

Tewkesbury Foodbank

Registered Charity No 1151000

TRUSTEES' ANNUAL REPORT and ACCOUNTS for the Year 1st April 2019 to 31st March 2020

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Tewkesbury Foodbank

Trustees' Annual Report

Registered Charity No 1151000

Charity's Principal Address 76 Church Street
Tewkesbury
Gloucestershire
GL20 5RX

Trustee Name	Office (if any)	Dates acted if not for the whole year
Carolyn Seaton	Chair	
Wendy Ruffle	Deputy Chair	
Michael Waldron		
Gordon Sandford		
Helen Hill	Treasurer	
Suzanne Grindrod		
Independent Examiner of Accounts	Mrs. Melanie Kisby	66 Church Street, Tewkesbury
Bankers	Lloyds Bank	19 High Street Tewkesbury

Structure, Governance and Management

Tewkesbury Foodbank's Trust Deed is dated 23rd January 2013.

The Trust Deed states that there should be a minimum of 5 trustees.

New trustees are appointed by existing trustees.

The charity has a Steering Group, of which all trustees are members who meet on a quarterly basis and jointly with the Team Leaders on a bi-monthly basis. The Trustees react to any issues raised outside of these set meetings.

Tewkesbury Foodbank is affiliated to the Trussell Trust Registered Charity which itself helps administer over 420 Foodbanks and over 1200 centres through its network in the UK

We continue to attend the local Financial Inclusion Project, an initiative set up by our local Borough Council five years ago.

We have the following policies/training in place: -

Safeguarding Vulnerable Beneficiaries

Volunteer Management

Health & Safety

First Aid

Manual Handling

The Trustees regularly review the major risks to which the Charity is exposed and has systems established to mitigate those risks. All procedures are reviewed periodically to ensure that they still meet the needs of the organisation.

The trustees give their time voluntarily and receive no remuneration.

Objectives and Activities

Our governing document states *"To provide emergency food aid to people in Tewkesbury and surrounding areas in need, hardship or distress. (Beneficiaries) are referred to us by authorised partner agencies.*

To supply goods to beneficiaries either directly or through agency partners approved by the Trustees. Goods to include (but not limited to) food, including tinned and dried food to ensure a healthy balanced and nutritious diet sufficient for three days at a time. Also, clothes, furniture and toys.

To do anything consistent with the primary purpose of the charity, namely in the last 12 months, including (but not limited to) the provision of signposting and other advisory services."

All our activities are funded by goodwill donations of food, money and fundraising and we operate entirely on a volunteer basis. We are committed to practices that protect from harm regardless of a person's age, gender, disability, racial heritage, religious belief, sexual orientation or any other characteristic as covered by the Equality Act 2010. This is reflected in the make-up of our Trustee and Volunteer teams.

The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The focus of our activities remains on providing three days' worth of food for those in food crisis for whatever reason. Our clients are assessed through one of over eighty independent partner bodies and then referred to us via a voucher system.

During this assessment either at the time or through a subsequent "drop-in" visit, clients will be signposted to relevant agencies. This together with our supplementary offer of also providing fresh food and/or Gas & Electricity top ups which we have now provided over the last two years now form a very important part of our "More Than Food" ethos and benefits all clients irrespective of their circumstances.

We are grateful to all of our volunteers, past and present, new and established for their ongoing commitment to the Foodbank and the compassion that is shown to our clients. The mixture of time, energy and expertise has enabled us to expand the ways in which we can support our clients.

Achievements and Performance

We are now in our fourth year at our current premises and this has been made possible by the continuing significant ongoing financial support of a local company who continue to support us into our fifth year.

We open for four days a week for a total of twelve hours. We still continue to offer an "out of hours" emergency service ensuring that our clients are not restricted to our opening hours to receive food and support. During this financial year we have provided emergency food aid through our voucher system to 1646 clients (1023 adults and 623 children) which is almost a 57 % increase in the last two years.

We now partner with 97 referral agencies as at 31st March 2020 and whilst not all are active, we are confident that we are able to "touch" all of our local community.

We continued with our Christmas blessings initiative which is now embedded as part of our annual plan. This year we able to provide fresh meat vouchers, redeemable at a local butcher, together with vouchers for fresh vegetables and fruit and a parcel of seasonal foods, toiletries etc. Our thanks go to Bookworm Charity Bookshop who have continued to support us and have again provided the funds for the Christmas meat vouchers and to EDF Energy who supplied age specific toys for the children of the families we supported. In total 201 adults and 178 children were recipients of this initiative; this is a 59% increase compared to the previous year's figures of 113 adults and 129 children.

