

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

Year Ending 31st May 2024

Charity Number 1201934

Todmorden Food Drop In Charity No 1201934

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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:

Name	Position	Dates
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
Lowis Charfe		13/3/23 to 12/3/26
Elsa Fairbanks		13/3/23 to 12/3/26
Margareta Holmstedt		13/3/23 to 12/3/26
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 31st May 2024.

The Trustees have requested that an independent examination be carried out for the year ending 31st 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 31st 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', is written above the printed name.

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
From Generated Funds:		£	£	£
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
From Charitable Activities:	4	0	0	0
Total Incoming Resources		42,061	261,597	303,658
Resources Expended:				
Charitable Activities	5	26,061	168,272	194,333
Donations	6	0	0	0
Governance Costs	7		3,980	3,980
Total Resources Expended		26,061	172,252	198,313
Net Income before Transfers		16,000	89,345	105,345
Transfers between funds		0	0	0
Net movement of Funds		16,000	89,345	105,345
RECONCILIATION OF FUNDS				
Total Funds Brought Forward		0	0	0
Total Funds carried Forward		16,000	89,345	105,345

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

TODMORDEN FOOD DROP IN (Reg Charity Number 1201934)

Balance Sheet as at 31st May 2024

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

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

	31/5/2024
	£
Cash flows from operating activities	
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
Net Cash provided by operating activities	<u>104,797</u>
Cash flows from investing activities	
Payments for property, plant and equipment	0
Dividends, interest and rents from investments	0
Net cash from investing activities	<u>0</u>
Cash flows from financing activities	
Repayment of borrowings	0
Net cash used in financing activities	<u>0</u>
Net decrease in cash and cash equivalents	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>
Components of cash and cash equivalents	
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.

	31/05/2024
	£
2. Voluntary Income	
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
	<u>303,211</u>
3. Investment Income	
Bank Interest	<u>447</u>
4. Incoming Resources from Charitable Activities	<u>0</u>
	<u>0</u>
5. Resources Expended - Charitable Activities	
Food and General Supplies for Distribution	172,405
Fresh Food	19,960
Kitchen/Café Supplies	605
Packaging	1,363
	<u>194,333</u>

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	<u>0</u>
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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	<u>1,200</u>
	<u>3,980</u>

8. TANGIBLE FIXED ASSETS

	Land & Buildings	Plant & Machinery
COST	0	-

9. Stocks

Finished Goods	<u>£ 0</u>
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10. Debtors

Trade debtors	<u>2000</u>
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11. Cash at Bank

Cash at Bank	<u>104797</u>
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12. Creditors

13. Ultimate Controlling Party

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