

## **Alton Christian Care Ltd**

Report of the directors and audited financial statements for the year ended 31st March 2020.

**Charity name:** Alton Christian Care Ltd

**Charity Registration Number:** 1151471

**Company Registration Number:** 08334039

**Registered Office:** Market House, 21 Lenten Street, Alton GU34 1HG

### **Directors and Trustees**

D.Cocks (resigned 3<sup>rd</sup> March 2020 )

L.Duncan

T.Pinchen (Chair)

P.Susans

T.Thomas

D.Weideman

**Operations Manager:** I.M. Dane

### **Honorary Independent Examiner:**

Felicity Brindley, Redcot, Gaston Lane, South Warnborough, Hampshire.

### **Bankers:**

HSBC , Lansdowne House, 74 High Street, Alton. GU34 1EZ

**Associated Organisation:** The Trussell Trust.

The Trussell Trust (registered Charity number 1110522 ) is the organisation to which the charity is affiliated and which sets out management and organisational standards.

### **Purpose and Aims**

The charity's purposes are set out in the company's memorandum of terms but the primary purpose is to operate the Alton Foodbank.

The main focus is the collection and distribution of food in accordance with the rules and recommendations set out by the Trussell Trust who are the overarching sponsors for more than 400 foodbanks throughout the UK.

A secondary object has been established which is the operation of a school uniform bank for local schools in the immediate area.

### **How our activities deliver public benefit.**

#### Food Supply

A wide range of people from all backgrounds and irrespective of race or belief derived benefit from our activities.

In the reporting year we collected donations of approx. 14.6 tonnes of food and distributed approx. 14.9 tonnes of food. We redeemed 574 vouchers in the reporting period. Total number fed was 1686, comprising 898 adults and

788 children under age 16. This represents approximately 5000 days worth of provided. Sadly it also represents a substantial increase from the 374 vouchers in the preceding reporting year.

Low income now accounts for as many voucher referrals as benefit changes and delays together.

*An analysis of the vouchers issued by location and type of crisis is given at annex one and two of this report.*

Support is given to the SDAS women's refuge in Alton. In addition we passed surplus food stocks to other Trussell Trust foodbanks such as Basingstoke and Farnborough and Stockport and small amount to other local organisations such as another local charity, Bushy Leaze and the local Women's refuge, to ensure that the Charity maintained appropriate levels of stock within the correct date parameters and avoid stock surpluses for particular date ranges did not become unused and therefore wasted.

The Trussell Trust recommendation that we supply three days' worth of meals for a maximum of three occasions has been followed with a few rare exceptions where circumstances required a more relaxed policy. In practice many of the people using our service have been the subject of benefit changes, cuts and delayed appeals etc. An increasing proportion are found to be on minimum wage flexible working hour contracts with insufficient work periods to support a reasonable income during a working week. Analysis of the statistics is given below.

The Charity does not undertake assessments of need but relies on referrals with vouchers issued from Citizens Advice Bureau, Social Services, schools, doctors etc.

#### Primary School Uniform Bank Policy

The Foodbank has continued to collect and offer school uniform for both primary and secondary schools. To ensure that the stock levels matched local requirements the Trust donated surplus uniform to Starfish Malawi charity in Malawi, a charity supported by one of the local churches.

#### **External use**

It should be recorded that the Foodbank makes available its premises for use as their base by the "Town Pastors" organisation during their work on Friday and Saturday evenings around the Town's public houses.

#### **Structure Governance, Management and Operation.**

The Foodbank has continued to operate as a separate entity but with close links to other Alton Charities. The lead Church in the town continues to be the Butts Evangelical Free Church. Arrangements are in place to ensure that there is no conflict of interest between the two organisations as the Trustees have a dual role as members of the Church (some as Trustees) as well as directors of the Charity. Our manager, Ian Dane, also has a role as a Trustee of the Grain House Trust and equally arrangements are in place to ensure that there are no conflicts of interest as that Trust is landlord of our Warehouse.

The Trust is governed by the Board of Trustees who are also the directors for Company Act purposes. The directors meet quarterly unless a special meeting is required although email decision making takes place where necessary.