Our School Holiday Meals Scheme continues to offer support to those in need, identified through our local schools. A total of 65 vouchers were issued, feeding 101 Adults and 165 children. The families received donated eggs, fruit, vegetable and meat vouchers as well as food from Tesco through our Fare share agreement. Some of the Churches ran School Holiday Clubs and this year we provided them with fresh fruit, fruit juice and cereals as well as purchasing extra food from our Lloyds Grant.

Trussell Trust have successfully partnered with Asda and have set up a grant programme, providing funds to Foodbanks over a three-year period. Through this grant programme we were able to replace our van in January 2019 with a newer, lower mileage model. We have seen a drop in our running costs compared to last year. Both the Bell Hotel and St Joseph's Catholic Church have generously donated parking spaces, which has reduced the mileage as it was previously kindly kept on a volunteer's driveway.

We continue to fundraise mainly thanks to the continued support of Tewkesbury Abbey. We ran numerous events in the Touching Souls Tea Room throughout the year.

The Cheltenham Music Festival holds annual concerts in the Abbey in July and we provide refreshments at these events. This provides us with extra income and positive publicity.

We intend to remain in operation during the COVID-19 Lockdown period, adjusting our operating model to ensure we follow the current Government guidelines.

FINANCIAL REVIEW

We currently hold funds of £68634 and a Food stock Valued at £11293 (6714.85 kg) and Fixed Assets valued at £12149 after depreciation.

Our funds include grants received when funds are designated. Currently £ 25735 Premises, £ 4835 Energy, £4600 Mace (butchers), £ 4033 Woody's (Fruit and Veg), £ 637 Lloyds, £1307 Food Essentials and £250 Asda (as listed on page 8). There have also been donations to support our operation as we respond to the Coronavirus Pandemic.

A detailed explanation of these funds is on page 9.

The Foodbank is currently dependent on regular Personal and Business donations to sustain our activities. When our major funding contract ends, we will see our income stream reduce by £6000 per year. Our Premises fund currently stands at £ 25735 which includes £18000 set aside as per our reserves policy. This amount represents the funding deficit we expect to see and will replace that income for the next year. This will continue to ensure that we will have financial stability and the means for development of our principal activity. The level of reserves will be reviewed by the Trustees meetings to reflect the true cost to ensure that the funds are adequate to fulfil our continuing financial obligation.

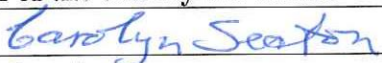

FUTURE PLANS

We are now seeing more clients who are currently homeless and now have agreements in place with Touching Souls Tea Rooms at Tewkesbury Abbey and Priors Park Neighbourhood Project who have agreed they will provide these clients with a hot meal should the need arise. This year we have also set up a partnership with our local leisure centre, part of "Places for People". This gives these client access to hot showers. These partnerships are all operated through voucher systems.

As we enter into Lockdown as a reaction to the Covid-19 pandemic, we will incorporate any lessons learned and measures implemented during this period into our future plans.

The Trustees declare that they have approved the trustee's report above.

Signed on behalf of the charity's trustees.

Signature		
Full name	Carolyn Seaton	Helen Hill
Position	Chair	Treasurer
Date	19 th June 2020	19 th June 2020

Receipts and Payments Account

	General	Designated	Restricted	Total	Prev year
Receipts					
Donations and legacies	19,033	12,866	40,768	72,668	70,863
Income from charitable activities	2,654	0	0	2,654	2,271
Total receipts	21,688	12,866	40,768	75,323	73,135
Payments					
Raising funds	251	0	0	251	402
Expenditure on charitable activities	8,771	13,293	41,621	63,685	50,212
Total payments	9,022	13,293	41,621	63,936	50,614
Surplus for the year	12,666	(427)	(852)	11,386	22,520
Total funds brought forward	27,510	32,205	21,568	81,284	58,763
Total funds carried forward	30,177	38,778	23,715	92,671	81,284
Represented by					
Unrestricted					
General fund	30,177	0	0	30,177	27,510
Designated					
Fresh Meat Vouchers for Kevin Mace	0	4,600	0	4,600	2,060
LLOYDS GRANT	0	637	0	637	1,077
PREMISES	0	25,735	0	25,735	25,615
TESCO FOOD FUND	0	1,307	0	1,307	1,748
WOODYS	0	4,033	0	4,033	1,705
coronavirus	0	2,464	0	2,464	0
Restricted					
Asda grant for purchase of MC17EPO	0	0	7,129	7,129	10,282
ENERGY VOUCHERS	0	0	4,835	4,835	1,680
Food stock	0	0	11,750	11,750	9,605

