

APPENDIX 1

OSCr

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	06	2024		31	05	2025

Reference and administration details

Charity name
 Other names charity is known by
 Registered charity number
 Charity's principal address

Hamilton District Food Bank

SC043982

Postcode

Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1		Resigned 31 May 2025	
2	Treasurer		
3			
4	Chairperson		
5			
6			
7			
8	Secretary		
9			
10		Appointed 1 May 2025	Trustee majority
11			
12			
13			
14			
15			
16			
17			
18			
19			

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

Structure, governance and management

Type of governing document

The Food Bank was established by local churches and was incorporated as a Scottish Charitable Incorporated Organisation (SCIO) with effect from 30 April 2013. The Food Bank is administered in accordance with the terms of its constitution.

Trustee recruitment and appointment

The trustees are those appointed on the establishment of the Food Bank plus those appointed during the year and at the Annual General Meeting. Appointment and removal is in accordance with the Constitution.

Objectives and activities

Charitable purposes

The prevention of relief of poverty, and the relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage.

Summary of the main activities in relation to these objects

Clients are referred to the Food bank through a voucher system that is operated by local agencies. On a few occasions a user can apply for an emergency voucher but must use an agency thereafter.

The charity has now established links with 79 agencies in the local area.

This year the charity has supported 9924 people of which 3447 were children.

APPENDIX 1

Achievements and performance

Summary of the main achievements of the charity during the financial period

We started with a healthy balance in our bank account. This has assisted in ensuring the sustainability of our service however we have to be cautious as the food donations from the local supermarkets are reducing significantly and we are having to buy in more to top up the stock. We have reviewed the parcels and cut back on fresh food items which is saving quite a bit.

We have been very fortunate in receiving a considerable amount of support from various organisations along with monthly standing orders which has resulted in our bank account being at an acceptable level.

No fundraising activities have been carried out during the year.

Financial review

Brief statement of the charity's policy on reserves

All of the charity's funds are unrestricted. At 31st May 2025, the charity held a total of £103,814.37 in the bank and in the petty cash. The trustees consider this to be sufficient to enable them to meet the operational costs of the Food Bank.

Details of any deficit

Donated facilities and services (if any)

The foodbank moved to 13-15 Cadzow Street, Hamilton in October 2020. The annual rent is £20,000 per annum. This is on a five year lease plan.

APPENDIX 1

Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (e.g. Chair) Treasurer

Date



Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	06	2024		31	05	2025

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	96,998				96,998	133,689
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	-
Gross trading receipts					-	
Income from investments other than land and buildings	1,584				1,584	1,285
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	98,582	-	-	-	98,582	134,974
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	98,582	-	-	-	98,582	134,974
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	115,521	-			115,521	182,124
Grants and donations					-	
Governance costs:						
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	115,521	-	-	-	115,521	182,124
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	115,521	-	-	-	115,521	182,124
Net receipts / (payments)	(16,939)	-	-	-	6,327	(47,150)
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	(16,939)	-	-	-	6,327	(47,150)

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	120,754	-			120,754	167,904
	Surplus / (deficit) shown on receipts and payments account	(16,939)	-			(16,939)	(47,150)
						-	
						-	
	Cash and bank balances at end of year	103,815	-	-	-	103,815	120,754
	(Agree balances with receipts and payments account(s))						

Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments			
	Total	-	-

Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets				
	Total	-	-	-

Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities			
	Total	-	-

Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities			
	Total	-	-

Signed by one or two trustees
on behalf of all the trustees

Signature

Print Name

Date of
approval

HAMILTON DISTRICT FOODBANK

SC043982

Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Gift Aid	3,250				3,250	2,931
Just Giving	19,199				19,199	22,111
Monthly/Regular Givings	11,749				11,749	13,965
Charities Trust	1,170				1,170	370
Miscellaneous	42,714				42,714	86,322
					-	-
Total	78,082	-	-	-	78,082	125,689

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
SLC Grant			-	4,000
British Gas - Grant			-	4,000
Sainsburys Grant	500		500	
Lottery Grant	20,000		20,000	
			-	-
Total	20,500	-	20,500	8,000

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Fundraising					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
Total	-	-	-	-	-	-

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Trussell Trust Membership	-				-	-
Insurance	895				895	1,230
Unit Rental Costs/Hall Use Donations	20,504				20,504	21,004
Utility Costs	7,556				7,556	7,246
Other Premises Costs	-				-	215
Equipment & Furniture	429				429	1,024
Printing & Stationery Supplies	913				913	915
Storage Items	-				-	1,556
Stock Purchases	53,887				53,887	115,991
Training	-				-	25
Repairs	279				279	3,229
Transport	6,199				6,199	7,934
Wages Costs	21,178				21,178	16,201
Other	3,681				3,681	5,564
					-	-
Total	115,521	-	-	-	115,521	182,124

APPENDIX 3



		Independent examiner's report on the accounts								v2			
Report to the trustees/members of		Hamilton District Food Bank											
Registered charity number		SC043982											
On the accounts of the charity for the period		Period start date						Period end date					
		Day	Month	Year			to	Day	Month	Year			
		01	06	2024				31	05	2025			
Set out on pages												(remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner		The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.											
Basis of independent examiner's statement		My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.											
Independent examiner's statement		<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations <p>have not been met, or</p> <p>to which, in my opinion, attention should be drawn in order to enable a proper to be reached.</p>											
Signed:													
Name:													
Relevant professional qualification(s) or body (if any):													
Address:													
Date:		16/1/2024											

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose