

Machar's Churches Basics Food Bank

**Trustees' Report and Accounts
for the Year to 31st March 2024**

Charity No: SC049351

Trustees' Report

Year ended 31 March 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the legislation applicable in the UK and Republic of Ireland published on 16 July 2016.

Objectives and Activities

The charity has been set up to provide relief to those in need by reason of age, ill health, disability, financial hardship or other disadvantage by providing practical help to individuals and families in need by giving emergency food supplies and other essentials.

To achieve this a shop in Newton Stewart has been rented that is open three mornings a week where anybody can come in, enjoy some company, collect fresh food donated by local supermarkets and be given information about contacting other local support organisations. Food parcels are also distributed to those in need in the Machars area.

Achievements and Performance

The level of demand for the Food Bank didn't diminish in 2023/24. While the level of requests for assistance this year, at 1,717, remained the similar to 2022/23 the number of bags of food provided decreased slightly from 18,114 to 17,872. In addition £25,400 of vouchers for food and other necessities were given to service users and £5,442 of fuel vouchers were provided to thirty-five individuals or families. The drop-in shop was also well used with an average of sixty people coming in each week.

Financial Review

The principal source of income is from regular giving although the charity also received a significant grant funding, including a grant from of £10,000 Dumfries and Galloway Council. There was a drop in the level of donations and grants made in 2023/24 compared to 2022/23 while expenditure increased, especially on food purchases and utility costs due to the impact of inflation. The combined effect of these reductions in income and increased expenditure resulted in a deficit of £17,418 in 2023/24 compared with one of £3,480 in 2022/23. This has significantly reduced the level of reserves held. However a fund raising initiative and measures to reduced expenditure in line with anticipated income are currently being put in place and it is anticipated that the deficit for 2024/25 will be significantly less.

Reserves Policy

Given the relatively low proportion of expenditure being committed to fixed costs the charity trustees have considered that a reserves policy is not required, although this will form part of the review of the constitution that is currently being undertaken. The charity had unrestricted reserves of £18,340 at the end of the financial year 2023/24, which is equivalent to three and a half months total expenditure and one and a half years of fixed costs.

Structure, Governance and Management

The Machars Churches Basics Food Bank is a registered charity, number SC049351 and is administered in accordance with the terms of its constitution. The charity has members who can attend the annual general meeting and any special general meetings and a management committee (the Trustees) who hold regular meetings and are responsible for supervising the activities of the organisation.. The charity holds committee meetings at least twice a year and holds an annual general meeting open to all members.

Trustees' Report (cont.)
Year ended 31 March 2024

Reference and Administrative Information

Trustees

Principal Office:

Charity Registration Number: SC049351

Independent Examiner

Bankers

Bank of Scotland, 83 Victoria St, Newton Stewart, Wigtownshire, DG8 6NL

Trustees' Responsibilities in Relation to the Financial Statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the charity trustees to prepare financial statements for each year which show a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the method and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf,

Acting Chairperson

Date

Independent Examiner's Report to the Trustees of Machars Churches Basics Food Bank
Year ended 31 March 2024

I report on the accounts of the charity for the year ended 31 March 2024 which are set out on pages 5 and 6.

Respective responsibilities of trustees and examiner

The charity trustees (who are the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) (the 2006 Regulations). The trustees consider that the audit requirement of Regulation 10(1) (a) - (c) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts under section 44(1)(c) of the 2005 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 (as amended). 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 seeking explanations from the trustees concerning 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 view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:-

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - 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 have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

31/5/24

Machars Action Ltd,
26 South Main Street,
Wigtown,
Newton Stewart.
DG8 9EH

Receipts and Payments Account

Year ended 31 March 2024

		Unrestricted Funds 2024 £	Restricted Funds 2024 £	Endowment Funds 2024 £	Total 2024 £	Total 2023 £
Receipts	Note					
Donations	3	27,694	0	0	27,694	31,590
Grants		17,925	0	0	17,925	22,007
Other Income		1,117			1,117	627
Total Receipts		46,736	0	0	46,736	54,224
Payments	4					
Costs of generating funds		223	0	0	223	138
Charitable activities		63,787	0	0	63,787	57,452
Governance costs		144	0	0	144	113
Total Payments		64,154	0	0	64,154	57,703
Excess of		-17,418	0	0	-17,418	-3,480
Transfers					0	0
Excess of		-17,418	0	0	-17,418	-3,480

Statement of Balances

At 31 March 2024

	Note	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Endowment Funds 2024 £	Total 2024 £	Total 2023 £
Bank & Deposit Balances						
Bank & deposit balances brought forward		35,758	0	0	35,758	39,238
Movement in year:						
Excess of Receipts over Payments for the year		-17,418	0	0	-17,418	-3,480
Transfers		0	0	0	0	0
carried forward		18,340	0	0	18,340	35,758

Se Acting Chairperson

Treasurer

Statement of Balances

Notes to the Accounts

1. Trustee Remuneration and Related Party Transactions

One trustee, received reimbursement for expenses paid on behalf of the Food Bank. No other trustee received any monies. No trustee or any person related to a trustee had any personal interest in any contract or transaction entered into by the charity during the year.

2. Movements in Funds

	At 1 Jan 2024 £	Receipts £	Payments £	Transfers £	At 31 Dec 2024 £
Unrestricted funds					
General Fund	35,758	46,736	64,154	0	18,340
	<u>35,758</u>	<u>46,736</u>	<u>64,154</u>	<u>0</u>	<u>18,340</u>
Total funds	<u>35,758</u>	<u>46,736</u>	<u>64,154</u>	<u>0</u>	<u>18,340</u>

Unrestricted Restricted Endowment

	Funds 2024 £	Funds 2024 £	Funds 2024 £	Total 2024 £	Total 2023 £
3. Analysis of Donations					
Gift Aid Donations	7,884	0	0	7,884	9,417
Non-Gift Aid Donations	17,450	0	0	17,450	20,567
Tax Recovered on Gift Aid Donations	2,360	0	0	2,360	1,606
	<u>27,694</u>	<u>0</u>	<u>0</u>	<u>27,694</u>	<u>31,590</u>

4. Analysis of Payments

Costs of generating funds

Just Giving Subscription/Floats

223	0	0	223	138
<u>223</u>	<u>0</u>	<u>0</u>	<u>223</u>	<u>138</u>

Charitable activities

Direct Support

Food purchases

45,159	0	0	45,159	41,733
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Non-food purchases

569	0	0	569	219
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Client Utilities

6,592	0	0	6,592	6,818
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Administration Costs

Premise Costs

10,253	0	0	10,253	7,887
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Miscellaneous

1,214	0	0	1,214	795
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<u>63,787</u>	<u>0</u>	<u>0</u>	<u>63,787</u>	<u>57,452</u>
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4. Analysis of Payments (cont.)

Governance costs

Independent examiner's fees

144	0	0	144	113
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Total payments

<u>64,154</u>	<u>0</u>	<u>0</u>	<u>64,154</u>	<u>57,703</u>
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