Statement of assets and liabilities

	General	Designated	Restricted	This year	Last year
Fixed assets - Tangible assets					
VAN -	2,410	0	6,590	9,000	12,000
window & Door Blinds -	97	0	0	97	130
CCTV system -	84	0	0	84	112
GAZEBO -	626	0	0	626	835
CENTRE FURNITURE -	653	0	0	653	630
fire extinguishers -	79	0	0	79	106
desktop computer -	451	0	0	451	601
MIRCOWAVE -	16	0	0	16	22
SHELVING/RACKING FOR CENTRE -	456	0	0	456	322
OFFICE PRINTER -	249	0	0	249	333
TALL FRIDGE -	231	0	0	231	0
PROJECTOR -	189	0	0	189	253
HT LAPTOP1 -	47	0	0	47	63
WEIGHING SCALES -	87	0	0	87	116
OFFICE LAPTOP -	139	0	0	139	139
SAFEGUARDING TABLET -	79	0	0	79	105
FINANCE LAPTOP -	63	0	0	63	84
Totals	5,965	0	6,590	12,555	15,857
Current assets - Cash at bank and in hand					
CURRENT ACCOUNT -	(2,578)	2,769	3,104	3,295	5,536
SAVINGS ACCOUNT -	25,653	36,347	3,000	65,000	50,001
ENERGY VOUCHERS -	575	0	(575)	0	45
PETTY CASH -	562	(338)	(155)	68	237
Totals	24,211	38,778	5,374	68,364	55,821
Current assets - Stocks and work in progress					
FOOD STOCK -	0	0	11,750	11,750	9,605
Totals	0	0	11,750	11,750	9,605
Grand total	30,177	38,778	23,715	92,671	81,284

Analysis of receipts and payments

Unrestricted	Designated	Restricted	This year	Last year
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INCOME AND ENDOWMENTS

Donations and legacies

F11 - FOOD VALUATION	0	0	38,527	38,527	27,452
I01 - REG BUSINESS DONATIONS	420	6,000	0	6,420	6,514
I02 - REG PERSONAL DONATIONS	3,993	120	120	4,233	3,891
I03 - AD HOC BUSINESS DONATIONS	1,339	2,185	1,280	4,804	18,049
I04 - AD HOC PERSONAL DONATIONS	8,566	3,000	160	11,726	9,100
I05 - DONATIONS FROM CHARITIES & ORGANISATIONS	1,005	1,200	681	2,886	3,157
I06 - MONEY COLLECTION BOXES	10	0	0	10	70
I07 - DONATION FROM CHURCHES	2,037	0	0	2,037	748
I08 - GIFT AID	1,632	0	0	1,632	1,859
I10 - ENERGY VOUCHER DONATIONS	0	0	0	0	0
I11 - TESCO FOOD TOP	0	361	0	361	0
I14 - INTEREST	27	0	0	27	22
I15 - WOODY'S & MACE	0	0	0	0	0
Total	19,033	12,866	40,768	72,668	70,863

Income from charitable activities

I09 - FUNDRAISING	2,654	0	0	2,654	2,271
I13 - MISCELLANEOUS	0	0	0	0	0
Total	2,654	0	0	2,654	2,271
INCOME TOTAL	21,688	12,866	40,768	75,323	73,135

EXPENDITURE

	Unrestricted	Designated	Restricted	This year	Last year
Raising funds					
E13 - FUNDRAISING	251	0	0	251	402
Total	251	0	0	251	402
Expenditure on charitable activities					
E01 - IT EQUIPMENT	525	0	0	525	415
E02 - UTILITIES	1,380	0	0	1,380	1,517
E03 - PREMISES, FIXTURES & FITTINGS	2,050	6,000	0	8,050	7,800
E04 - VEHICLE COSTS	1,175	0	3,084	4,259	2,832
E06 - PUBLICITY & ADVERTISING	208	0	0	208	364
E07 - CENTRE SUNDRIES	1,822	0	0	1,822	2,139
E08 - STAFF COSTS	413	0	0	413	507
E09 - INSURANCE	345	0	0	345	344
E10 - HOLIDAY CLUBS	0	439	0	439	525
E11 - ENERGY VOUCHERS	0	0	2,155	2,155	1,650
E12 - TRAINING	0	0	0	0	0
E14 - FRANCHISE FEE	360	0	0	360	360
E15 - FOOD TOP UPS (Non Voucher)	0	1,401	0	1,401	202
E16 - MISCELLANEOUS	30	0	0	30	39
E17 - FOOD EXTRAS	0	5,453	0	5,453	2,565
E18 - PRINTING (in house)	282	0	0	282	442
E19 - CLIENT NON FOOD ESSENTIALS	177	0	0	177	327
EF1 - FOOD VALUATION	0	0	36,382	36,382	28,176
Total	8,771	13,293	41,621	63,685	50,212
EXPENDITURE TOTAL	9,022	13,293	41,621	63,936	50,614
GRAND TOTAL	12,666	(427)	(852)	11,386	22,520

