

EPPING FOREST FOODBANK

Charity Registration Number: 1182270

Annual Report and Accounts

31 December 2019

EPPING FOREST FOODBANK

Annual Report and Accounts 2019 Contents

	Page
Legal & Administrative Information	2
Annual Report of the Trustees	3
Independent Examiner's Report	6
Receipts & Payments Account	7
Statement of Assets & Liabilities	8
Notes to the Accounts	9

EPHING FOREST FOODBANK

Legal & Administrative Information For the period ended 31 December 2019

Charity Name	Epping Forest Foodbank.														
Principal Address	Unit-D8 Loughton Seedbed Centre Langston Road Loughton Essex IG10 3TQ.														
Charity Registration	1182270. The charity was registered with the Charity Commission on 28 February 2019.														
The Governing Document	CIO Foundation														
Objects	<p>To relieve persons in Epping Forest district and surrounding areas that are in financial hardship in such ways as the trustees from time to time think fit, in particular but not exclusively by:</p> <ul style="list-style-type: none">A) providing emergency food, essential toiletries, and household items to individuals and families in need and/or distribution by charities or other organizations working to prevent or relieve poverty.B) such other means, including (but not limited to) the provision of support, or signposting to relevant information and other advisory service, or through 'more than food' projects which remain consistent with the primary objective of the charity and to provide such services with a Christian ethos, supported by churches in Epping Forest district.														
Trustees	<p>The Trustees who served during the year or who were serving at the date of this report were:</p> <table><tr><td>Caroline Jane Macdonald</td><td>(appointed 28 February 2019)</td></tr><tr><td>Charlotte Elizabeth Prosser</td><td>(appointed 28 February 2019)</td></tr><tr><td>Christopher Russell Blackham</td><td>(appointed 28 February 2019)</td></tr><tr><td>Claire Elizabeth Moles</td><td>(appointed 28 February 2019)</td></tr><tr><td>Jason Koon Man Tse</td><td>(appointed 28 February 2019, resigned 26 February 2020)</td></tr><tr><td>Jenny Ann Thompson</td><td>(appointed 28 February 2019)</td></tr><tr><td>Zach Cook</td><td>(appointed 26 February 2020)</td></tr></table>	Caroline Jane Macdonald	(appointed 28 February 2019)	Charlotte Elizabeth Prosser	(appointed 28 February 2019)	Christopher Russell Blackham	(appointed 28 February 2019)	Claire Elizabeth Moles	(appointed 28 February 2019)	Jason Koon Man Tse	(appointed 28 February 2019, resigned 26 February 2020)	Jenny Ann Thompson	(appointed 28 February 2019)	Zach Cook	(appointed 26 February 2020)
Caroline Jane Macdonald	(appointed 28 February 2019)														
Charlotte Elizabeth Prosser	(appointed 28 February 2019)														
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Claire Elizabeth Moles	(appointed 28 February 2019)														
Jason Koon Man Tse	(appointed 28 February 2019, resigned 26 February 2020)														
Jenny Ann Thompson	(appointed 28 February 2019)														
Zach Cook	(appointed 26 February 2020)														
Bankers	<p>CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent, ME19 4JQ</p>														
Independent Examiner	<p>John Helm ACA Simply Churches Limited 17 Heathville Road London N19 3AL</p>														

EPHING FOREST FOODBANK

Trustees Report For the period ended 31 December 2019

The Trustees submit their annual report and accounts of Epping Forest Foodbank (“the Charity”) for the period from inception on 28 February 2019 to 31 December 2019. The legal and administrative information set out earlier in this document forms part of this report.

1. Structure, Governance & Management

There are six trustees who meet monthly.

2. Activities

The Trustees have given due regard to the Charity Commissions’ guidance on public benefit. During the year the Charity carried out the following activities in the local neighbourhood and to benefit the community:

- The Charity operates in the Epping Forest District and surrounding areas. Of those referred, the majority are residents within 27 Epping Forest wards with many others being supported in 21 wards outside the District and those with no fixed address.
- Customers are referred by statutory, charity and community organisations based in the sectors of advice, criminal justice, DWP, educational, faith, physical and mental health, local government and social welfare.
- The foodbank operates weekly distribution centres at The Box in Epping, St. Mary’s Church in Loughton and Debden Library
- Customers receive a parcel of non-perishable food which is designed to provide for 3 days emergency rations. At St. Mary’s additional fresh food is offered in partnership with FareShare, local supermarkets and bakeries.
- As well as providing food the Charity in partnership with statutory and other agencies offers ‘signposting’ to direct customers to the appropriate agencies and resources to assist with their longer-term needs and also offers spiritual support.
- Surplus food is donated to Norway House, the district’s homeless shelter or offered to other foodbanks in the Trussell Trust Network.
- Packaging and food which is out of date when received are recycled.

