

Norwich foodbank is a local Christian charity and is part of the Trussell Trust's UK-wide foodbank network that helps local churches and communities to open foodbanks, providing emergency food to thousands of people every year.

#### PATRONS

Rt Revd Graham Usher, Bishop of Norwich  
Delia Smith CBE  
Susan Hill CBE



#### CONTACT US:

Norwich foodbank  
Henderson Business Centre  
51 Ivy Road  
Norwich, Norfolk, NR5 8BF

Tel: 01603 251733

Email: [admin@norwich.foodbank.org.uk](mailto:admin@norwich.foodbank.org.uk)

Website: [www.norwich.foodbank.org.uk](http://www.norwich.foodbank.org.uk)

Like us on Facebook: Norwich foodbank UK

Follow us on Twitter: @norwichfoodbank

Follow us on Instagram: @norwichfoodbank

Registered charity number: 1143528



# Annual Report & Accounts

For the year ending 31<sup>st</sup> October  
2019



## FOREWORD BY THE CHAIR OF TRUSTEES:

I'm pleased to introduce this Annual Report.

Hannah, our Project Manager, will describe the foodbank's operations over the year to October 2019 so for my part I want to make some general comments. Firstly, on behalf of the Trustees, I want to thank all those who, in their different ways, support the foodbank: volunteers and those who donate food or money, be they businesses or other organisations, churches and private individuals. Without your support, the foodbank couldn't begin to help those going hungry in the Norwich area. We continue also to be grateful to our landlords, the Henderson Trust, whose generosity means we can continue to work from excellent warehouse and office facilities. And of course we want to record the commitment and hard work of Hannah and Keith, our Project Manager and Warehouse Manager respectively, and Pat our Transport Manager throughout this period.

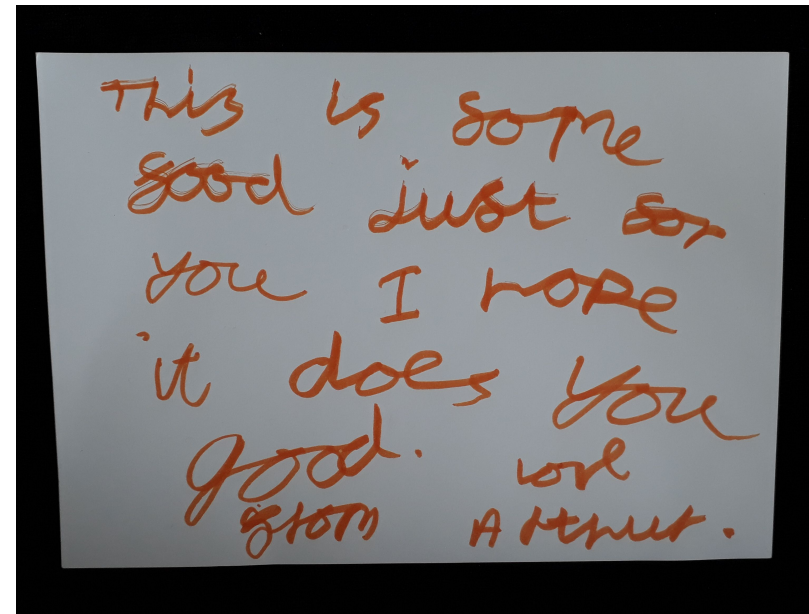
I also want to recognise the contribution of my fellow trustees. Lil Standage stood down after many years' service in early 2019, and at the end of the year Mark Fairweather-Tall resigned as our Chair following his call to a ministry in South Wales. We are indebted to Lil and Mark for their service. At the same time, however, we have recruited three new trustees (Revd Dr Fiona Haworth, Rachael Graham and Jono Thorne) to join Angela Stone, John Payne (our Treasurer) and me.

We are a Christian charity and we know that prayer is essential in guiding our direction and decision-making. We therefore continue to give thanks for all the prayers offered for the foodbank. And we also thank God for the generosity of so many people already referred to.

Strictly speaking, this report is for the year to October 2019. However, it would be remiss not to refer to the challenges posed by Covid-19 and how individuals and businesses in the Norwich area have responded so positively and amazingly in so many ways. We are so grateful.

Keir Hounscome, on behalf of the Trustees

Keir Hounscome, on behalf of the Trustees



The trustees acknowledge their responsibility for preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of the Charity Commissioners and the Registrar of Companies.

The accounts were approved by the trustees on and signed on their behalf by:

Keir Hounsome, Chair of Trustees

#### **RELATIONSHIP WITH TRUSSELL TRUST:**

We continue to operate as a media centre for the Trussell Trust, and remain in the top ten foodbanks nationally with regards to the number of people we are feeding and also in terms of the amount of food donated and redistributed. Our Project Manager attended the National Conference in May 2019 and was asked to join a new strategy group formed of a number of Trussell Trust foodbanks that met in May and September 2019. Norwich foodbank also hosted Norfolk cluster meetings in January, May and September.

Norwich foodbank maintains an excellent relationship with neighbouring foodbanks in Norfolk and Suffolk, as well as with the Trussell Trust head office and the Regional Area Manager. New managers of Cambridge City and Kings Lynn foodbanks were welcomed to Norwich for support from our Project Manager.

