

# TODMORDEN FOOD DROP IN

England & Wales · Charity number 1201934

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2023-02-13

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

## Contact

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**Address** Todmorden Community College  
44 Burnley Road  
Todmorden  
OL147bx  
OL14 7BX

**Phone** 07932336698

**Email** [fooddropintod@gmail.com](mailto:fooddropintod@gmail.com)

**Website** [www.todfooddropin.org](http://www.todfooddropin.org)

## Activities

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**Objects:** FOR THE PUBLIC BENEFIT, THE PREVENTION OR RELIEF OF POVERTY OR FINANCIAL HARDSHIP WITHIN TODMORDEN AND SURROUNDING AREAS, PRIMARILY THROUGH THE PROVISION OF FOOD, ESSENTIAL ITEMS, AND THROUGH THE PROVISION OF SIGNPOSTING TO SUPPORT AGENCIES AND CHARITIES.

**Activities:** Todmorden Food Drop In is a foodbank, which runs weekly sessions for the prevention or relief of poverty or financial hardship within Todmorden and surrounding areas. This is carried out primarily through the provision of food, essential items and signposting to other support agencies and charities.

## Classification

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- **How:** Provides Services
- **What:** The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- Calderdale

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-31	£96,870	£139,422	-	-
2024-05-31	£303,658	£198,313	-	-

## Trustees

Name	Role	Appointed
<b>Robert Neil Howarth</b>	Chair	2022-08-31
Elsa Fairbanks		2023-03-13
Ian Christopher Scott		2025-07-29
John Mark Hymas		2024-11-04
June Turner		2023-03-13
Margareta Holmstedt		2023-03-13
Paul Stanley Johnson		2025-07-29
Peter Henry Dougherty		2025-07-29
Rev CATHERINE SHELLEY		2025-07-27
Susan Jane Patricia Knowles		2023-03-13

**TODMORDEN FOOD DROP IN**

England & Wales - Charity number 1201934

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# Accounts

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**Financial Statements for the Trustees of  
Todmorden Food Drop In**

**Year Ending 31<sup>st</sup> May 2025**

**Charity Number 1201934**

# TODMORDEN FOOD DROP IN

## Trustees' Report for the period from 1 June 2024 to 31 May 2025

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Janet Garner	Chair	31/8/22 to 29/7/25
Neil Haworth	Treasurer	31/8/22 to 30/8/26
Judith Clayton	Secretary	1/9/24 to 29/7/25
Hannah Badrick		22/5/23 to 29/7/25
Lowis Charfe		13/3/23 to 29/7/25
Elsa Fairbanks		13/3/23 to 12/3/26
Margareta Holmstedt		13/3/23 to 12/3/26
John Hymas		4/11/24 to 3/11/27
John Kemp		13/3/23 to 13/9/24
Sue Knowles		13/3/23 to 12/3/26
Sarah Sayer		13/3/23 to 31/12/24
June Turner		13/3/23 to 12/3/26
John Hymas		13/3/23 to 12/3/26

**Charity Number** 1201934 **Registered in England and Wales**

### Registered and Principal address

Todmorden Learning Centre and Community Hub  
Burnley Rd, Todmorden OL14 7BX

### Bankers

Virgin Money  
25 Manchester Road  
Burnley BB11 1HX

### Independent Examiner

Wendy Gledhill  
Gledhill Accountancy Ltd  
26 Halifax Rd, Todmorden OL14 5QG

### Structure, governance, and management

The charity is a Charitable Incorporated Organisation (CIO) foundation, formed on 13 February 2023 and governed by a constitution.

### Method of recruitment and appointment of Trustees

The trustees of the charity are appointed by the members at a properly convened meeting of the trustees.

# **TODMORDEN FOOD DROP IN**

## **Trustees' Report (continued) for the year ending 31 May 2024**

### **Objectives and activities**

#### **The charity's objects**

For the public benefit, the prevention or relief of poverty or financial hardship within Todmorden and surrounding areas, primarily through the provision of food, essential items, and through the provision of signposting to support agencies and charities.

#### **The charity's main activities**

Todmorden Food Drop In is a foodbank, which runs weekly sessions for the prevention or relief of poverty or financial hardship within Todmorden and surrounding areas. This is carried out primarily through the provision of food, essential items and signposting to other support agencies and charities.

#### **Public benefit statement**

In setting our objectives and planning our activities the Trustees have given full consideration to the Charity Commission's general guidance on public benefit and in particular alleviating the effects of food poverty in our area.

