Annual Report and Financial Statements

Leeds North and West Foodbank

2018 -2019

The Trustees at Leeds North and West Foodbank would like to extend their thanks to all those who have been involved in making the achievements summarised in this report possible.

This report covers the period 1st July 2018 to 30th June 2019

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Leeds North and West Foodbank
A Charitable Incorporated Organisation

FINANCIAL STATEMENTS

Year ended 30 June 2019

The Trustees present their report and the financial statements of the Charitable Incorporated Organisation for the year ended 30 June 2019.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Leeds North and West Foodbank
Charity registration number	1162983
Registered office and operational address	62a Burley Road Leeds LS3 1JX

The Trustees

The Trustees who served the Charitable Incorporated Organisation during the period were as follows:

Mrs J Brownrigg (Chair)
Mr P Maslin (Vice Chair)
Mr S Jones (Treasurer - resigned 30 September 2018)
Ms Brenda Leach (started 18 April 2018)
Mr Peter Kelly (Treasurer started November 2018)
Mrs Emma Mullholland (started March 2019)

Secretary	Mrs J Brownrigg
Independent Examiner	Bohoruns Chartered Certified Accountants 6 Howley Business Park Village Pullan Way Leeds LS27 0BZ
Bankers	Unity Trust Bank 9 Brindley Place Birmingham B1 2HB

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trustees present their report and the financial statements for the year ended 30 June 2019. The Trustees who served during the period and up to the date of this report are identified on page 1.

Governing Document

The organisation is a Charitable Incorporated Organisation (CIO), incorporated on 27th July 2015 and registered as a charity on 4th August 2015. The charity Leeds North & West Foodbank is governed by its constitution filed with the Charities Commission for England & Wales.

Recruitment and Appointment of Trustees

By constitution Leeds North & West foodbank must have a minimum of three Trustees and can have a maximum of twelve Trustees. Apart from the Foundation Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity Trustees.
In selecting individuals for appointment as charity Trustees, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. Gaps in the skills of the existing Trustees are identified through a skills audit, role descriptions are advertised and potential new Trustees invited to discuss their appointment with the charity Trustees. Following a check of their eligibility to serve as a Trustee, agreeing to the Charity Commission publication "Responsibilities of Charity Trustees" (CC3) and signing the disclosure forms suitable applicants will be appointed at the next Board meeting.

In an effort to maintain a broad skill mix, all Trustees are requested to provide a list of their skills (and update it each year) and in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Trustee

Trustee Induction and Training

Most Trustees are familiar with the practical work of the charity having been encouraged to take up opportunities to visit the distribution centres and warehouse and to attend any relevant external training sessions such as those held by the Foundation for Social Improvement and Voluntary Action Leeds.

Additionally, new Trustees are provided with a set of training materials and encouraged to attend the regional meetings and the Annual Trussell Trust Rolling Roadshows to familiarise themselves with the charity and the context within which it operates.
These are led by our Trussell Trust Area Manager, the Chief Executive and Senior Leadership team of the Trussell Trust charity and cover various topics as well as having external keynote speakers.

Materials provided for all Trustees include:

- governing document
- resourcing and the current financial position as set out in the latest published accounts.
- future plans and objectives
- minutes of board meetings
- copies of policies
- key contacts
- reading list to help keep Trustees abreast of the operating environment for the charity

Risk Management

The Trustees have conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Risk assessments are updated at least annually. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centres. These procedures are reviewed annually to ensure that they continue to meet the needs of the charity.

Organisational Structure

Leeds North & West Foodbank has five Trustees who meet six to eight times a year and are responsible for the governance, strategic direction and policies of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Project Director along with the senior leadership team consisting of Distribution Centre Manager, Logistics Manager, Volunteer Support manager, who support our team of volunteers. The Trustees are responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Project Director has responsibility for the day to day operational management of the organisation along with fundraising and ensuring that the team continue to develop their skills and working practices in line with good practice. Whilst our Distribution centre manager has oversight of the foodbank centres and individual supervision of the volunteer teams at the centres, the Logistics Manager has oversight and responsibility for our warehouse team and van drivers, and our Volunteer support manager is responsible for recruitment, training and development of volunteers.

OBJECTIVES AND ACTIVITIES

The charity's objects and principal activities are the prevention or relief of poverty in northern & western districts of Leeds and its surrounding areas, in such ways as the Trustees from time to time think fit, in particular, but not exclusively by;

- providing emergency food, essential toiletries and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty, and
- such other means, including (but not limited) to the provision of support or signposting to relevant information or other advisory services.

Summary

2018 to 2019 has been another challenging year with a further year on year increase of almost 23% in people struggling to feed themselves and their families coming to us for help and support.

In previous years we had noted Armley ward was the second highest ward for numbers of people referred to us and via one of our referring agencies we were also made aware that there were an increasing number of people from the Kirkstall ward who were struggling to attend one of our foodbank centres, due to the location of their nearest foodbank centre being some distance.
We have therefore worked with new partners in these areas this year, Armley Helping Hands and Hawksworth Wood YMCA, and have opened two new foodbank centres enabling people to access support more easily.

Last year the trustees committed to develop and establish the structure of our organisation, to ensure sustainability of the foodbank project. We were therefore pleased to secure 3 years restricted funding from Asda's Fight Hunger Create Change grant stream in March 2019. This enabled an increase in the hours of employment for both our Project Director and our Distribution Centres Manager which helped us to coordinate opening the two new foodbank centres, and also enabled us to recruit for a further two posts - Logistics Manager and Volunteer Support manager which will ensure the charity has a good foundation from which to develop going forward.

We continue to be well supported by the communities in which we operate and have seen an increase in donations from local businesses, schools and churches in terms of both donations of food, finance and volunteer time.

However there continue to be periods of very low amounts of food donations, usually in the spring and summer, and conversely very generous levels of donations around Harvest and Christmas time which present us with the different challenges of either having extremely low stock or having so much stock arriving in a short period of time that it is difficult to sort and distribute. Fifty percent of our whole years' donations arrive between October and January each year and this is something that we are looking to address with targeted messages both on our website and social media pages and when we have the opportunity to speak to groups.

Operating Review

This year Leeds North and West foodbank has continued to forge more links with local schools, churches, organisations and businesses and have increased the number of food donations via these links.
We have received generous donations from 67 Leeds businesses, 40 schools 45 churches, 4 non-Christian faith organisations and 12 charity groups. We have also benefited from 4 music events where we have been nominated as charity beneficiaries, we are grateful to Leeds Male Voice Choir, Sleaford Mods, Ferocious Dogs and Skinner and Twitch for supporting us in this way again this year.

We have received food donations from members of the public via permanent donation points in 10 supermarkets during the year and have held Supermarket collections on ten days, manned by a team of enthusiastic and faithful volunteers. These manned collections allow people who want to volunteer, but cannot commit their time on a regular basis, the opportunity to help with something about which they feel passionate and also give us the chance to thank our donors on a more personal level by engaging in conversations with them as they donate.

As well as these collections we also received many donations from individuals especially around traditional celebration times such as Easter, Harvest, Christmas and Ramadan for which we are very grateful.
Another valuable source of both food and monetary donations this year has been from the development of a cross-city partnership between us, Leeds South and East Foodbank and Leeds United Supporters Trust in the development of "Leeds Fans Foodbank". This initiative has seen us collect between us enough food for 10,288 meals and £7,282 at the point of this report.

The total amount of food donated in 2018 to 2019 to Leeds North and West Foodbank was 92,017.12kgs.
All food donated is brought to our warehouse where it is weighed in and sorted into commodities. Leeds North and West foodbank has 30 regular volunteers who attend over four days each week to help sort the food .We also have 9 regular van drivers/ driver's mates to pick up and drop off food donations to the Distribution Centres, and 6 admin volunteers who help with recording of all the data involved.

We have continued to see an increase in the use of Leeds North and West foodbank, the demand rose by nearly 23% from the previous year.
In the 12 months period 1st July 2018 to 30th June 2019 the foodbank fulfilled 5,404 vouchers providing 12,299 people with food sufficient for 10 meals over 3 days. This number included 4,595 children. Bramley distribution Centre continues to be the busiest fulfilling roughly one third of the vouchers filled and people fed. Moortown was the second busiest. The highest number of vouchers presented was from people living in the Armley, Bramley and Stanningley, Farnley and Wortley wards.

The total amount of food given out to individuals and families via the distribution centres during this period was 84,961kgs, with a further 5,780.97kgs being distributed to other food aid charities.