In October 2019, our Project Manager attended the Voluntary Norfolk conference with the Trussell Trust's East of England Regional Manager to lead a workshop on corporate partnerships in the charity sector.

In the period of 1<sup>st</sup> April 2018 - 31<sup>st</sup> March 2019, Trussell Trust foodbanks in Norfolk distributed 23,781 parcels. Within that figure, Norwich foodbank gave 9,926 parcels, 41% of the county's total.

## AREA SERVED:

Norwich foodbank supports local people in crisis, in the Greater Norwich area, covering approximately 479 square miles. During our financial year 2018/19, we continued to operate out of a warehouse, office and 10 distribution centres and maintained links with churches in the Loddon and Poringland areas that hold emergency food parcels for people who need us in those areas, but can't access one of the distribution centres. We have two centres open twice a week (one in the city centre and one in Wymondham) and all other centres are open once a week for between 1-2 hours per session, Monday to Saturday, including one evening session.

Clients are issued a voucher by a care agency or care professional and are expected to attend a centre and exchange the voucher for 3 days of food. The warehouse is open 3 mornings a week where professionals can attend on behalf of their clients and, in emergencies, the Project or Warehouse Managers may offer to deliver a parcel to an agreed location if the client / care agency are unable to get to a centre. A few of our busiest care partners hold food parcels on their premises to distribute to clients, still using the voucher system.

The foodbank office is staffed by volunteers Monday - Thursday 9am – 1pm and the Project Manager has an on-call mobile which is available 9am – 5pm Monday – Friday, excluding Bank Holidays.

A volunteer said 'I've met a lot of volunteers and they are all a very friendly bunch of people. I'm very much enjoying the little help I can give; thank you for the opportunity.'

## 9 Grants and Corporate Donations

The following were received:	This Year	Last Year
Henderson Trust (for rent)	14,000	250
Norfolk Consolidated Charities		297
Geoffrey Watling		5,000
Norfolk Community Foundation	1,000	3,300
Refund of unused fuel grant	(736)	
Trussell Trust / Tesco top up	3,959	3,892
Tesco grant for FISH	3,000	
Mendenta Labs		600
Persula (unrestricted)	1,836	
Smithfield Foods		296
Greggs grant for FISH		2,000
Masonic Charitable Trust grant for FISH		2,000
Other grants for FISH		1,310
CAF (anonymous for FISH)	4,969	10,587
John Lewis Department store	420	1,023
Enterprise Holdings	1,000	
Brandbank	805	
Strategy and Policy Consultants		750
Other corporate donations	972	372
<b>Total:</b>	<b>31,225</b>	<b>31,677</b>

Footnote, Henderson Trust's grant covered 2018 and 2019

## 7 Trustee and employee information

- a) No trustees received any remuneration or benefits
- b) There were one part-time and one full-time paid employees during this period
- c) There were 180 unpaid volunteers during this period

## 8 Balance Sheet

The assets of foodbank are the HSBC bank accounts, a stock of food and a refundable float of £3,140 with Voluntary Norfolk to finance the monthly salary bill. There were no debtors or creditors at 31<sup>st</sup> October 2019. All purchases of equipment and supplies have been immediately expensed and have no residual value. Stocks of food are considered to have no realisable value.

## CLIENTS

For the financial year ending 31<sup>st</sup> October 2019, Norwich foodbank gave out food parcels to enable 11,668 people (including 4,231 children) to be fed for 3 days each. The overall total is a 25% increase on the same period 2018. The number of children is a 37% increase in the same period.

With regards to the referral reasons for clients in the Norwich area, 'low income' accounted for 28% of all referrals in our financial year 2018/19 (a rise of 2% on 2017/18), benefit delays were 19% of the total (a small decrease), benefit changes were 19% (a small increase) and debt 15% (a small increase).

During our financial year (1<sup>st</sup> November 2018 – 31<sup>st</sup> October 2019) the split of clients helped is as follows:

Age: 0-4 (10%), 5-11 (16%), 12-16 (8%), 17-24 (10%), 25-64 (52%), over 65 (1%), unknown age children (<1%), unknown age adults (<1%)

Following changes with GDPR and at Trussell Trust, we no longer collect ethnicity or employment data.

The size of family helped is as follows: single adult (48%), single parent (17%), family (20%)

For Norwich foodbank, in a six month period during 2018, 66% of clients were given a food parcel once, 20% twice, 9% three times and 3% more than three times.

We helped a lady who had moved from part-time to full-time work and due to an emergency tax code being applied, lost all of her first month's pay. She was referred to foodbank in the middle of June and was told her tax won't be sorted until the beginning of July.

## FOOD COLLECTION

The majority of food received is from public donations through collection points across Greater Norwich. Over 120 tonnes (with an estimated worth of £211,279.25) came into the warehouse during the financial year 2018/19, a 5% decrease on 2017/18. Donations came from just over 460 different donors including churches, individuals, schools and groups.

During the financial year 2018/19 we took part in a food and money collection at Carrow Road, ahead of a home game in March, with the support of Cromer and District foodbank. This brought in 40+ crates of donations plus over £800 in cash. We also held a supermarket collection at Tesco Blue Boar in December 2018. Many of the major supermarkets continue to host permanent collection points and, combined, supermarkets generated over 64 tonnes during the year, on top of the manned collection.