### **Achievements and Performance**

- **Food parcels given out and statistical data**

During the year ending 31 May 2025 7,844 parcels were given out, which provided food for an average of 232 adults and 126 children each week. The total number of service users registered as at the end of May was 376, of whom a small number attended each week, a greater number every 2 or 3 weeks, some very occasionally and many only once. The ages of service users varied from 16 to over 80, the large majority being between 30 and 60. Service users' housing situation was mainly Council, Housing Association or privately rented properties, with a significant minority owning their own property, and the remainder in hostels, refugee sponsors' homes, friends or family's homes. There were 3 rough sleepers. The majority were unemployed for a wide range of reasons, including ill-health and retirement, but around 20% were in some type of employment. 23% reported a disability.

- **Café provision**

The café remains a vital part of the foodbank. It is popular with both the people who come to us for support and with the volunteers themselves who often ask to be on the café team. Although it is busy all morning, it is the one place where both service users and volunteers can chat together and often it so where we hear about the particular problems people may have. It is run by a team of 3 volunteers and a lead. We offer hot and cold drinks, sandwiches, sausage rolls, quiche and biscuits. The quiche is replaced by hot dogs in the winter. We know from our satisfaction surveys that it is an important part of many people's week – particularly those who are socially isolated or marginalised. Even in these financially challenging times we are able to offer all of our food and drink free of charge. We are grateful to the National Lottery Community Fund whose grant covers our costs for 2 years. We remain hopeful of ongoing funding.

- **Bedding and other provisions**

For some years we have been in a position to offer bedding and other items to people in need, particularly in the winter months. However, the cost-of-living crisis and increase in food prices has meant that we have needed to draw this to a close this year and focus on provision of food and other essentials. We are still able to provide bedding and essential items to people in emergencies if funds permit.

- **Toiletries and other additional items**

The food drop-in provides a range of toiletries including soap, hair products, dental hygiene products and deodorants. People can choose up to three of these items after they have chosen their allocated amount from the food list. If someone needs more, for any particular reason, we will always try to accommodate them. The range includes men's shaving gel, women's sanitary items and incontinence wear. We also provide nappies from size 1 to 6, laundry pods for up to four wash loads and toilet rolls

- **Christmas parcels**

Christmas can be challenging and a time of increased financial pressure, particularly for families. To support our community and spread some 'Christmas cheer' the Food Drop-in offers an additional bag of Christmas foods to each caller on the last Saturday before Christmas. The bags include a mixture of sweet and savoury foods such as Christmas cake, pudding, mince pies, biscuits and chocolates. An appeal is made via Facebook and the press in the run up to Christmas, and many items are donated by local individuals, families, community and religious groups, schools and businesses. Other items are bought in the Drop-In's weekly orders. Volunteers contribute additional time to pack the packs. In December 2024, 200 Christmas bags were given to service users.

- **Advice services provision**

Todmorden Food Drop has rented space each Saturday for different advice agencies to come in and help and support the people who come to us. These are independent advice agencies and not part of the foodbank. This year people from the foodbank have been helped by Disability Support Calderdale, Tod Support, Safe Spaces (Heathy Minds) and the Todmorden Flood Group. We are very grateful to all the volunteers and staff from the advice agencies for the work they have done to support the Drop In

**Disability Support**

Disability Support have continued to attend throughout the year. They supported 144 people with housing and benefit issues and recouped over £139,000 for people. The breakdown on their work is: PIP 78 people, Housing/ homeless issues 23, Universal Credit 14, Attendance Allowance 10, Children's DLA 4, Carers Allowance 3. They handled 12 mandatory reconsiderations/ appeals. A special thanks to Tom Griffiths who attended most of the sessions

**Tod Support**

Tod Support have also continued to support our service users in a wide range of ways throughout the year. In total they met with 134 people. At the end of May 2025

Tod Support pulled away from working with individual people through the foodbank with a view to developing partnerships with a range of organisations. The aim of this is to spread their funds further. We will continue to liaise with them.

- **Donation points and community assistance**

The Food Drop In is active on social media (Facebook and our website), telling our generous community what we need in terms of food and money. We have donation points for cash and food in a variety of locations across our catchment area of Todmorden, Hebden Bridge and the surrounding areas. This includes cash donation boxes in wholefood shops and at a popular members' cooperative and music venue. We also hold a regular and well supported Christmas Street Collection at Todmorden's busy market and ad hoc collections at local events to which we are invited. We publicise and regularly collect from food donation points across our area including well supported ones in Hebden Bridge Coop, the local library and the lobby of the community college where we hold our Saturday Food Drop In. We particularly welcome the support of Todmorden supermarket Morrison's through their pre-packed food parcel programme which enables customers to purchase bags of items matched to our specific needs, as part of their weekly shop. Regular donations are also received from faith and community groups across our area as well as from schools, especially at harvest festival time and Christmas.