The foodbank aims to come alongside those in need, by providing a safe non-judgemental place to be heard and to find out about other possible sources of advice and support.
In addition to providing emergency food, we aim to connect people with a range of other services designed to support them as they seek to address the issues that have swept them into poverty.

We are very fortunate to continue to have specialist advisors from Better Leeds Communities Horizons team and DIAL (Disability Information Advice Leeds), attending some of our foodbank sessions , and have increased the number of centres where these specialist advisers can be accessed.
DIAL and Better Leeds Communities support staff also provide important information and guidance to the centre volunteers so that they know when to signpost clients to them in future. The numbers of clients accessing this extra support continues to increase and the situations the support workers are dealing with are becoming more complex as people struggle to keep their heads above water.
In addition to breaking social exclusion and stigma, we aim to provide a friendly face and a sympathetic ear. We have been able to help in a variety of tangible ways and where appropriate have also arranged referrals to our partners where assistance is needed in relation to housing, debt or social service related issues.
We are pleased that by working with our partners we can offer a holistic approach to the problems people experience arising from poverty.

In addition to the food provided by the Distribution Centre all of our centres also offer light refreshments in a relaxed café style setting which helps people to relax and have conversations with our volunteers whilst investigating other appropriate sources of help.

Leeds North and West foodbank work in partnership with over two hundred Voucher Holder Agencies and Charitable organisations, who are able to identify people using their services who are facing financial crisis and supply them with a voucher to exchange for three days' supply of nutritional food from one of our nine Distribution Centres.

During the busier seasons at the foodbank we have groups of corporate volunteers in the warehouse and at our supermarket collections to help collect and sort the increase in donations or to assist with the stock-take procedures.
Over the year twelve groups of corporate volunteers have helped us in these ways for which we are very grateful.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

ACHIEVEMENTS AND PERFORMANCE

Membership of the Trussell Trust foodbank network provides two key means of evaluating the extent to which the charity meets its charitable objectives.
First Leeds North and West foodbank periodically receives Quality Assurance visits from the Trussell Trust. The last report dated 23rd May 2018 stated that:

The foodbank warehouse is managed to an excellent standard by a team of conscientious and dedicated volunteers supported by Karen and the warehouse team leaders.
The Foodbank gain donations from a variety of places in the community. The Foodbank have worked hard to ensure that stock levels are maintained, they have strong local relationships which bring in steady donations. The stock is well rotated and maintained.

The centre is extremely welcoming and great care and attention has been given to ensure that it is the best that it can be, to make clients feel welcome, supported and comfortable.
The volunteers appear to be very skilled and caring, with Karen identifying suitable roles, using her knowledge of their strengths and interests

Second Leeds North and West foodbank collates data from across its operation using the foodbank information system developed by the Trussell Trust. This provides robust statistical indicators for quantifiable aspects of the charity's performance.

Comments collected from colleagues, volunteers and partners

"A massive thankyou from the team in allowing us to come and help at the Leeds North and West Foodbank Warehouse yesterday.
It was enlightening to hear the stories from the staff working there and what a positive impact the foodbank is making in the local community." ***Corporate Volunteer at the warehouse***

"Someone called our food bank while they were at work, sobbing down the phone- he has his daughter visit fortnightly and he didn't even have a pint of milk to put in her cereal" ***excerpt from a radio interview with our Distribution centre manager***

"Today was my 5th or 6th week at the Foodbank and I must admit I find it so rewarding. The team leader and the team there have been very welcoming to me and I feel that they welcome the people facing crisis in such a professional and friendly way. I remember you saying you found your role so rewarding and I can see exactly why that is." ***A new Volunteer at one of our centres***

"Being able to support this client emotionally through both ESA and PIP claims processes has resulted in the following successful outcomes -her being placed in the ESA Support Group for a further 12 months(£110.75 per week) and an award of PIP Standard Rate Mobility (£22.65
Per week) due to being unable to follow the route of unfamiliar journeys without help from another person. In total it was a 3 year award with 16 months being retrospective that resulted in arrears of around £1,500 being paid". ***Report on a client's outcomes having accessed support through one of our West Leeds DIAL sessions at foodbank***

FINANCIAL REVIEW

The foodbank has continued to see its financial needs met this year and we would like to acknowledge our gratitude to all our donors, both individuals and corporate bodies. Funds have increased by £14,590. The majority of income has come from the generous donations of our supporters; this includes our monthly collections at Leeds railway station, individual giving and fundraising events. We have also been successful in attracting grants funding to continue allowing us to develop the services the Foodbank provides.