We are extremely grateful to the Trussell Trust and Tesco for the financial top-up we receive, based on donations made, equating to around £1,500 per quarter.

In January 2019, we paused donations from locally-based business, Brandbank, due to the volume received after a very busy and generous Christmas period!

We ran the 'Reverse Advent Calendar' (RAC) campaign for the third time in 2018; during December, over 19 tonnes of donations were received – 16% of the year's total.

Our Warehouse Manager (WM), supported by volunteers, completes a basic monthly stock check, helping us keep track of items needed most. The WM has continued to build a list of supporters, almost 100 contacts – including individuals and representatives of churches and / or groups – and a monthly email is sent, detailing both most and least needed items.

## 6 Charitable expenditure

	Support costs	Other direct costs	Total costs	Previous year
	£	£	£	£
<b>Resources expended</b>				
Insurance	496		496	620
Warehouse supplies & pest control		4,205	4,205	1,967
Big Box Storage				356
Office supplies and utilities	1,748		1,748	1,969
Office rent	9,550		9,550	8,805
Audit costs	240		240	(225)
Christmas card printing	396		396	564
Gifts and donations	99		99	93
Car mileage and travel	2,105		2,105	2,019
Other office expenses				982
Advertising (inc website)	659		659	396
Volunteers supper	1,103		1,103	778
Computers and internet		20	20	520
Mobile 'phone	103		103	72
Trussell Trust subscription	360		360	360
Sub to Voluntary Norfolk etc	35		35	144
Distribution centre expenses	682		682	
FISH Club expenses		3,404	3,404	3,121
Fuel Bank payments		2,185	2,185	
Volunteer expenses	225		225	278
Wages paid inc pensions	32,931		32,931	31,554
Other misc	165		165	358
<b>Total:</b>	<b>50,897</b>	<b>9,814</b>	<b>60,711</b>	<b>54,731</b>



## 2 Taxation

The charity is exempt from taxation on its income and gains where they are applied for charitable purposes. Irrecoverable VAT is included in the cost of goods and services on which it was charged.

<b>3 Voluntary Income:</b>	Year to 31 <sup>st</sup> October 2019 £	Previous Year £
Cash donations	4,249	5,228
Donations from Churches	2,864	7,395
Personal donations	12,906	9,102
School donations		750
Christmas card sales	809	1,050
Local Giving & BT website	6,897	6,467
Fundraising events		1,229
Other public donations	1,908	2,299
<b>Total</b>	<b><u>29,633</u></b>	<b><u>33,520</u></b>

<b>4 Interest income</b>	£	£
HSBC deposit acct	87	58

## 5 Food Donations

Donations of food given without charge to the charity have been measured by weight and have an estimated monetary value of £269,583 (2017: £193,003) being 154,105kg (2017: 114,203kg) at a value of £1.75 per kg. Food distributed to beneficiaries had an estimated monetary value of £257,636 (2017: £204,098) being 147,221kg (2017: 120,768kg) at £1.75 per kg.

Closing stocks of 23,093kg (2017: 16,209kg) have an estimated value of £40,413 (2017: £27,393).

## SUPPORTERS:

Smurfit Kappa approached us during 2018, keen to offer support and we are delighted to receive regular donations of cardboard boxes, in which we pack our 3-day food parcels. We have received these donations regularly throughout the year and a team from the company have also done a shift in our warehouse. We are very grateful for this practical and generous support.



During the course of our financial year 2018/19, we received food donations from 105 churches, benefices and religious groups, 67 businesses and 61 schools, as well as those from collection points and a large number of private individuals. We have over 50 regular financial supporters who have set up either standing orders or direct debit instructions, and our quarterly Prayer and News letters go to over 200 people. We have good links with many local churches who support us with donations, gifts and prayer throughout the year.

We are incredibly grateful to all who support us in a number of ways (see OUTSIDE SUPPORT). This financial year, we have had the opportunity to speak to approximately 17 groups including Women's Institute, Mother's Union, church groups and Scouts, and took part in a number of school assemblies.

Norwich foodbank joined FoodHub, FoodCycle, The Feed and Norwich City Council to form the 'Norwich Food Poverty Alliance', officially launching in April 2019. A Food Poverty Action Plan was produced in the months immediately following this report.

## **PARTNERS:**

We have over 350 care partners who can issue vouchers to clients they are working with and 4,756 vouchers were issued within the financial year of 2018/19. Norwich Citizen's Advice, Change Grow Live, Broadland District Council, Probation and Baseline issued the most vouchers in this period, enabling 3,247 people between them to receive food parcels.

The Trussell Trust initiated an e-referral system for agencies to issue vouchers electronically, which allows limited access to our data system so agencies can see how many times the client has previously used the foodbank service and when. We have trialled this with 2 of our referral agencies so far and in the period immediately following this report, due to covid-19, 42 separate agencies began using the online referral system.

All ten of our distribution centres were able to issue free bus tickets (on First buses only) to volunteers in order to access the foodbank as well as for clients to get home from foodbank and / or to access appointments such as for health or housing throughout this period, but in November 2019, this scheme came to an end.

We began a partnership with Shelter in May 2019, who provide an advisor at our Friday distribution centre, helping and supporting those with housing and financial difficulties.