- **Volunteers**

Since opening in 2013 the Food Drop in has maintained a team of over 70 volunteers. In the period of this annual report, we had 76. They are drawn from a range of different backgrounds – retired and in work. We have roles for people of all abilities. We've been very fortunate to have a solid team of volunteers, with little turn over, although new recruits are always welcome – particularly younger people. At a time when many organisations are struggling to recruit volunteers, we are pleased to have had some success in this during the year with several new and younger people coming on board. We have no paid staff, and the volunteers undertake a range of different roles. The main thrust of the volunteer work is on a Saturday, when we need 25 people for the service to function fully. These jobs are in reception and administration, registration of new service users, a team of runners and packers and running our café. On Fridays we need 9 volunteers to prepare the food storage unit and café for the following day when we open. Midweek sees volunteers driving to collect food and other purchases from a range of different places. In addition, we have the trustees who have a range of more managerial functions including volunteer coordination, fundraising, administration, financial management etc. We're very proud of all our volunteers.

## **Financial review and reserves policy**

- Income streams

1. Cash Donations £751.44
2. Individual Donations £11,726.12
3. Donations from organisations £5,107.10
4. Grants £20,000.00
5. Local Giving £49,106.95

6. Gift Aid £9,821.39

- Expenditure on food, rent and insurance and other items

1. Food £124,733.32

2. Rent £9,081.02

3. Insurance £1,212.71

4. Packaging £452.00

- Reserves policy

6 months expenditure

~~Sue Knowles~~

Sue Knowles  
CHAIR .

# TODMORDEN FOOD DROP IN

Charity Reg No 1201934

## **I report to the trustees of Todmorden Food Drop In on my examination of their accounts for the year ended 31<sup>st</sup> May 2025.**

The Trustees have requested that an independent examination be carried out for the year ending 31<sup>st</sup> May 2025.

### **Responsibilities of Trustees and Examiner**

Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). The trustees consider that an audit is not required for this year as their income is below 1 million and that an independent examination is appropriate.

I report in respect of my examination of the organisation'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.

### **Basis of Examination**

My examination included the review of the accounting records kept by the organisation and a comparison of accounts with those records. It also took consideration of any unusual items in the accounts of which there were none. The procedures carried out do not provide all the evidence required for the purposes of an audit and therefore no opinion is given on the 'true and fair view', this is not a matter for the independent examination.

### **Independent Examiner's Statement**

The general bookkeeping is carried out by the treasurer, Neil Howarth, using QuickBooks online accounting software. The bookkeeping is of a high standard, bank and control accounts are reconciled regularly, and financial procedures are followed at all times.

The board have welcomed financial controls and agreed that all financial procedures are in line with those required by a registered charity to ensure the correct recording of financial information and protect the organisation and trustees going forward.

The reserves policy that states the organisation should hold the cost of 6 months overhead and governance costs. Funds at the year end of 31<sup>st</sup> May 2025 fell just short of 6 months and the organisation are working towards maintaining this level of finding going forward.

I can confirm that, in the case of my examination, no material matters have come to my attention that would give me cause to believe that accounting records were not kept in respect of the organisation as required by section 130 of the Act: or the accounts do not accord with those records.

I have no other concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Signed

*Wendy Gledhill*

Wendy Gledhill

**TODMORDEN FOOD DROP IN (Reg Charity Number 1201934)**

**Statement of Financial Activities for the year ending 31st May 2025**

Incoming Resources	Notes	Restricted Funds 31/05/2025	Unrestricted Funds 31/05/2025	Total Funds 31/05/2025	Total Funds 31/05/2024
		£	£	£	
<b>From Generated Funds:</b>					
Income from Donations and Legacies	2	£0.00	£76,513.00	£76,513.00	£191,074.00
Income from Grants	2	£8,000.00	£12,000.00	£20,000.00	£112,137.00
Investment Income	3	£0.00	£357.00	£357.00	£447.00
<b>From Charitable Activities:</b>	4	£0.00	£0.00	£0.00	£0.00
<b>Total Incoming Resources</b>		<b>£8,000.00</b>	<b>£88,870.00</b>	<b>£96,870.00</b>	<b>£303,658.00</b>
<b>Resources Expended:</b>					
Charitable Activities	5	£24,000.00	£100,533.00	£124,533.00	£194,081.00
Donations	6	£0.00	£0.00	£0.00	£0.00
Governance Costs	7	£0.00	£14,889.00	£14,889.00	£3,980.00
<b>Total Resources Expended</b>		<b>£24,000.00</b>	<b>£115,422.00</b>	<b>£139,422.00</b>	<b>£198,061.00</b>
<b>Net Income before Transfers</b>		<b>-£16,000.00</b>	<b>-£26,552.00</b>	<b>-£42,552.00</b>	<b>£105,597.00</b>
Transfers between funds		£0.00	£0.00	£0.00	£0.00
<b>Net movement of Funds</b>		<b>-£16,000.00</b>	<b>-£26,552.00</b>	<b>-£42,552.00</b>	<b>£105,597.00</b>