Principal Funding Sources

The principal funding sources for the charity are currently by way of donations from individuals and organisations such as churches and local businesses. As a result of fundraising and various regular giving campaigns, as well as our ongoing agreement with Network Rail to enable our volunteers to fundraise at Leeds railway station each month, donations including some with gift aid were over £67,000 in total, including gift aid to be claimed. The charity was also very pleased to receive restricted funding of almost £7,500 to further specific objectives and is detailed later in the financial statements.

Investment Policy

Given the current level of reserves, the Trustees feel that it is necessary not to make long or short-term investments given the need to utilise the cash it currently holds. Should donations or other income sources such as legacies reach larger levels this will be further considered by the Trustees.

Reserves Policy

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the unrestricted expenditure not including food donations. The target would therefore be between £13,002 and £26,004 in general funds. The reserves are needed to meet the working capital requirements of the charity and the Trustees are confident that at this level they would be able to continue the current activities of the charity over the next 12 months. General unrestricted funds not invested in fixed assets stand at £47,164 and therefore above target; the target which will therefore be considered in light of further development of the activities to better meet the needs of the community.

PLANS FOR FUTURE PERIODS

The charity plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Between 1 July 2018 and 30 June 2019, our amazing volunteers donated 14,693 hours of their time to running the foodbank.
We aim to harness this enthusiasm and energy in the coming year to develop our next 2 year strategy having underpinned the structure of the organisation with our paid posts we now look to work in partnership to effect change in the communities in which we are based and work towards ending the increasing need for our services whilst also supporting people through crisis whilst needed.

We will continue to feed into the Food Aid Network (FAN) Leeds to seek opportunities for our clients, partners and supporters to work collaboratively so we can tackle poverty at the local level and we will use our collective experiences to speak into the national debate supporting the aims of the Trussell Trust to End Hunger in the UK.

We will continue to develop our Moortown Distribution Centre and its premises in conjunction with the local church and members of the local community to provide facilities and activities as needs are identified in the area.

In order to continue to maintain and develop our services we will continue to seek a wide range of funding streams, supporting and building the fundraising team as necessary to do this.

Public Benefit

The Trustees have considered the guidance given by the Charities Commission on furthering public benefit, when discussing foodbank objectives and policies. We consider that our current aims are clear and appropriate and that foodbank has been successful throughout the year in relieving immediate food crisis as well as helping clients to access support of which they were previously unaware.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable Accounting Standards and Statements of Recommended Practice have been followed subject to any material 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 operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. The trustees 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.

Charity Number: 1162983

Date:

J Brannigs

1. 6. 2020

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30th June 2019 which are set out on pages 11 to 20.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

Your attention is drawn to the fact that the charity has prepared the accounts (financial statements) in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities : Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this had been done in order for the accounts to provide a true and fair view in accordance with the General Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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.

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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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 accounts to be reached.

D Prakash Bohorun FCCA, FCMI (Independent Examiner)
Bohorun & Co. Ltd.
6 Howley Park Business Village
Pullan Way
Leeds
LS27 0BZ

Date: 19/06/2020

Statement of Financial Activities (incorporating the income and expenditure account) Year ended 30 June 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds for y/e 30 June 2019 £	Unrestricted Funds £	Restricted Funds £	Total Funds for y/e 30 June 2018 £
Income and Endowments from:							
Donations and legacies	2	67,935	-	**67,935**	58,495	-	**58,495**
Incoming resources from charitable activities	3	-	7,479	**7,479**	-	11,514	**11,514**
Food donations	3	158,799	-	**158,799**	131,068	-	**131,068**
Other trading activities - fundraising		191	-	191	-	-	-
Other	4	-	-	-	-	-	-
Total Incoming Resources		226,925	7,479	**234,404**	189,563	11,514	**201,077**
Expenditure on:							
Raising funds		-	-	-	-	-	-
Charitable activities	5	(52,008)	(9,007)	**(61,015)**	(42,960)	(5,169)	**(48,129)**
Food distributed	5	(158,799)	-	**(158,799)**	(131,068)	-	**(131,068)**
Other		-	-	-	-	-	-
Total Resources Expended		(210,807)	(9,007)	**(219,814)**	(174,028)	(5,169)	**(179,197)**
Net Incoming Resources Before Transfers		16,118	(1,528)	**14,590**	15,535	6,345	**21,880**
Transfer between funds		-	-	-	-	-	-
Net Surplus for the Year		16,118	(1,528)	**14,590**	15,535	6,345	**21,880**
Net Movement in Funds		16,118	(1,528)	**14,590**	15,535	6,345	**21,880**
Reconciliation of Funds							
Total funds brought forward		34,662	8,220	**42,882**	19,127	1,875	**21,002**
Total Funds Carried Forward		50,780	6,692	**57,472**	34,662	8,220	**42,882**