We are pleased to continue to have the support of local restaurant Figbar who, from March 2018, have donated £1 from each of their Snickers dessert sold and support our FISH clubs with donations of fresh food.

We became an advocate of Christian charity Acts 435, in June 2019 to enable us to post requests for support for specific items for clients (anonymously) which donors can choose to donate towards to. In this period, we were successful with two requests for school uniform and one for school shoes.

## **Notes to the accounts**

### **1. Accounting Policies**

In preparing the accounts the following accounting policies have been complied with:

a) The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities: Statement of Recommended Practice' published in March 2005 and applicable accounting standards and of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller entities ( April 2008)

b) Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity

c) All incoming resources are included in the statement of financial activities as they are received

i) Income received by way of grants is included when received Future grants conditional on the delivery of specific performance by the charity are noted in the Trustees' report

ii) Donated services, facilities and services provided by volunteers are not included in this financial statement

iii) Investment income is included when received

d) Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates

i) There are no costs associated with generating funds

ii) Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

iii) All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are apportioned on an appropriate basis as set out in the notes



**Statement of Financial Activities (including Receipts and Payments Account) for the year ending 31<sup>st</sup> October 2019**

		Total unrestricted and restricted funds	
	Notes	This Year	Last Year
<b>Incoming Resources</b>			
Church and School Donations	3	2,864	8,144
Grants	9	26,912	14,158
CAF grants and donations	9	1,281	10,587
Corporate Donations	9	3,032	3,040
Investment income	4	87	58
Cash gifts	3	4,249	5,228
Christmas card sales	3	809	1,059
Gift Aided donations	3	12,906	9,102
Internet giving	3	5,616	6,467
Tesco Top Up from Trussell Trust	9	3,959	3,892
Gift aid rebate	3	1,601	-
Fundraising and events	3		1,229
Other	3	1,908	2,299
<b>Total incoming resources</b>		<b>65,224</b>	<b>65,263</b>
<b>Resources expended</b>			
Charitable activities	6	60,711	54,731
<b>Net surplus (deficit) for the period</b>		<b>4,513</b>	<b>10,532</b>
<b>Fund brought forward from 2017</b>		<b>45,354</b>	<b>34,822</b>
<b>Fund carried forward at end of year</b>		<b>49,867</b>	<b>45,354</b>
Represented by:			
HSBC current account	8	3,909	2,483
HSBC instant access deposit	8	22,818	19,731
HSBC 6 month deposit bond	8	20,000	20,000
Voluntary Norfolk Float	8	3,140	3,140

**FOOD DISTRIBUTION**

In our financial year 2018/19, over 136 tonnes went out of our warehouse. Just over 110 tonnes of this was in the form of 3-day food parcels. Just over 2 tonnes went to other Norfolk foodbanks and over 2 tonnes went to supporting our FISH clubs. The remainder went to other agencies, as explained below.

All 10 of our foodbank distribution centres offer drinks and biscuits to clients on arrival and pet food, toiletries and baby items (nappies, baby food and wipes) are given as appropriate.



Three centres, St Elizabeth's, Oak Grove Community Church and Alive, offer a free hot meal to all foodbank clients at point of collection. St Elizabeth's run a café at the same time as foodbank, giving the community a place to enjoy a reasonably-priced breakfast, while Oak Grove Community Church is open to all, offering a free meal to both foodbank clients and their local community. Alive offer a free breakfast to foodbank clients, with the

same available to others in the community for £1.

We have continued to build relationships with community kitchens and groups who provide free or subsidised food to those in need. This has enabled us to donate over 3 tonnes in the financial year 2018/19 of items that we are unable to use in food parcels due to date, size or quantity, as well as supporting agencies working with a similar client group to our charity

We continue to make use of 'food waste' collected by Norwich FoodHub, with three centres receiving weekly donations. We have continued our partnership with FareShare; three distribution centres receive weekly donations through this scheme. A seventh centre also benefits from FareShare donations as the

host church has a partnership for various outreach projects, but use items received to complement foodbank parcels.

## PROJECTS

**FISH** – Food (and Fun) In School Holidays was launched in May 2014 providing a free hot meal and free fun activities to low-income families. In 2018/19, eight separate clubs took place.

All clubs are run by teams of volunteers, funded by grants and supported with donations of food from supermarkets, butchers and individuals and activities from local businesses. This support has enabled us to keep our expenses low and gives us the ability to plan well into the financial year 2019/2020. We welcomed new partnerships with Norfolk Wildlife Trust and the Norfolk library service, who have visited and provided activities for all FISH clubs during this financial year. We welcomed visits from Wisbech and Yarmouth foodbanks who were keen to start a similar project and we supported volunteers in Long Stratton to provide support to local schools.

**Christmas** – Since 2013, staff at Aviva have provided shoe boxes filled with Christmas presents to pass on to children who would otherwise be going without. In 2018, we received a large number of boxed presents alongside bags of individual gifts were delivered. We also received a lot of knitted items (jumpers, hats and scarves) from the Norfolk Knitters and various other donations from private individuals. Gifts were distributed to nine different agencies / care partners including children's centres and young people's services, providing gifts to over 240 children and parents. Aviva has committed to supporting us into the future and other businesses and groups have also pledged their support.