**RECONCILIATION OF FUNDS**

Total Funds Brought Forward	£16,000.00	£89,597.00	£105,597.00	£0.00
Total Funds carried Forward	£0.00	£63,045.00	£63,045.00	£105,597.00

	31/05/2025	31/05/2024
	£	£
Income	£96,513.00	£303,211.00
Interest and investment income	£357.00	£447.00
<b>Gross Income for the year</b>	<b>£96,870.00</b>	<b>£303,658.00</b>
Expenditure	£139,422.00	£198,061.00
interest payable	£0.00	£0.00
Depreciation and charges for impairment of fixed assets	£0.00	£0.00
<b>Total expenditure for the year</b>	<b>£139,422.00</b>	<b>£198,061.00</b>
<b>Net income/expenditure for the year</b>	<b>-£42,552.00</b>	<b>£105,597.00</b>

**TODMORDEN FOOD DROP IN (Reg Charity Number 1201934)**

**Balance Sheet as at 31st May 2025**

		31/05/2025	31/05/2024
		£	
<b>Fixed Assets</b>	<b>Notes</b>		
Tangible Assets	8	£0.00	£0.00
<b>Current Assets</b>			
Stocks	9	£0.00	£0.00
Debtors	10		£2,000.00
Cash at Bank	11	£63,045.00	£104,797.00
Creditors			
Amounts due within one year	12	£0.00	-£1,200.00
<b>Net Current Assets</b>		<b>£63,045.00</b>	<b>£105,597.00</b>
Creditors			
Amounts due after one year	12	£0.00	£0.00
<b>Total Net Assets</b>		<b>£63,045.00</b>	<b>£105,597.00</b>
<b>Funds</b>			
Unrestricted Funds		£63,045.00	£89,597.00
Restricted Funds		£0.00	£16,000.00
<b>Total Funds</b>		<b>£63,045.00</b>	<b>£105,597.00</b>
<b>Opening Balance Funds</b>		<b>£105,597.00</b>	<b>£0.00</b>
Funds Generated in Year		-£42,552.00	£105,597.00
<b>Total Net Assets</b>		<b>£63,045.00</b>	<b>£105,597.00</b>

These accounts have been prepared in accordance with special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31st May 2024 the company was entitled to exemption from audit under section 477 of the companies act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006  
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on

And signed on its behalf by:

*Sue Knowles*  
SUE KNOWLES  
CHAIR.

**TODMORDEN FOOD DROP IN (Reg Charity Number 1201934)**

**Statement of Cash Flows for the year ending 31st May 2025**

	<b>31/05/2025</b>	<b>31/05/2024</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Net income/(expenditure) per Statement of Financial Activities	-£42,552.00	£105,597.00
Adjustments for:		
Depreciation of Plant and Machinery	£0.00	£0.00
Increase/Decrease in Stock	£0.00	£0.00
Increase in trade and other receivables	£2,000.00	-£2,000.00
Decrease in trade and other payables	-£1,200.00	£1,200.00
<b>Net Cash provided by operating activities</b>	<u>-£41,752.00</u>	<u>£104,797.00</u>
<b>Cash flows from investing activities</b>		
Payments for property, plant and equipment	£0.00	£0.00
Dividends, interest and rents from investments	£0.00	£0.00
<b>Net cash from investing activities</b>	<u>£0.00</u>	<u>£0.00</u>
<b>Cash flows from financing activities</b>		
Repayment of borrowings	£0.00	£0.00
<b>Net cash used in financing activities</b>	<u>£0.00</u>	<u>£0.00</u>
<b>Net decrease in cash and cash equivalents</b>	-£41,752.00	£104,797.00
Cash and Cash equivalents at the beginning of the year	<u>£104,797.00</u>	£0.00
Cash and Cash equivalents at the end of the year	<u><u>£63,045.00</u></u>	<u>£104,797.00</u>
<b>Components of cash and cash equivalents</b>		
Cash and bank balances	<u><u>£63,045.00</u></u>	<u>£104,797.00</u>

**TODMORDEN FOOD DROP IN (Reg Charity Number 1201934)**  
**Notes to the financial Statements for the Year Ended 31 May 2025**

**Note 1**

**Accounting Policies**

Accounting Conventions

The financial statements have been prepared under historical cost convention in accordance with Financial Reporting Standards for Smaller Entities, and the Charities Act 2006 and Statement of Recommended Practice Accounting and Reporting by Charities 2005.