The Trustees devolve day to day operation to their manager who is responsible for maintain an operations board on which sit representatives of the local participating churches and which deal with the day to day operating issues. This operations board also meets quarterly or as required.

There are some 40 volunteers overall, including Trustees and manager who give their time to staffing the distribution centre and running the warehouse. The turnover of volunteers is low and there is a waiting list. Apart from repayment of specific authorised expenses no remuneration is claimed by or paid to volunteers and Trustees other than the manager.. It should be additionally noted that a number of volunteers regularly use their own vehicles to transport crates of food between warehouse and distribution centre without payment.

It is difficult to quantify the value of the activities carried out by volunteers, however, based on an average of three persons per minimum 2 hour session in warehouse and distribution centre twice a week it is easy to calculate that well in excess of 600 man hours is given freely by volunteers. As the time involved is greater than this per session

plus additional times for special activities such as audit and dealing with Christmas bulges in donations this figure is likely to be a significant underestimate.

Although it is difficult to put a value of this volunteer activity it is likely that to provide this amount of help would be in the order of £8000 per annum if staff had to be paid at close to the minimum wage.

### **Serious Incidents**

No financial fraud or safeguarding incidents were reported to the Trustees during the accounting period.

### **Property**

The Trust continues to benefit from free accommodation for its warehouse facility from another charitable trust. The lease for the distribution centre, operating from a shop unit in the Market Square, Alton owned by the Town Council which was originally for one year continued with a new lease. The rent is less than market rent .

Business rates form a significant part of the charities unavoidable outgoings as well as the standing charges for Water and Sewage. Electricity is billed monthly by the Town Council as Landlords from their joint arrangements for the Town Hall.

The trust continued minor works at its new warehouse facility, this proved invaluable in dealing with the increased stock levels and management of safe working practices.

### **Risk Management**

The Trustees review the major risks to the Charity and are also responsible for Health and Safety. An induction pack covering operational systems and general H&S advice is given to volunteers.

Data protection is monitored by one Trustee and another takes the lead on child and adult protection issues.

Two Trustees act as line manager for the employed member of staff and for management and other issues raised by volunteers that they feel that they wish to raise away from the manager.

The greatest risk identified at the end of the accounting period is the need to generate additional donations to match our continuing outgoings.

### **GDPR**

The Trussell Trust produced documentation and guidelines for the use of its web sites, database and general handling of paper and other records. A Trustee has audited our data holdings using the Trussell Trust guidelines and after minor amendments ACC Ltd. is believed to be compliant with the law.

### **Responsibilities of the Trustees**

Trustees as directors are required to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of those resources, including income and expenditure, for the financial year.

### **Grants and income**

The Trust has received several grants from organisations for which the Charity is grateful. In addition there have been a substantial number of small cash donations, through collecting tins, standing order or simple cash receipts. It is the policy of the Trust to acknowledge all receipts personally, but that individual donors shall remain anonymous unless publicity is authorised.

### **Accounting.**

In the previous accounting year the financial records were kept on an excel spreadsheet. The Trust had purchased for trialling a copy of the charity version of Sage. During the year this was brought into use by the Treasurer who should be thanked for the way in which she was able to decipher the internal working of the package so that it could be used to produce the accounting figures shown at the end of this report.

## Trussell Trust Audit

As part of our agreement with the Trussell Trust we accept a liability to be audited by them. As reported last year the most recent audit took place on the 1<sup>st</sup> May 2019 just after we had moved the warehouse contents into the new premises. We received an "excellent" marking and no issues were found that needed to be reported to Trustees or mentioned in next year's annual report.

It should be noted that food is recorded by weight to one decimal place only and over time reasonable assumptions made as to the weight of boxes and cartons can affect the overall calculations as can the rounding elements in the weighing process. Steps are taken to regularly check for items becoming out of date and a significant element in the figure for goods that had to be disposed relates to items donated that were already out of date or damaged.

## Response to Corona Virus

This report is unusual in that it covers the period when there were substantial changes to the way in which the charity had to operate to accord with the Government guidelines and restrictions on movement.