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.
All of the above amounts relate to continuing activities.

Leeds North and West foodbank

Statement of Financial Position at 30th June 2019

	Note	2019 £	2018 £
Fixed Assets			
Tangible assets	9	6,628	6,084
		6,628	6,084
Current Assets			
Debtors	10	21,449	8,078
Cash at bank and in hand		34,446	33,671
		55,895	41,749
Creditors: Amounts falling due within one year	11	(5,051)	(4,951)
Net Current Assets		50,844	36,798
Total Assets Less Current Liabilities		57,472	42,882
Funds			
Restricted income funds	12	6,692	8,220
Unrestricted income funds	13	50,780	34,662
Total Funds		57,472	42,882

These financial statements were approved by the members of the committee and authorised for issue on the ~~April~~ 1st June 2020 and are signed on their behalf by:

Peter Kelly

P.Kelly
Treasurer

Charity Number: 1162983

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets, and in accordance with applicable United Kingdom accounting standards (FRS 102 – effective 1 January 2015) and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' effective 1 January 2015 (SORP 2015).

Going Concern

The Trustees have made reasonable enquiries, including reviewing existing levels of donations to enable to form a reasonable expectation that the charity has adequate reserves to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

Cash flow statement

The Trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Fund accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. All income is derived from donations, fundraising or grants. The charity does not have any trading activities. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

1. ACCOUNTING POLICIES *(continued)*

- Food and other items donated for distribution are included as incoming resources within charitable activities when they are distributed.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Raising funds comprise the costs associated with attracting voluntary income.
- Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions are not capitalised.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Vehicles	-	Straight line over 10 years
Computer Equipment	-	Straight line over 3 years
Fixtures and Fittings	-	Straight line over 5 years

Holiday Pay

The holiday year runs from 1 January to 31 December, outstanding holiday is accrued or prepaid as appropriate at year end. A reasonable amount of holiday can be carried over into the following year.

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2019 £**	**Total Funds 2018 £**
Donations				
Individuals including gift aid	66,935	-	**66,935**	**41,226**
Organisations or groups	1,000	-	**1,000**	**17,269**
	67,935	-	**67,935**	**58,495**

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2019 £**	**Total Funds 2018 £**
RAG Grant	-	-	-	**500**
Leeds City Council HAPS	-	-	-	**4,614**
Donations for food purchases	-	-	-	**480**
Martin Lewis Digital	-	-	-	**920**
Screwfix Foundation	-	-	-	**5,000**
Fundraising	191	-	**191**	-
ONE HAPS	-	7,479	**7,479**	-
Food donations	158,799	-	**158,799**	**131,068**
	158,990	7,479	**166,469**	**142,582**

Food donations have been included as income and expenditure at an average monetary value of £1.75 per kilogram when they have been distributed.

4. OTHER INCOME

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2019 £**	**Total Funds 2018 £**
Bank refund	-	-	-	-
	-	-	-	-

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	**Total Funds 2019 £**	**Total Funds 2018 £**
Trussell Trust Fees	360	-	**360**	**360**
Repairs & Maintenance	4,891	6,391	**11,282**	**817**
Rent	13,345	-	**13,345**	**15,120**
Insurance	913	-	**913**	**2,150**
Heat, Light, Stationery and Other	2,014	-	**2,014**	**2,910**
Phone	1,606	-	**1,606**	**1,502**
Travel and Vehicle Costs	2,689	-	**2,689**	**2,754**
Salary and expenses	21,790	2,038	**23,828**	**17,752**
Food	-	194	**194**	**197**
Miscellaneous	6	-	**6**	**259**
Independent Examination	600	-	**600**	**550**
Client Services	1,875	-	**1,875**	**1,875**
Bank charges	182	-	**182**	**126**
Depreciation	1,737	384	**2,121**	**1,757**
Food Distributed	158,799	-	**158,799**	**131,068**
	210,807	9,007	**219,814**	**179,197**