	<b>31/05/2025</b>
	£
<b>2. Voluntary Income</b>	
Donations	£76,513.00
Asda Grant	£1,000.00
Brelms Trust	£6,000.00
CFFC Grant	£6,000.00
Todmorden Town Council	£7,000.00
	£96,513.00
<b>3. Investment Income</b>	
Bank Interest	£357.00
	£0.00
<b>4. Incoming Resources from Charitable Activities</b>	£0.00
<b>5. Resources Expended - Charitable Activities</b>	
Food and General Supplies for Distribution	£102,671.00
Fresh Food	£15,333.00
Café Expenses	£6,077.00
Packaging	£452.00
	£124,533.00

**TODMORDEN FOOD DROP IN (Reg Charity Number 1201934)**  
**Notes to the financial Statements for the Year Ended 31 May 2025**

31/05/2025

**6. Resources Expended - Donations**

Charitable Donation	£0.00
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**7. Resources Expended - Governance Costs**

Volunteer Training and Welfare	£24.00
Rent	£9,081.00
Café Rent	£2,617.00
Marketing and Advertising	£290.00
Insurance	£1,213.00
Office and General Administration	£3,051.00
Accountancy Costs	£1,030.00
	£17,306.00

**8. TANGIBLE FIXED ASSETS**

	<b>Land &amp; Buildings</b>	<b>Plant &amp; Machinery</b>
<b>COST</b>	£0.00	£0.00

**£45,443.00**

**9. Stocks**

Finished Goods	£
	£0.00

**10. Debtors**

Trade debtors	£0.00
	£0.00

**11. Cash at Bank**

Cash at Bank	£63,045.00
	£63,045.00

**12. Creditors**

**13. Ultimate Controlling Party**

The Charity is under the control of the board of Trustees.

**TODMORDEN FOOD DROP IN**

England & Wales - Charity number 1201934

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# Accounts

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**Financial Statements for the Trustees of  
Todmorden Food Drop In**

**Year Ending 31<sup>st</sup> May 2024**

**Charity Number 1201934**

# **Todmorden Food Drop In** Charity No 1201934

## **Contents of Financial Statements for the Year Ended 31 May 2024**

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# TODMORDEN FOOD DROP IN

## Trustees' Report for the year ending 31 May 2024

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Janet Garner	Chair	31/8/22 to 30/8/25
Neil Haworth	Treasurer	31/8/22 to 30/8/26
Judith Clayton	Secretary	31/8/22 to 30/8/24
Hannah Badrick		22/5/23 to 21/5/26
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John Kemp		13/3/23 to 12/3/26
Sue Knowles		13/3/23 to 12/3/26
Sarah Sayer		13/3/23 to 12/3/26
June Turner		13/3/23 to 12/3/26

**Charity Number** 1201934 **Registered in England and Wales**

#### **Registered and Principal address**

Todmorden Learning Centre and Community Hub  
Burnley Rd, Todmorden OL14 7BX

#### **Bankers**

Virgin Money  
25 Manchester Road  
Burnley BB11 1HX

#### **Independent Examiner**

Wendy Gledhill  
Gledhill Accountancy  
26 Halifax Rd, Todmorden OL14 5QD

#### **Structure, governance, and management**

The charity is a Charitable Incorporated Organisation (CIO) foundation, formed on 13 February 2023 and governed by a constitution.

#### **Method of recruitment and appointment of Trustees**

The trustees of the charity are appointed by the members at a properly convened meeting of the trustees.

# **TODMORDEN FOOD DROP IN**

## **Trustees' Report (continued) for the year ending 31 May 2024**

### **Objectives and activities**

#### **The charity's objects**

For the public benefit, the prevention or relief of poverty or financial hardship within Todmorden and surrounding areas, primarily through the provision of food, essential items, and through the provision of signposting to support agencies and charities.

#### **The charity's main activities**

Todmorden Food Drop In is a foodbank, which runs weekly sessions for the prevention or relief of poverty or financial hardship within Todmorden and surrounding areas. This is carried out primarily through the provision of food, essential items and signposting to other support agencies and charities.

#### **Public benefit statement**

In setting our objectives and planning our activities the Trustees have given full consideration to the Charity Commission's general guidance on public benefit and in particular alleviating the effects of food poverty in our area.

### **Achievements and Performance**

- **Food parcels given out and statistical data**

During the year ending 31 May 2024 **8064** parcels were given out, which provided food for a total of 12360 adults and 20424 children. The total number of service users registered as at the end of May was 364, of whom a small number attended each week, a greater number every 2 or 3 weeks, some very occasionally and many only once. The ages of service users varied from 16 to over 80, the large majority being between 30 and 60. Service users' housing situation was mainly Council, Housing Association or privately rented properties, with a significant minority owning their own property, and the remainder in hostels, refugee sponsors' homes, friends or family's homes. There were 3 rough sleepers. The majority were unemployed for a wide range of reasons, including ill-health and retirement, but around 16% were in some type of employment. 18% reported a disability.