Our initial response was to close our shop and just distribute prepacked bags and boxes from a table outside, this avoided people queuing and volunteers serving in a confined space. As the lock down increased we shut the shop completely and resorted to home delivery of prepacked food bags. The number of volunteers available reduced due to health conditions and their need to self-isolate. We are able to keep systems running by allowing cohabiting groups to operate alone packing bags and putting food onto the shelves. Two local firms, Gorilla Spirits and Cutting Edge Media offered the use of their vans and drivers to deliver the food parcels and directors agreed to pay their expenses. At this stage demand for our services dramatically increased as shown in the graph below. Equally because of the shortages in shops our donated food levels fell and stock levels were reduced to a minimum.

To ensure that we continued operating arrangements were put in place to obtain cash and carry food, initially through the use of a card operated by a local scout troop, then in our own name. Again Trustees are grateful for the time spent in organising collecting these supplies and those individuals who allowed their own bank cards to be used subject to reimbursement.

As a further response there were additional governance actions that needed to be put in place.

Firstly, the directors agreed to hold an extraordinary meeting over Zoom, this meeting authorised substantial increases in delegations as food purchases had become substantial as well as the authorisation process for payments. Directors agreed to run down reserves to a minimum level over three months.

Secondly, the directors agreed back up plans for key posts such as the manager and treasurer.

Thirdly, Mrs L. Duncan was formally appointed as deputy chair.

Fourthly, the directors started to put in place the electronic referral system produced by the Trussell Trust.

Fifthly, the directors agreed that the annual stock take which was organised for the end of March would have to be abandoned and that we would work on book figures only. This means that next year's accounts will have a higher figure for reconciliation, but on the basis of previous years there is nothing in the directors knowledge to cause concern that the differences will be the same percentage order as in previous years.

It should also be noted that the Trussell Trust authorised the removal of the need to date food. This was because the stocks were being turned over so quickly that it was unlikely that food would be come out of date.

Notwithstanding this it is possible that some items needed to be so tightly packed that, such as milk, that they will have been overlooked. A slight rise in our disposal volume in the next reporting year is anticipated.

Although material to the next years report it should be noted that the Charity benefited in April 2020 from a quarters rent reduction by the Alton Town Council, rate freeze by EHDC, the small business corona virus grant and substantial donations. **On examination of the risks, directors had confidence that the charity could sustain its operations with a high level of purchases for a substantial proportion of the year.**

Trustees are grateful of the time spent by volunteers and especially the manager in dealing with this extraordinary set of events. **This meant that the Foodbank met its objectives day in day out.**



