



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

Period start date 11/01/2023 Period end date 10/01/2024

Charity name: Elland and District Foodbank

Charity registration number: 1201549

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To prevent or relieve poverty in the HX4 and HX5 Elland and District area by: <ul style="list-style-type: none">• Providing emergency food and basic essential items to individuals and families in need and /or other charities and organisations working to prevent or relieve poverty for their distribution• Providing support, advice or signposting to the relevant information or advisory services• Working in partnership with other organisations in the relief of food poverty• Giving emergency assistance to anyone seeking help and signposting as a one-off provision, at the discretion of the trustees.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Weekly food provision to people in poverty from HX4 or HX5 every Saturday. In addition to food, we provide pet food each week and toiletries/cleaning products once a month. A coffee bar is available for clients to use for social support. Local councillors and other community groups are present to provide additional support and guidance to clients about housing, finance etc. On Fridays each week, volunteers pick up food donations from local supermarkets/donors. We also have a network of individuals, schools, church

		<p>groups, businesses, and organisations who regularly donate to us.</p> <p>We work with other charities and voluntary groups across Calderdale to 'trade' items to best use the collective resources to benefit the wider community in need.</p> <p>The Trustees identify and make grant applications to support the running of the Foodbank.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are aware of, and have regard to, the Charity Commission's public benefit guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>The volunteers are organised into 6-week rotas for every Friday and Saturday of the year.</p> <p>On Fridays, three teams of 6 volunteers collect from our local supermarket donors. An additional 4 volunteers help unload, sort and pack staple provisions and fresh produce bags ready for distribution on Saturday mornings.</p> <p>The Saturday team of 10 volunteers carry out a range of tasks from welcoming the clients; registering new clients; distributing the food bags; providing refreshments and signposting clients to other organisations as appropriate.</p> <p>Volunteers are encouraged to provide feedback on the effective operation of the Foodbank and many good ideas have been implemented.</p> <p>We also have the support of 3 local councillors who either attend on Saturday mornings to give advice or bring food donations each week.</p>

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>On average 58 households attend the Foodbank each week, feeding 70+ adults and 50+ children. This is an increase of 17% in adults and 34% in children from 2022.</p> <p>80% of clients are from HX5 and 20% from HX4.</p> <p>We provided food to 8 clients who lived outside HX4 and HX5 and directed many more who contacted us by telephone or email to their relevant Foodbank.</p> <p>We collect from 7 local supermarkets/food suppliers each week.</p> <p>We have 39 committed and active volunteers, 8 new to us this year.</p> <p>The volunteers receive a written monthly update following the Trustees meeting and a Safeguarding training course was provided in May 2023.</p> <p>We had a volunteer social event in November 2023 to thank our volunteers for their time, effort and commitment.</p> <p>In January an Annual General Meeting is held for donors and the public to hear about the work of the Foodbank in the previous year. A newsletter is circulated to everyone on the Foodbank's circulation list.</p> <p>In addition to the National Lottery Grant awarded this year, the Trustees applied for and received other grants from the One Stop Shop and the Local Authority.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	<p>When we became a charity, we applied for and received funding from the National Lottery, which will secure our future for at least the next two to three years. We also applied for and received grants from Calderdale Local Authority (for running costs) and the One Stop Supermarket (to purchase food).</p>
Investment performance against objectives	Para 1.41	N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>2023/2024 was a successful year for the Elland And District Foodbank.</p> <p>Gaining charitable status allowed us to successfully apply for and receive grants which has secured our financial position for the foreseeable future. Our financial donations also increased in the period.</p> <p>Our non-financial donations continued to grow which helped us significantly minimise our running costs.</p> <p>Opening our new bank account and implementing improved financial controls and reporting allows us to review our financial position proactively and highlight any financial risks.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The reserves we are holding cover our expected expenditure levels for the next 2 years. This will enable us to put plans in place should our income levels fall, yet at the same time, help maintain our clients' current levels of support.</p> <p>In the next financial period and future years, we will apply for available grants to cover our expected expenditure and keep our current level of reserves intact.</p>
Amount of reserves held	Para 1.22	£35,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Donations and grants
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	A significant reduction in our financial and food donations
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	'Foundation' model constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Potential new trustees are approached to become a trustee following agreement at a trustee meeting.</p> <p>Consideration is given to the skills, knowledge and experience needed for the effective administration of the CIO. The role is fully explained to them.</p> <p>The potential new trustee is invited to a trustee meeting following which they confirm their acceptance of the role.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>Each new trustee is provided with</p> <ul style="list-style-type: none"> • a copy of the current version of the constitution, policies and risk register • a copy of the CIO's latest Trustees' Annual Report and statement of accounts • the Volunteer handbook which details the operational roles of Duty Manager and Registration Manager - both of which are carried out by Trustees. • Each new Trustee is supported in taking on new roles by existing Trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The Foodbank has 10 Trustees who manage the affairs of the CIO as per the constitution.</p> <p>39 volunteers are organised into a 6-week rota to ensure the service is provided every Friday and Saturday.</p> <p>The Foodbank has Trustee representation on the Calderdale Food Poverty Forum which brings together charities and voluntary organisations related to food poverty. It meets 6 weekly.</p>
Relationship with any related parties	Para 1.51	N/A