**Energy Bank** – This started in 2017, and supports clients with a one-off emergency gas / electric payment, through a separate voucher system alongside the foodbank vouchers. Funding was received from Norfolk Community Foundation, Carriers for Causes and private donors and ran during the winter months

providing 133 separate households with a total of £5,705. Funding has already been secured for November 2019 onwards.

## Financial Statements 31st October 2019

### BALANCE SHEET as at 31<sup>st</sup> October 2019

	Notes	Total funds This Year £	Last Year £
<b>Current Assets</b>			
HSBC current account	8	3,909	2,483
HSBC instant access deposit	8	22,818	19,731
HSBC 6 month deposit bond	8	20,000	20,000
Voluntary Norfolk Float	8	3,140	3,140
<b>Total current assets</b>		<b>49,867</b>	<b>45,354</b>
Representing:			
<b>Total unrestricted funds</b>		<b>39,637</b>	<b>32,044</b>
<b>Total restricted funds</b>		<b>10,230</b>	<b>13,310</b>
Restricted funds at 31 <sup>st</sup> October 2018:			
Norfolk Community Foundation (fuel poverty)			3,000
FISH (various, less expended)		10,230	5,310
Geoffrey Watling (office expenses)			5,000
<b>Balance remaining at 31<sup>st</sup> October</b>		<b>£10,230</b>	<b>13,310</b>

There were no outstanding debtors or creditors at this date.

## **LOOKING FORWARD**

We are amongst the first to say we would love to see the need for foodbank's end, but, with the numbers we are currently supporting, it seems unlikely that this will happen within the next few years. For this reason, we will continue to serve those in need in Greater Norwich with food parcels, as well as looking to other options and services to enable people to move out of their crisis as quickly, smoothly and easily as possible.

As explained in 'PARTNERS', we will continue to look at other ways of supporting those who come to us for practical, emergency help, including specialist advice such as Shelter and in the period after this report, we joined with Kings Lynn and Hunstanton foodbanks to apply for a grant for two Citizen's Advice workers, dedicated to working with foodbank clients within our foodbank centre settings and remotely via phone and email support.

## **PUBLIC BENEFIT**

We indicate above how during the period covered by this report we have applied our funds in furtherance of our charitable objectives for the public benefit.

We have complied with the duty in the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

## **OUTSIDE SUPPORT**

We have had several different businesses and groups help out during busy periods, a total of 17 times during the year, many of whom have supported our work for several years. Harford Manor, which caters for severely disabled children, continued their visits to the warehouse to support their local community.

We continue to enjoy positive and longstanding relationships with John Lewis, Waitrose, Asda, Kettles Crisps, GoodGym and Aviva – volunteers from these businesses and groups have supported extra shifts within the warehouse, manned supermarket collections and volunteered at FISH clubs.

Alongside the Christmas support from Aviva (see PROJECTS), in December 2018, we also received donations from Archers butchers of fresh chickens and Waitrose vouchers which we used for fresh fruit and veg, alongside items from the foodbank to make fresh food hampers for those receiving gifts.

**CHANGES AND CHALLENGES:**

As this report is being written, the UK is under lockdown due to coronavirus (covid-19) and our service provision has dramatically changed – from that of distribution centres and those in need collecting a parcel and us building relationships (see FOOD DISTRIBUTION) to that of 100% doorstep delivery to those in need. This is of course a challenging and changing time for the whole country and many churches, groups and individuals have begun supporting individuals and communities with tasks such as shopping, prescription collection and befriending, as well as food provision.

**WEBSITE AND SOCIAL MEDIA:**

We continue to receive positive feedback and engagement on our social media content and, to date, have over 2,500 followers on Facebook, over 2,400 on Twitter and over 1,200 on Instagram. We continue to run our website as part of 'Network Norfolk' and this includes at least one article each month appearing on their front page. We are very grateful to Keith Morris and his team at Network Norfolk for their support with our website.

**VOLUNTEERS:**

During our financial year 2018/19, we were supported by approximately 180 volunteers. Around 70% of these are utilised in covering 3 shifts in our warehouse, 13 weekly sessions in our distribution centres and covering the equivalent of 4 days in our office. The remainder support us on an ad hoc basis, including at supermarket collections and one-off events.

We held a volunteer celebration evening in June 2019, and around 80 people attended, from across all areas of the charity. We were delighted to receive a very timely donation from Blickling Hall, which meant all

attendees received chocolate gifts, as well as a two-course dinner, paid for by the charity and supplied by Revelation Café (a local Christian bookshop and café), as a token of our appreciation for their hard work and commitment throughout the year. The Project Manager gave a brief, informal report on the



year and Jo Stevenson, Regional Manager for the East of England at Trussell Trust spoke about the foodbank network.