T. Pinchen

Chairman of Trustees

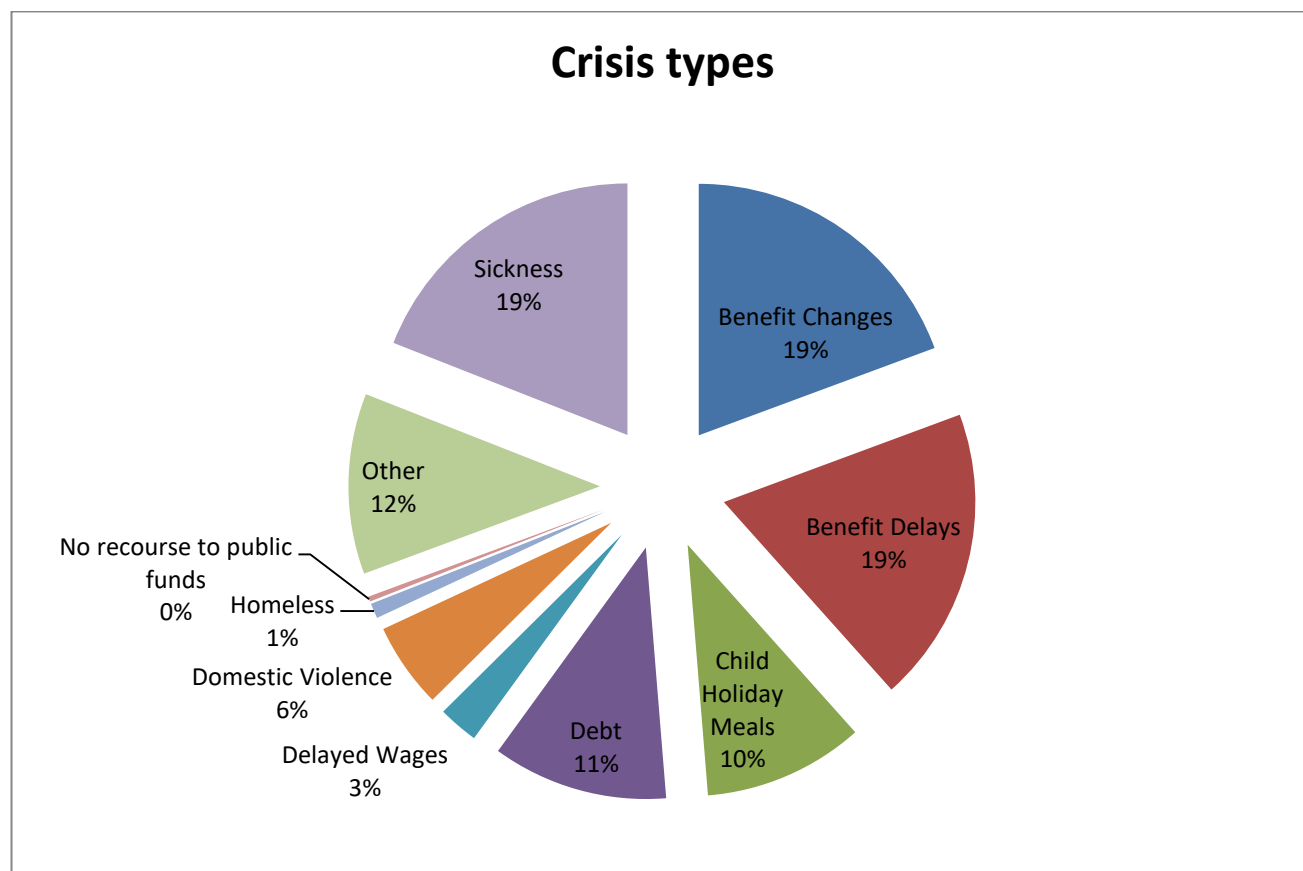
Report approved by Trustees on  20th July 2020

## **Annex 1 – Vouchers**

<b>Ward</b>	<b>No. Vouchers</b>	<b>Adults</b>	<b>Children</b>	<b>Total</b>
Alton Amery	34	52	34	86
Alton Ashdell	41	56	36	92
Alton Eastbrooke	136	231	197	428
Alton Holybourne	49	73	78	151
Alton Westbrooke	54	70	44	114
Alton Whitedown	29	51	70	121
Alton Wooteys	107	169	172	341
Bentworth & Froyle	4	6	3	9
Binsted, Bentley & Selborne	13	27	33	60
Bramshott & Liphook	3	8	4	12
Farnham Bourne	1	2	0	2
Farnham Castle	1	3	1	4
Farnham, Shortheath and Boundstone	1	1	3	4
Four Marks & Medstead	46	7	67	137
Frensham, Dockenfield and Tilford	2	2	4	6
Headley	1	2	0	2
Liss	2	4	2	6
No Fixed Abode	8	9	1	10
Petersfield Causeway	2	4	0	4
Ropley, Hawkley & Hangers	5	7	1	8
Unknown	10	17	23	40
Wellington	2	4	2	6
Whitehill Castle	16	16	0	16
Whitehill ,Hogmoor & Greatham	5	9	7	16
Whitehill Pinewood	2	5	6	11
<b>Totals</b>	<b>574</b>	<b>898</b>	<b>788</b>	<b>1686</b>

## Annex 2 - Crisis Types

Crisis	No. Vouchers	Adults	Children	Total
Benefit Changes	60	102	80	182
Benefit Delays	59	83	54	137
Child Holiday Meals	32	62	78	140
Debt	35	56	39	95
Delayed Wages	8	13	2	15
Domestic Violence	17	18	29	47
Homeless	3	3	0	3
Low Income	264	398	323	721
No recourse to public funds	1	1	2	3
Other	36	66	56	122
Sickness	59	96	125	221
<b>Totals</b>	<b>574</b>	<b>898</b>	<b>788</b>	<b>1686</b>



### Annex 3 - Family Types

Size of Family	No. Vouchers
Couple	44 (7.67%)
Family	169 (29.44%)
Other	54 (9.41%)
Single	165 (28.75%)
Single Parent	142 (24.74%)
<b>Totals</b>	<b>574</b>

### Age Groups

Age Group	Number of people
Adults (17 - 24 yrs)	141
Adults (25 - 64 yrs)	736
Adults (Over 65 yrs)	14
Adults (unknown age)	7
Children (0 - 4 yrs)	205
Children (12 - 16 yrs)	207
Children (5 - 11 yrs)	370
Children (unknown age)	6
<b>Totals</b>	<b>1686</b>

It is significant that in March 2020, with the onset of Corvid shutdown, some 99 vouchers were redeemed representing 355 adults and children or nearly a fifth of the entire year in one month.

Alton Christian Care Ltd  
Audited Statement of Financial Activities  
For the year ended 31 March 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2019-20 £	Total Funds 2018-19 £
<b>Incoming resources</b>					
Incoming Resources from					
Generated funds:					
Voluntary income:					
Donations	2a	25507	2000	27507	27596
Investment Income	2b				83
Incoming resources from					
Charitable activities:					
Donated food stock	3	25700		25700	17586
Other Incoming resources:					
Gift-aid tax refund	2c				1436
Total Incoming resources		<u>51207</u>	<u>2000</u>	<u>53207</u>	<u>46701</u>
<b>Resources Expended</b>					
Costs of generating funds:					
Costs of generating voluntary					
Income	4a	32653	1400	34053	27608
Charitable activities:					
Cost of food distributed	4b	26599		26599	18049
Governance costs	4c	-	-	-	-
Total resources expended		<u>59252</u>	<u>1400</u>	<u>60652</u>	<u>45657</u>
Net incoming/(outgoing) resources					
Before other recognized					
Gains or losses	5	(6845)	600	(7445)	1639
<b>Net movement of funds</b>					
Reconcillation of funds					
Total funds brought forward		38804	203	39007	39007
Total funds carried forward		30758	803	31561	31561

All incoming resources and resources expended derive from continuing activities.

Alton Christian Care Ltd  
Balance Sheet  
As at 31 March 2019

		2020		2019
	Notes	£	£	£
Fixed Assets				
Tangible Assets	8	-	-	-
Current Asssets				
Closing Stock	9	4293		5192
Debtors	10			
Investment		-		-
Cash at bank		17268		33815
Savings A/C Newbury B.S.		10000		
		-----		-----
		31561		39007
Creditors: amounts falling				
Due after one year	11a		-	
			-----	-----
Net current assets			31561	39007
Creditors: amounts falling				
Due after one year	11b		-	-
Net Assets				
Funds of the charity				
Unrestricted funds			30758	38804
Restricted funds	12		803	203
<b>Total Funds</b>			31561	39007

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by all the Trustees on 30<sup>th</sup> July 2020 and signed on its behalf by:

M. Pamplin Moya Pamplin, Treasurer

**Notes forming part of the Financial Statements for the year ended 31 March 2019**

1. Accounting Policies

The principal accounting policies are summarized below. The accounting policies have been applied consistently throughout the year.

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

The Trussell Trust's basis of valuation for food stock is adopted. Currently it is £1.68 per kilogram.

(b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donors.

(c) All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

Voluntary income is received by the 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 recognized 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.

(d) Resources expended

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

Costs of generating funds comprise the costs associated with attracting voluntary income and costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Charitable expenditure denotes the value of food stock distributed to all beneficiaries.

(e) Fixed Assets

Fixed assets costing below £1000 are not capitalized.

2(a) Donations

	Unrestricted £	Restricted £	Total £
Donors			
Total Gift Aided Donations	2427		2427
Total Non Gift Aided Donations	15460	2000	17460
Total Grants	7620		7620
EHDC 920 / Alton Parish Grants 1700/ Trumark Trust 5000			
<u>Donations over £1000</u>			
Sir James Scott	1000		
Church of the Good Shepherd	3079		
Mizpah Trust (Restricted Fuel Vouchers)	2000		
Golden Giving	1369		
Alton School Fund Raising	1587		
Newbury Building Society	2912		
<b>TOTAL DONATIONS</b>			<b>27507</b>

- (c) Other incoming resources  
 Gift-aid tax to 31 March 2019 £518 was received in April 2020. This will appear in the next financial year. Gift Aid Tax will be applied for the year to 31 March 2020 in the coming financial year.

3. Incoming Resources from charitable activities  
 As our main charitable activity is that of food distribution, the donated food stock is valued at Trussell Trust's recommended valuation of £1.75 per kilogram and treated as an incoming resource. The value of food stock received from 1 April 2019 to 31 March 2020 was 14,686 kg x £1.75 per kg = £25,700

4. Total Resources expended	
(a) Costs of generating voluntary income:	£
Managers wages	7280
Rent	3960
Rates	907
Heating/Lighting Distribution & Warehouse	605
Water Rates	150
Insurance	598
Trussell Trust fees	360
Fees (accountancy)	523
General expenses	786
Warehouse move expenses	14182
Distribution Centre expenses	1198
Other (food, uniform, fuel)	3504
Total expenses	<u>34053</u>

Note x: £1600 of Co-operative vouchers were purchased for fuel £1400 of which was taken from funds restricted for this purpose only.

- (b) Charitable activities:  
 The value of food stock distributed from 1 April 2019 to 31 March 2020 was 14,957 kg x £1.75 per kg = £26175 + £424 destroyed = £26599  
 Stock lost/destroyed being damaged or out of date (nominal value £424)

- (c) Governance costs:  
 Our honorary independent examiner does not charge a fee for her services.

5. Net incoming/Outgoing Resources for the period

This is stated after charging the part-time manager's wages and expenses of £7280 No employee received emoluments of more than £10,000 p.a.  
 The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:  
 Part-time Manager for warehouse and distribution centre: 0.5

6. Trustee Remuneration & Related Party Transactions  
 No member of the management committee received any remuneration during the year. 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.

7. Taxation  
 As a charity, Alton Christian Care Ltd is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

8. Tangible Fixed Assets  
 None has been purchased

9. Current Assets  
 Stock: This is the value of the closing food stock calculated as follows:

Opening Food stock as at 1 April 2019	£5192
Add donated food stock (Note 3)	<u>£25700</u>
	£30892
Less distributed food stock (Note 4b)	<u>(£26175)</u>
Less stock destroyed	(£ 424)
TOTAL	£4293

Closing food stock as at 31 March 2020 £4293  
\*(un-audited stock due to Covid-19)

10. Debtors:
- |                      |     |
|----------------------|-----|
| Prepayment Insurance | 597 |
| Trussell Trust fees  | 360 |
| Data Protection Fees | 35  |
| Gift-aid tax refund  | 518 |
11. Creditors: Amounts falling due within one year none


**CHARITY COMMISSION  
FOR ENGLAND AND WALES**
**Independent examiner's  
report on the accounts**
**Section A**
**Independent Examiner's Report**

<b>Report to the trustees/ members of</b>	Charity Name: <b>ALTON CHRISTIAN CARE LIMITED</b>		
<b>On accounts for the year ended</b>	<b>31 MARCH 2020</b>	<b>Charity no (if any)</b>	<b>1151471</b>
<b>Set out on pages</b>	<b>1 &amp; 2</b> <small>(remember to include the page numbers of additional sheets)</small>		
<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2020.</p>			
<b>Responsibilities and basis of report</b>	<p>As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>		
<b>Independent examiner's statement</b>	<p>I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:</p> <ul style="list-style-type: none"> <li>• accounting records were not kept in accordance with section 130 of the Act or</li> <li>• the accounts do not accord with the accounting records</li> </ul> <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>		
<b>Signed:</b>			<b>Date:</b> <b>13 JULY 2020</b>
<b>Name:</b>	<b>FELICITY BRINDLEY</b>		
<b>Relevant professional qualification(s) or body (if any):</b>			
<b>Address:</b>	<b>REDCOT, GASTON LANE</b> <b>SOUTH WARBOROUGH</b> <b>HAMPSHIRE. RG29 1RH</b>		

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

For clarity, I advised that incoming donations should be clearly split into two - those that were gift aided and those that were non-gift aided. This was amended on the final agreed accounts to my satisfaction.