755.41

Note:

When we registered as a Charitable Incorporated Charity (CIO) with the Charity Commission in 2022 our legal status changed. As a result, our bank required us to close our old account and open a new Community (business) Account. Our new account was opened in February 2024 and was run in parallel with our old account until we were able to transfer all the transactions from the old account to the new. The old account was closed on 23rd Sept 2024. The accounts presented here are a consolidation of the two bank accounts.

Accounts – Analytical Review

We are very grateful to our donors who have supported us so generously with both money and gifts of canned and packeted foodstuffs and cleaning and hygiene products throughout the year.

Using rounded figures for simplicity, our total income from donations, reduced significantly from £50,600 to £37,600; a drop of almost 26%. However, this was balanced; partly by a reduction of £4,200 in the spend on food, partly by our work, last year, encouraging eligible donors to gift aid, which raised almost £3,400 and partly by a delay of purchasing £5,000 worth of Christmas vouchers into the 2024-25 reporting year. All the other financial income and spend was similar between years.

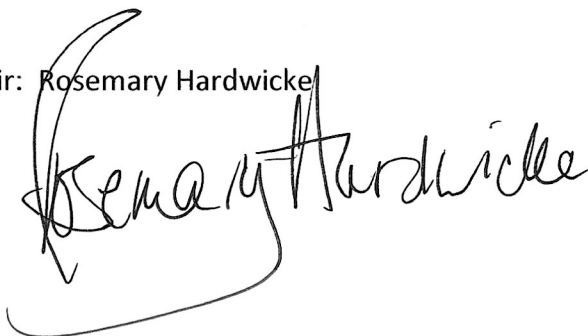
Despite the significant fall in monetary donations, our net income over the year showed a major increase of £19,300, compared to our net income of £5,800 in the previous year. As a result our balance carried forward has increased to over £55,000, from £22,755 last year. However, we have already committed to spend £12,000 of our reserves by providing financial support to some of our partners so that they can provide additional services to our clients in 2024/25. Unfortunately, we were not able to talk to these organisations before the end of the 2023-24 financial year. Hence, discussions will take place in the new financial year.

People have again, been extraordinarily generous. About £13,000 came from a few large donors: £5,000 in a grant from Dorset Council; a few private individuals gave large donations, including one £2500 donation and, four donations between £1000 and £1,500 and three greater than £500. The rest has come from the hundreds of donations, many small, a few up to £500, some regular and some one-offs all adding together to make the magnificent total. In addition to this we receive amazing support from many individuals and organisations in the form of actual food, hygiene and cleaning products, which never appear in the financial records.

In order to give our clients some personal control over creating their own Christmas, £6,250 worth of supermarket vouchers were distributed to our clients (one £30 voucher per person) in the weeks running up to Christmas. (£2500 of which were brought forward from last year.) These vouchers were greatly appreciated, as it gave the opportunity for some of the families to buy small Christmas presents for their children. Without these vouchers, some of the children would have had nothing. This year £1800 was also spent on Boots vouchers (which are used, mainly, for formula milk and/ or nappies, which we don't have the space to store). This was similar to the amount spent last year.

To conclude, we have been blessed with financial and physical donations to meet our needs this year and, again, we thank all our donors.

Chair: Rosemary Hardwicke

A handwritten signature in black ink, appearing to read 'Rosemary Hardwicke', written over the printed name.

Date: 14.2.25

Independent examiner's report to the trustees of Dorchester FoodBank

I report to the trustees on my examination of the accounts of the Dorchester FoodBank (the FoodBank) for the year ended 30 September 2024.

Responsibilities and basis of report

As the charity trustees of the FoodBank 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 FoodBank'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 FoodBank 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.

Signed:



Name (PRINT):

DAVID R. LEIGH

Date:

21st JANUARY 2025, and again on
20th MARCH 2025