3. Achievements & Performance

In 2019 the Charity received referrals from 52 front line agencies and provided 1,846 emergency food parcels and supplies in 2019. This is the equivalent to 18,500 meals being given of which 8,950 meals went to children. This is a 24% increase over the year since we became an independent charity.

A little over 20 tonnes of food was donated and over 1,000 trays of unsold fruit, vegetables and bakery items were collected from local supermarkets, including 885kg from the annual neighbourhood collection at Tesco’s, Epping and 4.5 tonnes donated through the permanent collection point in store. 285.75kg of additional food was purchased using donated supermarket gift cards.

We have formed new partnerships with local businesses resulting in the provision of fresh vegetables, fruit and bakery items and occasionally flowers and pot plants being offered to customers at our Wednesday distribution sessions in addition to their emergency food parcels.

In spring/summer of 2019 a new bank and financial process went live on our website where existing and new donors can make donations either as one-off gifts or as regular direct debits and in the autumn Fellowship 200 was launched to attract 200 regular monthly donors.

With the support of Epping Forest District Council and the Waltham Abbey Baptist Church we are planning to open a new centre in the Baptist church which was due to open in April 2020 but which has been put on hold due to current restrictions on movement and social contact.

EPHING FOREST FOODBANK

Trustees Report For the period ended 31 December 2019

The recent Coronavirus pandemic has had an impact on how we provide our service in that we are no longer able to provide tea and biscuits and the level of personal service which we would like. During this period all food is pre-packaged and social distancing is maintained. The warehouse staff have risen to the occasion and have been working tirelessly and the majority of our volunteers have continued to offer their services as usual or more so, although some of our more vulnerable volunteers have had to self-isolate.

Thanks are due to The Box, Epping, Debden Library and St. Mary's Church, Loughton who host our distribution centres 52 weeks of the year at no cost to us and to Epping Forest District Council and Loughton Town Council and Mayor for their financial support and encouragement. Thanks are also due to the many individuals, local churches, businesses and schools who generously donate financially and in kind, including the Seedbed Centre, The Tea Hut High Beech, Joseph and Lilian Sully Foundation, Epping Forest Recycling Rewards, the Body Shop, local Rotary clubs and the Rock Choir who performed a concert for our benefit, to Tesco's for collecting food and to Gail's Bakery and Morrison's and Marks & Spencer for providing unsold fresh goods, to Stansted Airport for surrendered food items and to Coca-Cola and Cadbury's for their donations.

We would not exist without the dedication of our Project Manager, Heather, and our army of volunteers, including especially our coordinators, Jackie, Sarah, Chris, Eileen, Yolanda, Yvonne, John, Claire, Pippa, Rosemary, Kirsty-Anne, Julian and Ian. Our work is also dependant on the staff of the various referral agencies, whether volunteers or paid employees.

4. Financial Review

4.1 Financial Activity and Financial Position

The charity is funded by donations and grants.

In 2019 we received £1,500 in grants from local authorities and £2,700 from charitable trusts, over £8,100 was received in donations from churches, £5,600 from local businesses and community groups and £11,100 from individuals. At the end of the year we had 19 regular donors giving £735 per month. As the majority of our community work is to distribute donated food the majority of our expenses are taken up with the costs of storage and organisation. Warehouse rental costs amounted to £10,100 and employment costs for one part time employee were £11,904 out of total expenditure of £25,400.

The Charity's cash resources increased by £31,920 during the year to £31,920.

4.2 Reserves Policy

The Trustees consider that, given the nature of the charity's work, free reserves should be equivalent to approximately 3 months' routine general fund expenditure, plus committed future expenditure on other projects, where funds permit. The Trustees are of the opinion that this provides sufficient flexibility to cover temporary shortfalls in incoming resources and will allow the Charity to cope and respond to unforeseen emergencies whilst specific action plans are implemented. At 31 December 2019 the Charity had net free reserves of £31,760.