Norwich Foodbank		Charity No (if any)	1143528
Annual accounts for the period			
Period start date	01/11/18	To	Period end date 31-Oct-19

## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £
			F01	F02	F03	F04
<b>Incoming resources (Note 3)</b>						
<b>Incoming resources from generated funds</b>			-	-	-	-
Voluntary income		S01	56,701	-	-	56,701
Activities for generating funds		S02	-	-	-	-
Investment income		S03	236	-	-	87
<b>Incoming resources from charitable activities</b>		S04	-	18,372	-	18,372
<b>Other incoming resources</b>		S05	-	-	-	-
<b>Total incoming resources</b>		S06	56,937	18,372	-	75,309
<b>Resources expended (Notes 4-8)</b>						
<b>Costs of Generating Funds</b>			-	-	-	-
Costs of generating voluntary income		S07	-	-	-	-
Fundraising trading costs		S08	-	-	-	-
Investment management costs		S09	-	-	-	-
<b>Charitable activities</b>		S10	52,014	13,774	-	65,788
<b>Governance costs</b>		S11	-	-	-	-
<b>Other resources expended</b>		S12	-	-	-	-
<b>Total resources expended</b>		S13	52,014	13,774	-	65,788
<b>Net incoming/(outgoing) resources before transfers</b>		S14	4,923	4,598	-	9,521
<b>Gross transfers between funds</b>		S15			-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		S16	4,923	4,598	-	9,521
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-
<b>Net movement in funds</b>		S19	4,923	4,598	-	9,521
<b>Total funds brought forward</b>		S20	36,497	10,230	-	46,727



<b><i>Total funds carried forward</i></b>	S21	41,420	14,828	-	56,248
-------------------------------------------	-----	--------	--------	---	--------

**CC17a**



**Total last  
year  
£**

F05

-
57,168
-
87
7,969
-
65,224

-
-
-
-
60,711
-
-
60,711
4,513
-
4,513

-
-
4,513
42,214

46,727

## Section B Balance sheet

	Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04
<b>Fixed assets</b>					
Tangible assets (Note 9)	B01	-	-	-	-
	B02	-	-	-	-
Investments (Note 10)	B03	-	-	-	-
<b>Total fixed assets</b>	B04	-	-	-	-
<b>Current assets</b>					
Stock and work in progress	B05	-	-	-	-
Debtors (Note 11)	B06	3,140	-	-	3,140
(Short term) investments	B07	-	-	-	-
Cash at bank and in hand	B08	41,420	14,828	-	56,248
<b>Total current assets</b>	B09	44,560	14,828	-	59,388
Creditors: amounts falling due within one year (Note 12)	B10	-	-	-	-
<b>Net current assets/(liabilities)</b>	B11	44,560	14,828	-	59,388
<b>Total assets less current liabilities</b>	B12	44,560	14,828	-	59,388
Creditors: amounts falling due after one year (Note 12)	B13	-	-	-	-
Provisions for liabilities and charges	B14	-	-	-	-
<b>Net assets</b>	B15	44,560	14,828	-	59,388
<b>Funds of the Charity</b>					
Unrestricted funds	B16	41,420			41,420
	B17	-			-
Restricted income funds (Note 13)	B18		14,828		14,828
Endowment funds (Note 13)	B19			-	-
<b>Total funds</b>	B20	41,420	14,828	-	56,248
Signed by one or two trustees on behalf of all the trustees					
		Signature		Print Name	
				Keir Hounsome	
				John Easton (reviewer)	



**Total last  
year  
£**

**F05**

-
-
-
-

-
3,140
-
46,727
49,867

-
---

49,867
--------

49,867
--------

-
-

49,867
--------

36,497
-
10,230
-

46,727
--------

Date of approval
10/07/2020
<b>10/07/2020</b>

## Section C Notes to the accounts

### Note 1 Basis of preparation

***This section should be completed by all charities.***

#### 1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (or value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP);

• and with\* 

yes
-----

 Accounting Standards;

or 

yes
-----

 Financial Reporting Standards for Smaller Entities (FRSSE);

- and with the Charities Act.

[\*\* except for the following].

***Give details in this box if a different standard has been followed.***

------------------------------------------

\* -Tick as appropriate:

• 

--

 if all relevant disclosures shown in the pack have been completed

• 

--

 if disclosures completed in these accounts have been completed in accordance with the SORP. If not, please tick "Financial Reporting Standards for Smaller Entities (FRSSE)".

\*\* - If no departures from the chosen standards have been made the boxes should be left blank.

#### 1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation basis, etc.)

***Give details in this box of any material changes that have been made.***

------------------------------------------

§ if no changes have been made to accounting policies then delete this section.

#### 1.3 Changes to previous accounts

No changes have been made to accounts for previous years.

***Give details in this box of any material changes that have been made.***

------------------------------------------

§§ if no changes have been made to accounts for previous periods then delete this section.





ost (except that investments are shown at market

nmended Practice (SORP 2005);

Smaller Enterprises (FRSSE);

**lowed.**

en given then please tick "Accounting Standards";

en restricted to those required by the FRSSE, then  
ises (FRSSE)".

n delete these words; otherwise give details of any

n rules and methods of accounting) since last year.

**been made.**

hese words.

**been made.**

hen delete these words.