- **Café provision**

Our café is in many ways the hub of the foodbank. It is where people sit together and wait for their food parcels. In all of the surveys carried out with service users it has scored very highly in satisfaction scores. It's often the only time some of our people meet with and talk with others. Run by a special team of 4 volunteers each Saturday, all of the food and drink is free. We offer hot drinks and juice, ham and cheese sandwiches, quiche and cakes and biscuits. In the winter we do hot dogs. With our increasingly high numbers it remains a challenge. We were very grateful to receive a Lottery grant of £20,000 over 2 years which will meet the costs of this.

- **Bedding and other provisions**

We have always tried to provide the people who come to us with extra essential items where possible. This includes emergency bedding, clothing and other household items. With the cost-of-living crisis, demand for warm bedding and

clothing substantially increased which put pressure on our volunteers and our finances. We had a very good response to a public appeal for bedding and clothing and subsequently only needed to spend £4000 of our own funds to meet demand. We ran our Winter Supplies project as usual between October and February and a crowdfunding appeal raised £1900. Other donations meant that we had enough money to buy what was needed. During the winter we fulfilled 126 requests for bedding, many of which were for large families and most of which were from new service users. For the rest of the year, we have continued to deal with requests on a weekly basis as they've come in. We are grateful to all those who donated – both financially and with bedding and clothing.

- **Toiletries and other additional items**

The food drop-in provides a range of toiletries including soap, hair products, dental hygiene products and deodorants. People can choose up to three of these items after they have chosen their allocated amount from the food list. If someone needs more, for any particular reason, we will always try to accommodate them. The range includes men's shaving gel, women's sanitary items and incontinence wear. We also provide nappies from size 1 to 6, laundry pods for up to four wash loads and toilet rolls

- **Christmas parcels**

Christmas can be challenging and a time of increased financial pressure, particularly for families. To support our community and spread some 'Christmas cheer' the Food Drop-in offers an additional bag of Christmas foods to each caller on the last Saturday before Christmas. The bags include a mixture of sweet and savoury foods such as Christmas cake, pudding, mince pies, biscuits, chocolates and ham. An appeal is made via Facebook and the press in the run up to Christmas, and many items are donated by local individuals, families, community and religious groups, schools and businesses. Other items are added to the drop-in's weekly orders. Another additional cost was incurred last year as a storage room was hired to store the bags in. Volunteers contribute additional time to pack the packs. In 2023 the two weeks before Christmas were very busy with totals of 200 and 199 individual orders. On 24 December 2023, 210 Christmas bags were given to service users.

- **Advice services provision**

Todmorden Food Drop in rents space each Saturday for different advice agencies to come in and help and support the people who come to us. They are not part of the foodbank and are completely independent, but we provide the space. Each agency comes once a month. They are Disability Support Calderdale, Tod Support and Newground Together. We've recently been joined by Safespace – an offshoot of Healthy Minds.

Disability Support

They have supported 180 people during this year. The bulk of their work has been around benefits (56), PIP applications (56), PIP appeals (12), housing (28) and energy (18).

Newground Together

Newground Together have seen on average 6 people each Saturday session. From

December onwards the main focus of their work has been around energy vouchers and they gave out 63.

### Tod Support

The work of Tod Support has massively increased since taking on the monthly advice session. From March – 2023 to April 2024 there were 71 people directly helped by Tod Support via the Drop In. There was also additional support given with school uniforms and other direct financial help.

We are very grateful to all the volunteers and staff from the advice agencies for the work they do to support the Drop In.

- **Donation points and community assistance**

The Food Drop In is very active, including on social media (Facebook and our website), telling our generous community what we need in terms of food, money and at certain times of the year, cold weather items like warm coats. We have donation points for cash and food in a variety of locations across our catchment area of Todmorden, Hebden Bridge and the surrounding areas. This includes cash donation boxes in wholefood shops and at a popular members' cooperative and music venue which regularly encourages members and guests to make donations at their events. We also hold a regular and well supported Christmas Street Collection at Todmorden's busy market and ad hoc collections at local events to which we are invited. We publicise and regularly collect from food donation points across our area including well supported ones in Hebden Bridge Coop, the local library and the lobby of the community college where we hold our Saturday Food Drop In. We particularly welcome the support of Todmorden supermarket Morrison's through their pre-packed food parcel programme which enables customers to purchase bags of items matched to our specific needs, as part of their weekly shop. Regular donations are also received from faith and community groups across our area as well as from schools, especially at harvest festival time and Christmas.