	2019
	£
Total reserves	31,920
Less: restricted funds	(160)
Free reserves	31,760
Free reserves requirement:	
3 month's budgeted routine expenditure	10,000

EPPING FOREST FOODBANK

Trustees Report For the period ended 31 December 2019

5. Responsibilities of Trustees for the Accounts

Charity law requires the Trustees to prepare accounts for each accounting year which record the receipts and payments of the charity for the year. The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011. The Trustees also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

6. Approval

The report of the Trustees was approved by the Trustees on 22 April 2020 and signed on its behalf by:



Christopher Blackham
Chair of Trustees

EPHING FOREST FOODBANK

Independent Examiner's Report For the period ended 31 December 2019

I report on the accounts of Epping Forest Foodbank for the period ended 31 December 2019, set out on pages 7 to 10.

This report is made solely to the Trustees in accordance with section 145 of the Charities Act 2011 (the Act). My independent examination has been undertaken so that I might state to the Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by the law, I do not accept responsibility to anyone other than the Trustees for my independent examination, for this report, or the opinions I have formed.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The Trustees consider that an audit is not required for this period (under section 144(2) of the Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the Act);
- To follow the procedures laid down in the General Direction given by the Charity Commission (under section 145(5)(b) of the Act); and
- To state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 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

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

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; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.



John Helm ACA

22 April 2020

EPPING FOREST FOODBANK

Receipts & Payments Account For the period ended 31 December 2019

	Note	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total 2019 £
Receipts				
Donations		25,276	-	25,276
Grants		31,700	600	32,300
Bank interest		15	-	15
Total Receipts		56,991	600	57,591
Payments				
Raising funds	2	78	-	78
Charitable activities	3	25,153	440	25,593
Total Payments		25,231	440	25,671
Surplus of payments over receipts		31,760	160	31,920
Total cash funds brought forward		-	-	-
Total cash funds carried forward		31,760	160	31,920

EPPING FOREST FOODBANK

Statement of Assets & Liabilities As at 31 December 2019

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total 2019 £
Assets			
Tangible Assets	-	-	-
Debtors	-	-	-
Cash At Bank And In Hand	31,760	160	31,920
	<hr/>	<hr/>	<hr/>
	31,760	160	31,920
Liabilities	600	-	600
	<hr/>	<hr/>	<hr/>
Total Assets Less Liabilities	31,160	160	31,320

The Accounts were approved by the Trustees on 22 April 2020 and signed on its behalf by:



Christopher Blackham
Chair of Trustees



Zachary Cook
Trustee - Treasurer

EPPING FOREST FOODBANK

Notes to the Accounts For the period ended 31 December 2019

1. Accounting Policies

The accounts have been prepared on a receipts and payments basis with a statement of assets and liabilities.

2. Payments – Raising Funds

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total 2019 £
Bank fees	28	-	28
Marketing	50	-	50
	78	0	78

3. Payments – Charitable Activities

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total 2019 £
Staff costs			
Net salary & PAYE	11,392	-	11,392
Pension contributions	512	-	512
Training	3	-	3
	11,907	0	11,907
Foodbank			
Food Purchases	514	-	514
Travel/transport	83	-	83
Refreshments	11	-	11
Epping Forest Winter Warmer scheme (see note 4)	-	440	440
	608	440	1048
Office Costs			
Insurance	357	-	357
Telephone, broadband	382	-	382
Bank charges	76	-	76
Professional subscriptions	412	-	412
Office supplies	626	-	626
	1,853	0	1,853
Buildings and facilities			
Heat, light & water	210	-	210
Rent & rates	10,575	-	10,575
	10,785	0	10,785
	25,153	440	25,593

EPPING FOREST FOODBANK

Notes to the Accounts For the period ended 31 December 2019

4. Restricted Funds

	At 28 February 2019 £	Receipts £	Payments £	Transfers £	At 31 December 2019 £
Voluntary Action Epping Forest Winter Warmer scheme	<u>0</u>	<u>600</u>	<u>(440)</u>	<u>-</u>	<u>160</u>

Voluntary Action Epping Forest Winter has a scheme (Winter Warmer) for giving credit for pre-payment meters for people in need. The process is that VAEF makes a grant to a partner organisation. A volunteer accompanies the client to top up a prepayment key. During the period £420 was returned to Voluntary Action Epping Forest.

5. Related Party Transactions

There were no related party transactions.