6. STAFF COSTS

	2019 £	**2018 £**
Salaries and Wages	**23,205**	**16,847**
Social Security Costs	**-**	**-**
Pension Costs (defined contribution plan)	**623**	**152**
Total	**23,828**	**16,999**
Average staff numbers per year	**2**	**2**

7. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	2019 £	**2018 £**
Depreciation	**2,121**	**1,757**
Independent Examiner's fees	**600**	**550**

8. RELATED PARTY DISCLOSURE

No members of the Trustees received any remuneration during the year. Travel costs and expenses amounting to £nil (2018: £nil) was reimbursed to Trustees.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year therefore there were no related party transactions to disclose.

9. TANGIBLE FIXED ASSETS

	Vehicles	Computer Equipment	Fixtures/ Fittings	**Total**
	£	£	£	**£**
Cost				
At 30 June 2018	10,415	753	-	**11,168**
Additions	-	-	2,665	**2,665**
At 30 June 2019	10,415	753	2,665	**13,833**
Depreciation				
At 30 June 2018	5,063	21	-	**5,084**
Charge for the year	1,737	251	133	**2,121**
At 30 June 2019	6,800	272	133	**7,205**
Net Book Value				
At 30 June 2019	3,615	481	2,532	**6,628**
At 30 June 2018	5,352	732	-	**6,084**

10. DEBTORS

	2019	2018
	£	£
Prepayments and accrued income		
Rent	250	250
Gift aid unclaimed	13,142	7,828
Insurance	984	-
Recharge Trussell Trust for staff seconded	6,993	-
	21,369	8,078
Other debtors		
Cash held by bookkeeper	80	-
	21,449	8,078

11. CREDITORS: Amounts falling due within one year

	2019	2018
	£	£
Lower Wortley Methodist Church - rent	100	-
Lister Hill Baptists Church - rent	370	2,340
Elite Telecom - mobile phone	41	-
O2 - mobile phones	28	27
DTX Telecommunications - phone line	56	51
Gas and electricity	259	107
Bohorun & Co Ltd	600	550
Holiday pay	474	1,876
DIAL for assistance with disabled working	1,250	-
Winscombe Furniture for tables/chairs	1,873	-
	5,051	4,951

12. RESTRICTED INCOME FUNDS

	Balance at 1 Jul 2018 £	Incoming resources £	Outgoing resources £	**Balance at 30 Jun 2019 £**
Leeds City Council HAPS	2,038	-	(2,038)	**-**
Donations for food	283	-	(194)	**89**
Martin Lewis Digital	899	-	(251)	**648**
Screwfix Foundation	5,000	-	(5,000)	**-**
ONE HAPS		7,479	(1,524)	**5,955**
	8,220	7,479	(9,007)	**6,692**

Purposes of Restricted Income Funds

Leeds City Council HAPS: Part time distribution centre manager salary and volunteer event
Donations for Food: Food purchases for Foodbank service users
Martin Lewis Digital: Computer purchases
Screwfix Foundation: Replace Cranmer Bank Community centre kitchen
Outer North East Haps : Kitchen Appliances, Crockery Cutlery, tables and Chairs for Cranmer Bank Community Centre

13. UNRESTRICTED INCOME FUNDS

	Balance at 1 Jul 2018 £	Incoming resources £	Outgoing resources £	Gains and losses £	**Balance at 30 Jun 2019 £**
General Funds	34,662	226,925	(210,807)	-	50,780
	34,662	226,925	(210,807)	-	50,780

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Investments £	Net current assets £	**Total £**
Restricted Income Funds:	3,013	-	3,679	**6,692**
Unrestricted Income Funds:				
General Funds	3,615	-	47,164	**50,779**
	6,628	-	50,843	**57,471**

15. CHARITABLE INCORPORATED ORGANISATION

Leeds North and West Foodbank is a Charitable Incorporated Organisation and accordingly does not have share capital. The charity is a public benefit entity.

16. GOING CONCERN

The Trustees have considered all risks to the organisation and believe that the charity is financially sound and will continue to operate as Leeds and North West Bank over the next 12 months.