## Section C Notes to the accounts (cont)

### Note 2 Accounting policies

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

### INCOMING RESOURCES

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>• της χηαριτην βεχομεσ εντιτλεδ το τη ρεσουρχεσ;</li> <li>• της τρυστεεσ αρε ωιρτυαλλη χερταιν τηεψ ωιλλ ρεχειωε τηε ρεσουρχεσ; ανδ</li> <li>• της μονεταρησ παλυε χαν βε μεασυρεδ ωιτη συφφιχιεντ ρελιαβιλιτη.</li> </ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.  Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.  Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

### EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Governance costs</b>	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
<b>Support Costs</b>	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### ASSETS

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

## Section C Notes to the accounts (cont)

### Note 3 Analysis of incoming resources

*Incoming resources may be further analysed if this would help the reader of the*

	Analysis
Voluntary income	Church, school and other donations
	Grants
	Corporate donations
	Gift aided donations
	Gift Aid rebate from HMRC
	Christmas card sales
	Internet giving
	Interest income
	Cash donations including collections at events
	<b>Total</b>
Activities for generating funds	
	<b>Total</b>
Investment income	Interest on deposit account after tax deducted
	<b>Total</b>
Incoming resources from charitable activities	
	<b>Total</b>

**accounts.**

<b>This year</b>	<b>Last year</b>
<b>£</b>	<b>£</b>
4,395	2,864
26,578	26,912
8,907	6,991
16,959	12,906
-	1,601
124	809
13,691	6,897
236	87
4,419	6,157
75,309	65,224

-	-
-	-
-	-
-	-
-	-
-	-

236	87
-	-
-	-
-	-
-	-
236	87

-	-
-	-
-	-
-	-
-	-
-	-

## Section C Notes to the accounts (cont)

### Note 4 Analysis of resources expended

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis
<b>Costs of generating voluntary income</b>	
	<b>Total</b>
<b>Fundraising trading costs</b>	Salary of Fundraiser
	<b>Total</b>
<b>Investment management costs</b>	
	<b>Total</b>
<b>Charitable activities</b>	Warehouse supplies and Big Yellow Storage
	Office rent
	Office supplies
	Car mileage
	Stationery, printing, copying and postage
	Christmas card printing
	Advertising and website
	Cost of reviewing accounts
	Computers, software and printers
	Fuel poverty payments
	Public liability insurance
	Wages paid
	Volunteers supper
	FISH club expenses
	Big Yellow storage
	Trussel Trust sub
	Transfer to Voluntary Norfolk
	Other misc
	<b>Total</b>
<b>Governance costs</b>	
	<b>Total</b>



This year £	Last year £
-	-
-	-
-	-
-	-
-	-
-	-

-	-
-	-
-	-
-	-
-	-
-	-

-	-
-	-
-	-
-	-

1,314	4,205
8,988	9,550
2,202	1,748
3,905	2,105
1,733	682
-	396
706	659
250	240
-	20
8,111	2,185
515	496
33,632	32,931
833	1,103
2,587	3,404
-	-
327	360
-	-
685	627
65,788	60,711

-	-
-	-
-	-
-	-



## Section C Notes to the accounts (cont)

### Note 5 Support Costs

*Please complete this note if the charity has analysed its expenses using activity categories and has support costs.*

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
	-			-
	-			-
	-			-
	-			-
	-			-
	-			-
	-			-
<b>Total</b>	-	-	-	-

### Note 6 Details of certain items of expenditure

#### 6.1 Trustee expenses

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
nil	nil
£	£

#### 6.2 Fees for examination or audit of the accounts

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
nil	nil
nil	nil

## Section C Notes to the accounts (cont)

### Note 7 Paid employees

*Please complete this note if the charity has any employees.*

#### 7.1 Staff Costs

	This year £
Gross wages, salaries and benefits in kind	31,375
Employer's National Insurance costs	1,789
Pension costs	468
<b>Total staff costs</b>	<b>33,632</b>

#### 7.2 Average number of full-time equivalent employees in the year

	This year Number
The parts of the charity in which the employees work	
Fundraising	-
Charitable Activities	2
Governance	-
Other	-
<b>Total</b>	<b>2</b>

#### 7.3 Defined contribution pension scheme

*Please complete if a defined contribution pension scheme is operated.*

Brief details of the scheme

One employee has been enrolled for a workplace NEST in September 2015.

	This year £
The costs of the scheme to the charity for the year	468
The amount of any contributions outstanding at the year end	
The amount of any contributions prepaid at the year end	



## Section C Notes to the accounts (cont)

### Note 8 Grantmaking

*Please complete this note if the charity made any grants or donations which in aggregate form part of the charitable activities undertaken.*

#### 8.1 Total value of grants

Purpose for which grants made	Grants to institutions Total amount £
	-
	-
	-
	-
	-
	-
<b>Total</b>	-

#### 8.1 Grantmaking costs

*If the charity's accounts are prepared on the "activity basis" please give details of any support costs associated with grantmaking. Please enter "Nil" if the charity does not identify any support costs.*

Support costs of grantmaking

#### 8.3 Grants made to institutions

*If the charity has made grants to particular institutions that are material in the context of the accounts please give details of the institution supported, purpose of the grant and total paid to each institution. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.*

Names of institutions	Purpose

**Total grants to institutions**



***e form a material***

Grants to individuals Total amount £
-
-
-
-
-
-
-

***upport cost  
ocate support***

£
---

***its grantmaking  
ch institution listed.  
ge of institutions***

Total amount of grants paid £
-
-
-
-
-
-
-
-
-
-
-

## Section C Notes to the accounts (cont)

### Note 9 Tangible fixed assets

*Please complete this note if the charity has any tangible fixed assets*

#### 9.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

#### 9.2 Accumulated depreciation and impairment provisions

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB
<b>** Rate</b>					

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

#### 9.3 Net book value

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

#### 9.4 Revaluation

*If any fixed assets have been revalued please give details of the valuer and method of valuation*