- **Volunteers**

Since opening in 2013 the Food Drop in has maintained a team of over 70 volunteers. In the period of this annual report, we had 75. They are drawn from a range of different backgrounds – retired and in work. We have roles for people of all abilities. We've been very fortunate to have a solid team of volunteers, with little turn over, although new recruits are always welcome – particularly younger people. We have no paid staff, and the volunteers undertake a range of different roles. The main thrust of the volunteer work is on a Saturday, when we need 25 people for the service to function fully. These jobs are in reception and administration, registration of new service users, a team of runners and packers and running our café. On Fridays we need 9 volunteers to prepare the food storage unit and café for the following day when we open. Midweek sees volunteers driving to collect food and other purchases from a range of different places. In addition, we have the trustees who have a range of more managerial functions including volunteer coordination, fundraising, administration, financial management etc. We're very proud of all our volunteers.

## Financial review and reserves policy

- Income streams
  1. Cash Donations £8,964
  2. Individual Donations £28,414
  3. Donations from organisations £6,036
  4. Grants £112,136
  5. Local Giving £56,734
  6. Gift Aid £15,778
  
- Expenditure on food, rent and insurance and other items
  1. Food £172,586
  2. Rent £11,951
  3. Insurance £786
  4. Packaging £1362
  
- Reserves policy
  - 6 months expenditure

# **TODMORDEN FOOD DROP IN**

Charity Reg No 1201934

## **I report to the trustees of Todmorden Food Drop In on my examination of their accounts for the year ended 31<sup>st</sup> May 2024.**

The Trustees have requested that an independent examination be carried out for the year ending 31<sup>st</sup> May 2024.

### **Responsibilities of Trustees and Examiner**

Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). The trustees consider that an audit is not required for this year as their income is below 1 million and that an independent examination is appropriate.

I report in respect of my examination of the organisation'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.

### **Basis of Examination**

My examination included the review of the accounting records kept by the organisation and a comparison of accounts with those records. It also took consideration of any unusual items in the accounts of which there were none. The procedures carried out do not provide all the evidence required for the purposes of an audit and therefore no opinion is given on the 'true and fair view', this is not a matter for the independent examination.

### **Independent Examiner's Statement**

The general bookkeeping is carried out by the treasurer, Neil Howarth, using QuickBooks online accounting software. The bookkeeping is of a high standard, bank and control accounts are reconciled regularly, and financial procedures are followed at all times.

The board have welcomed financial controls and agreed that all financial procedures are in line with those required by a registered charity to ensure the correct recording of financial information and protect the organisation and trustees going forward.

The organisation does not have a reserves policy but will be reviewing this during the year ending 31<sup>st</sup> May 2024. The organisation currently holds reserves that would fund its overheads and governance costs for 6.4 months.

I can confirm that, in the case of my examination, no material matters have come to my attention that would give me cause to believe that accounting records were not kept in respect of the organisation as required by section 130 of the Act: or the accounts do not accord with those records.

I have no other concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Signed

A handwritten signature in blue ink, appearing to read "WM Gledhill". The signature is written in a cursive style with a distinct loop for the 'W' and 'M'.

Wendy Gledhill

**TODMORDEN FOOD DROP IN (Reg Charity Number 1201934)**

**Statement of Financial Activities for the period 16th February 2023 to 31st May 2024**

Incoming Resources		Restricted Funds	Unrestricted Funds	Total Funds
	Notes	31/05/2024	31/05/2024	31/05/2024
		£	£	£
<b>From Generated Funds:</b>				
Income from Donations and Legacies	2	0	191,074	191,074
Income from Grants	2	42,061	70,076	112,137
Investment Income	3	0	447	447
<b>From Charitable Activities:</b>	4	0	0	0
<b>Total Incoming Resources</b>		<b>42,061</b>	<b>261,597</b>	<b>303,658</b>
<b>Resources Expended:</b>				
Charitable Activities	5	26,061	168,272	194,333
Donations	6	0	0	0
Governance Costs	7		3,980	3,980
<b>Total Resources Expended</b>		<b>26,061</b>	<b>172,252</b>	<b>198,313</b>
<b>Net Income before Transfers</b>		<b>16,000</b>	<b>89,345</b>	<b>105,345</b>
Transfers between funds		0	0	0
<b>Net movement of Funds</b>		<b>16,000</b>	<b>89,345</b>	<b>105,345</b>
<b>RECONCILIATION OF FUNDS</b>				
Total Funds Brought Forward		0	0	0
Total Funds carried Forward		16,000	89,345	105,345

	<b>31/05/2024</b>
	<b>£</b>
Income	303,211
Interest and investment income	447
<b>Gross Income for the year</b>	<b>303,658</b>
Expenditure	198,061
interest payable	0
Depreciation and charges for impairment of fixed assets	0
<b>Total expenditure for the year</b>	<b>198,061</b>
<b>Net income/expenditure for the year</b>	<b>105,597</b>