FUND TOTALS

	Last Year	This year
VIRUS - coronavirus		
Designated		2,464
	—	2,464
General - General fund		
Unrestricted	27,510	30,177
	27,510	30,177
PREM - PREMISES		
Designated	25,615	25,735
	25,615	25,735
FUEL - ENERGY VOUCHERS		
Restricted	1,680	4,835
	1,680	4,835
MACE - Fresh Meat Vouchers for Kevin Mace		
Designated	2,060	4,600
	2,060	4,600
WOODYS - WOODYS		
Designated	1,705	4,033
	1,705	4,033
ASDA - Asda grant for purchase of MC17EPO		
Restricted	10,282	7,129
	10,282	7,129
lyd - LLOYDS GRANT		
Designated	1,077	637
	1,077	637
TESCO - TESCO FOOD FUND Designated		
	1,748	1,307
	1,748	1,307
FOOD - Food stock		
Restricted	9,605	11,750
	9,605	11,750

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in line with the Financial Reporting Standard for Smaller Entities (FRSSE) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1st January 2015.

Tewkesbury Foodbank holds the following funds for specific purposes.

ENERGY (designated)

This fund is specifically for topping up clients' Gas/Electricity key with cash at the local Pay-point outlet. This is actioned by our volunteers and a receipt is obtained by them. Cash is never given to the client so we can ensure that the money is used solely for this purpose. A total of £2155 was distributed in this Financial Year to our clients in need. Specific fundraising and donations through the year means that we hold £4835 in this fund.

LLOYDS BANK Community Fund (designated)

This grant was awarded in November 2014 and we continue to use this fund to support School holiday initiatives in all areas of the town. The current balance of this fund is £ 637

FOOD STOCK (restricted)

This is a restricted fund as it represents our food stock movement with a monetary value of £1.75 per KG. This fund shows a slight decrease to reflect the amount of food distributed. The year-end value of our food stock is £11293 (6714.85kg)

FOOD ESSENTIALS, WOODY'S (designated) and MACE (designated)

The food essentials are funded from top up monies received following our Tesco supermarket collections. We use this fund to purchase food for those with special dietary needs and also to purchase toothpaste, shampoo, washing powder etc. to supplement the food we give our clients.

We continue to offer vouchers for Fruit & Vegetables from Woody's, the local greengrocer, and with our local butcher, Kevin Mace. Last year's costs were £5453

Any large personal or business donations are normally split between our specific funds to ensure that we can continue to offer this to our clients.

The balances of these funds are £1307, £4033 and £4600 respectively.

PREMISES (designated)

We have a designated fund for the rental of our current premises. Thanks to the continued extended generous support of a local business, Freedom Technology, we have an assured income of £6000 per year until March 2021 to cover the majority of our rental commitment.

We also benefit from the use of a warehouse which is rent free thanks to Cotteswold Dairy, another local company. who offer continuing support.

Our Premises reserve currently stands at £18000 which is set aside as per our reserves policy. This amount represents the funding deficit we expect to see and will replace that income for the next year. This will continue to ensure that we will have financial stability and the means for development of our principal activity. The level of reserves is reviewed at the Steering Group /Trustee meetings to ensure that the funds are adequate to fulfil our continuing financial obligation.

ASDA VEHICLE GRANT (restricted)

We were successful in our application via Trussell Trust and were able to purchase a newer van in January 2019. The grant also covered the first years running costs. There is £250 remaining in this fund which was awarded for Vehicle Driver training which has been postponed due the Covid- 19 crisis.



Section A

Independent Examiner's Report

Report to the trustees of Tewkesbury Foodbank

**On accounts for the year
ended** 31st March 2020

Charity no.:	1151000
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Set out on pages **5,6,7**

I report to the charity trustees on my examination of the accounts of the Company for the year ended **31/03/2020**.

**Responsibilities and basis
of report**

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

**Independent examiner's
statement**

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Signed:

M. Elsbey

Date:

9th June 2020

Name:

MELANIE ELIZABETH KISBY

Relevant professional
qualification(s) or body
(if any):

CMIAA - RETIRED
Chartered Member Institute of Internal Auditors

Address:

66, CHURCH ST,

TEWKESBURY, GLOS.

GL20 5RZ.