--



*\* The "transfers" row is for movements between fixed asset categories.*

*\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.*

## Section C Notes to the accounts (cont)

### Note 10 Investment assets

*Please complete this note if the charity has any investment assets.*

#### 10.1 Fixed assets investments

	£
Carrying (market) value at beginning of year	-
<b>Add: additions to investments at cost</b>	-
<b>Less: disposals at carrying value</b>	-
<b>Add/(deduct): net gain/(loss) on revaluation</b>	-
Carrying (market) value at end of year	-

*Please provide below:*

**10.2 A breakdown of the market values of investments shown above agreeing with the balance row B03.**

**10.3 A breakdown of the income from investments agreeing with SOFA row S03.**

#### Analysis of investments

	10.2 Market value at year end  £
Investment properties	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-
Investments in subsidiary or connected undertakings and companies	-
Securities not listed on a recognised Stock Exchange	-
Cash held as part of the investment portfolio	-
Other investments	-
<b>Total</b>	-

#### 10.4 Material investment holdings

**If any single investment is material in terms of its value (for example represents more than 5 p value of the charity's total investments) please provide details.**

**Investment held**

**Market Value**




**Balance sheet**

<b>10.3</b>
<b>Income from</b>
<b>investments for</b>
<b>the year</b>
<b>£</b>
-
-
-
-
-
-
-

**Percentage of the**


## Section C Notes to the accounts (cont)

### Note 11 Debtors and prepayments

*Please complete this note if the charity has any debtors or prepayments.*

#### Analysis of debtors

	Amounts falling due within one year		Amounts fall more than one year
	This year £	Last year £	This year £
Trade debtors	-	-	###
Amounts due from subsidiary and associated undertakings	-	-	###
Other debtors	-	-	3,140.0
Prepayments and accrued income	-	-	###
<b>Total</b>	-	-	3,140.0

### Note 12 Creditors and accruals

*Please complete this note if the charity has any creditors or accruals.*

#### 12.1 Analysis of creditors

	Amounts falling due within one year		Amounts fall more than one year
	This year £	Last year £	This year £
Loans and overdrafts	-	-	###
Trade creditors	-	-	###
Amounts due to subsidiary and associated undertakings	-	-	###
Other creditors	-	-	###
Accruals and deferred income	-	-	###
<b>Total</b>	-	-	-

#### 12.2 Security over assets

*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity, provide details.*

--



ing due after one year
Last year £
-
-
3,140.0
-
3,140.0

ing due after one year
Last year £
-
-
-
-
-
-

arity please

## Section C Notes to the accounts (cont)

### Note 13 Endowment and restricted income funds

*Please complete this section if the charity has any endowment or restricted income funds.*

#### 13.1 Funds held

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
FISH clubs	R	provision of 'Food In School Holidays' clubs

#### 13.2 Movements of major funds

*Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.*

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £
FISH clubs	10,230	7,185	2,587	-	-
Car mileage and IT	-	-	-	-	-
Fuel Poverty fund	-	8,111	8,111	-	-
Grant for Office Expenses	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Total Funds</b>	<b>10,230</b>	<b>15,296</b>	<b>10,698</b>	<b>-</b>	<b>-</b>

#### 13.3 Transfers between funds

*Please give details of any transfers between funds.*

From Fund (Name)	To Fund (Name)	Reason




owment

Fund balances carried forward £
14,828
-
-
-
-
-
-
14,828

Amount

## Section C Notes to the accounts (cont)

### Note 14 Transactions with related parties

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 14.1) details of such transactions should be provided in this note. If there are no transactions to report enter "None" in the relevant boxes.*

#### 14.1 Remuneration and benefits

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to or for the benefit of trustees or other related parties by the charity or any institution or company connected with it.*

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or received
		This year £
		nil

#### 14.2 Loans

*Please give details of and amounts owing to or from the charity's trustees or other related parties at the year end.*

	Name of trustee or connected party	Legal authority	Amount
			This year £
Due to trustees and related parties			nil
Due from trustees and related parties			

#### 14.3 Other transaction(s) with trustees or related parties

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or other related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £
			nil





*ained in note 6)*  
*port, please*

*a trustee or*

or benefit value
Last year £
nil

*arties by the*

t owing
Last year £
nil

*rustee or related*

Last year £
nil

## Section C Notes to the accounts (cont)

### Note 15 Additional Disclosures

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Norwich Foodbank

On accounts for the year  
ended

31<sup>st</sup> October 2019

Charity no  
(if any)

1143528

Set out on pages

1 and 2

(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. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 Commission. 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

*John Easton*

Date:

10/07/2020

**Name:** Mr John Easton

**Relevant professional qualification(s) or body (if any):** ICPA DMS

**Address:** 5 Park Avenue  
Barford. Norfolk  
NR9 4BA

<b>Section B</b>	<b>Disclosure</b>
------------------	-------------------

Only complete if the examiner needs to highlight material problems.

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