**TODMORDEN FOOD DROP IN (Reg Charity Number 1201934)**

**Balance Sheet as at 31st May 2024**

	Notes	31/05/2024 £
<b>Fixed Assets</b>		
Tangible Assets	8	0
<b>Current Assets</b>		
Stocks	9	0
Debtors	10	2,000
Cash at Bank	11	104,797
Creditors		
Amounts due within one year	12	-1,200
<b>Net Current Assets</b>		<b>105,597</b>
Creditors		
Amounts due after one year	12	0
<b>Total Net Assets</b>		<b><u>105,597</u></b>
<b>Funds</b>		
Unrestricted Funds		89,345
Restricted Funds		16,000
<b>Total Funds</b>		<b><u>105,345</u></b>
<b>Opening Balance Funds</b>		<b>0</b>
Funds Generated in Year		105,597
<b>Total Net Assets</b>		<b><u>105,597</u></b>

These accounts have been prepared in accordance with special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31st May 2024 the company was entitled to exemption from audit under section 477 of the companies act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 2nd September 2024  
 And signed on its behalf by: Neil Howarth

**TODMORDEN FOOD DROP IN (Reg Charity Number 1201934)**

**Statement of Cash Flows for the year ending 31st May 2024**

	<b>31/5/2024</b>
	<b>£</b>
<b>Cash flows from operating activities</b>	
Net income/(expenditure) per Statement of Financial Activities	105,597
Adjustments for:	
Depreciation of Plant and Machinery	0
Increase/Decrease in Stock	0
Increase in trade and other receivables	-2,000
Decrease in trade and other payables	1,200
<b>Net Cash provided by operating activities</b>	<u>104,797</u>
<b>Cash flows from investing activities</b>	
Payments for property, plant and equipment	0
Dividends, interest and rents from investments	0
<b>Net cash from investing activities</b>	<u>0</u>
<b>Cash flows from financing activities</b>	
Repayment of borrowings	0
<b>Net cash used in financing activities</b>	<u>0</u>
<b>Net decrease in cash and cash equivalents</b>	104,797
Cash and Cash equivalents at the beginning of the year	0
Cash and Cash equivalents at the end of the year	<u><u>104,797</u></u>
<b>Components of cash and cash equivalents</b>	
Cash and bank balances	<u><u>104,797</u></u>

**TODMORDEN FOOD DROP IN (Reg Charity Number 1201934)**  
**Notes to the financial Statements for the Year Ended 31 May 2024**

**Note 1**

**Accounting Policies**

Accounting Conventions

The financial statements have been prepared under historical cost convention in accordance with Financial Reporting Standards for Smaller Entities, and the Charities Act 2006 and Statement of Recommended Practice Accounting and Reporting by Charities 2005.

	<b>31/05/2024</b>
	£
<b>2. Voluntary Income</b>	
Donations	117,928
Donations - Pre Charity Registrations	73,146
Brelms Trust Grant	6,000
Wind Farm Grant	9,996
George Martin Trust	2,000
Calder Kindness Grant	4,000
VCS Support Fund Grant	10,000
Cost of Living Fund Grant	13,000
CFFC General Flow Through Grant	1,000
Award	1,066
National Lottery Awards for All Grant	18,712
Costs Grant	34,363
Todmorden Town Council Grant	12,000
	303,211
<b>3. Investment Income</b>	
Bank Interest	447
<b>4. Incoming Resources from Charitable Activities</b>	
	0
<b>5. Resources Expended - Charitable Activities</b>	
Food and General Supplies for Distribution	172,405
Fresh Food	19,960
Kitchen/Café Supplies	605
Packaging	1,363
	194,333

**TODMORDEN FOOD DROP IN (Reg Charity Number 1201934)**  
**Notes to the financial Statements for the Year Ended 31 May 2024**

**31/05/2024**

**6. Resources Expended - Donations**

Charitable Donation	0
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**7. Resources Expended - Governance Costs**

Volunteer Training and Welfare	144
Marketing and Advertising	617
Insurance	787
Office and General Administration	1,232
Accountancy Costs	1,200
	3,980

**8. TANGIBLE FIXED ASSETS**

	<b>Land &amp; Buildings</b>	<b>Plant &amp; Machinery</b>
<b>COST</b>	0	-

**9. Stocks**

Finished Goods	£
	0

**10. Debtors**

Trade debtors	2000
	2000

**11. Cash at Bank**

Cash at Bank	104797
	104797

**12. Creditors**

**13. Ultimate Controlling Party**

The Charity is under the control of the board of Trustees.