Reference and Administrative details

Charity name	Elland and District Foodbank
Other name the charity uses	N/A
Registered charity number	1201549
Charity's principal address	Springfield House Forest Hill Road Elland Huddersfield Yorkshire HD3 3FB

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Moira Ann Mansfield	Safeguarding Lead		
2	Brian Denis Mansfield			
3	Colin Sherwood	Chair	January - August 2023	
4	Chris Morton	Storage		
5	Andrew Jacobs	Vice-Chair and GDPR Lead		
6	Joanne Miller	Secretary		
7	Maria Neary	Chair (from Sept)		
8	Trevor Hicks	Stock Control Lead		
9	Mary Hamilton	Treasurer		
10	Barbara McNally		January - March 2023	
11				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)		
Type of adviser	Name	Address
N/A		
Name of chief executive or names of senior staff members (Optional information)		
N/A		

Exemptions from disclosure

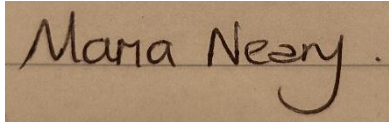
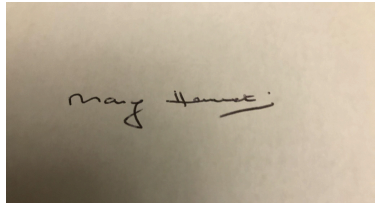
Reason for non-disclosure of key personnel details

N/A

Other optional information

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Declarations

Signature(s)		
Full name(s)	Maria Neary	Mary Hamilton
Position (eg Secretary, Chair, etc)	Trustee Chair	Trustee Treasurer
Date	6.11.24	

Elland And District Foodbank Charity Number 1201549 - Summary of Accounts
11th January 2023 to 10th January 2024 - Year 1

Opening Balance - Old Account	£21,167.69		
Income - Old & New Account	£34,723.80		
Total Income		£55,891.49	
Expenditure			
Old Account	£11,259.43		
New Account	£1,178.22		
Total Expenditure		£12,437.65	
Petty Cash		£0.00	
Total Income - Total Expenditure			£43,453.84
Closing Balances			
Old Account	£2,513.61		
New Account	£40,937.59		
		£43,451.20	
Difference			£2.64

Elland & District Foodbank Charity No. 1201549 - Summary of Income 11th January 2023 to 10th January 2024

Period	Donations			Grants *	Total Income
	Monthly Donations	Other Donations & Monies	Total		
11th January 2023 January to 31st January	310.00	720.30	1030.30	500.00 Calderdale MBC Ward Forum	1530.30
1st February to 28th February	46.00	762.90	808.90		808.90
1st March to 31st March	196.00	917.00	1113.00	500.00 North Dean Charity	1613.00
1st April to 30th April	101.00	30.00	131.00		131.00
1st May to 31st May	451.00	158.82	609.82		609.82
1st June to 30th June	156.00	150.00	306.00		306.00
1st July to 31st July	401.00	177.00	578.00		578.00
1st August to 31st August	156.00	722.87	878.87		878.87
1st September to 30th September	101.00	5.10	106.10		106.10
1st October to 31st October					
Old Account	451.00	90.00	541.00		541.00
New Account	0.00	194.70	194.70	1000.00 Ground Works UK (One Stop Shop) Food	1194.70
1st November to 30th November					
Old Account	160.00	100.00	260.00		260.00
New Account	0.00	2052.39	2052.39	500.00 Lloyds Bank 250.00 North Halifax Partnership	2552.39
1st December to 31st December					
Old Account	105.00	100.00	205.00		205.00
New Account	0.00	2058.72	2058.72	20000.00 Main Grants BGC (National Lottery) Food, Bags, Rent & Insurance 1000.00 North Dean Charity	22058.72
1st January to 10th January 2024					
Old Account	40.00	0.00	40.00		40.00
New Account	60.00	0.00	60.00		60.00
Totals	2734.00	8239.80	10973.80	23750.00	34723.80

Source of Data Old & New Bank Statements

* Grants Except The National Lottery & One Stop Shop are Non Specific

Breakdown of Expenditure - Old Account - 11th January 2023 to 10th January 2024

	Bank Charges	Rent *	Insurance *	Mobile * Lycamobile	Stock / Food	Other Expenses	Totals	Total for Month
11th January to 31st January 2023 12th January Aldi 19th January Morrisons 20th January Lycamobile 25th January Aldi 27th January Milk				1.95	158.40 121.38 122.20 41.40		158.40 121.38 1.95 122.20 41.40	445.33
1st February to 28th February 2023 3rd February 15th February Lidl 17th February Bags 17th February Stock 23rd February Long Life Milk 23rd February Stock Morrisons		720.00			28.32 219.90 49.68 127.60	32.50	720.00 28.32 32.50 219.90 49.68 127.60	1178.00
1st March to 31st March 2023 1st March Morrisons 3rd March Milk 7th March Lycamobile 8th March Aldi 10th March Aldi 23rd March Milk 30th March Lanyards				5.00	120.86 29.95 251.32 712.20 41.40	14.97	120.86 29.95 5.00 251.32 712.20 41.40 14.97	1175.70
1st to 30th April 2023 5th April Lycamobile 6th April Lanyards 7th April Bags 24th April Insurance 28th April Rent		720.00	452.24	1.95		13.50 53.30	1.95 13.50 53.30 452.24 720.00	1240.99
1st to 31st May 2023 5th May Lycamobile 10th May Stock 15th May Flowers Trainer 19th May Catering 24th May Stock				1.95	145.44 410.44	25.00 63.17	1.95 145.44 25.00 63.17 410.44	646.00
1st June to 30th June 2023 12th June Rent 12th June Stock		680.00			341.58		680.00 341.58	1021.58
1st July to 31st July 2023 1st July Bags 1st July Paper cups 1st July Stock 1st July Stock 4th July Lycamobile 6th July Stock				4.75	25.00 595.75 2614.10	65.00 69.72	65.00 69.72 25.00 595.75 4.75 2614.10	3374.32
1st August to 31st August 2023 3rd August Lycamobile 21st August Rent		765.00		4.75			4.75 765.00	769.75
1st September to 30th September 2023 4th September Lycamobile				4.75			4.75	4.75
1st October to 31st October 2023 4th October Lycamobile 16th October Various Milk				4.75	239.44		4.75 239.44	244.19
1st November to 30th November 2023 6th November Rent 7th November Milk 15th November Cheque Rent		765.00 340.00			53.82		765.00 53.82 340.00	1158.82
Totals		3990.00	452.24	29.85	6450.18	337.16	11259.43	11259.43

Source : Ann's Book, Receipts & Bank Account info for Rent, Lycamobile & WH Smiths

* Entries on Bank Statement

No Expenditure on Old Account from December 2003 to 10th January 2024

Breakdown of Expenditure - New Account - October 2023 to 10th January 2024

	Bank * Charges	Rent	Insurance	Mobile * Lycamobile	Stock / Food	Other Expenses	Totals	Total for Month
1st October to 31st October 2023 No Expenses								0.00
1st November to 30th November 2023 9th November Milk 16th November Milk 23rd November Bags 23rd November Banners 28th November Catering					33.12 33.12	65.00 216.00 286.00	33.12 33.12 65.00 216.00 286.00	633.24
1st Decemebr to 31st December 2023 4th December Milk 4th December Bank Charges 6th December Milk 6th December Lycamobile 8th December Milk 13th December Milk 15th December Milk 18th December Meat & Cheese 19th December Meat & Cheese 20th December Meat & Cheese 22nd December Meat & Cheese	2.47			5.00	33.12 24.84 29.81 41.40 46.92 68.11 107.90 42.77 94.80		33.12 2.47 24.84 5.00 29.81 41.40 46.92 68.11 107.90 42.77 94.80	497.14
1st January to 10th January 2024 2nd January Milk 2nd January Milk 9th January Bank Charges	6.44				33.12 8.28		33.12 8.28 6.44	47.84
Totals	8.91			5.00	597.31	567.00	1178.22	1178.22

Source : Receipts and * Entries on Bank Statement

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ELLAND AND DISTRICT FOODBANK

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Elland and District Foodbank ('the charitable company') for the year ended 10 January 2024 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and Basis of Report

As the trustees of charitable company, you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('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 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

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:

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or

- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Name / Details Robert Stephen Williams ACIB
15 Ridge View Dr
Birkby
HUDDERSFIELD
HD2 2EX

Signature.....

Date 6th November 2024