



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	June	2019		31st	May	2020

## Section A Reference and administration details

**Charity name** Warrington Foodbank

**Other names charity is known by** None

**Registered charity number (if any)** 1152525

**Charity's principal address** Warrington Foodbank.

Unit 9 Tanning Court

Warrington

**Postcode** WA1 2HF

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Hilda Ann Whitfield	Chair		Foodbank members (AGM)
2	David McDonald	Secretary / Project Manager.		Foodbank members (AGM)
3	Susan Blythe			Foodbank members (AGM)
4	Margaret Pennell			Foodbank members (AGM)
5	Andrew McDade			Foodbank members (AGM)
6	Anne Tobiasen			Foodbank members (AGM)
7	David George Okell			Foodbank members (AGM)
8	Melvin Allmark			Foodbank members (AGM)
9	Paul Crane	Treasurer.		Foodbank members (AGM)
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Legal Adviser	Fiona Bruce LLP	3 Grappenhall Road, Warrington. WA4 2AH

**Name of chief executive or names of senior staff members (Optional information)**

David McDonald (Company Secretary)

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Recommended by members / trustees. Elected at the Annual General Meeting. Between Annual General Meetings, appointed by existing trustees.

**Additional governance issues (Optional information)**

Trustees are generally selected from the body of members and voted into post at the Annual General Meeting. Those being proposed are encouraged to discuss the role with current trustees and are provided with the Charity Commission Booklet "The Essential Trustee". They are also required to fill in a trustee self-declaration form to ensure they are not barred from fulfilling the role.

Hilda Whitfield (chair) has worked closely with David McDonald who is the Secretary and Project Manager and also Paul Crane who is the Treasurer. The wider body of trustees bring skills and experience that aid in the proper management of the charity,

Rob Booth remains our only paid staff and fulfils the important and demanding role of Warehouse Manager, meeting regularly with trustees.

The charity as a whole depends on its many wonderful volunteers who put in an incredible number of voluntary hours. Without their help and support this work would not be possible.

As a charity we work under the guidelines of the Trussell Trust, whom we are affiliated to. This provides us with the benefits of a comprehensive Operations Manual providing the core of our policies and procedures, together with an excellent Information Technology system upon which we record and report upon our operation. These systems help us to manage the charity and minimise risk. Further expertise can be called upon from Trussell Trust if the trustees require it and we are subject to their Compliance Audits.

In May of 2018, with help from Trussell Trust, we implemented GDPR changes to bring us into line with the new law.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To relieve persons in Warrington and surrounding areas who are in conditions of need, hardship or distress by the provision of food, in such ways as the trustees see fit.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The key purpose of Warrington foodbank is summed up in its objects, namely to relieve persons in Warrington and surrounding areas who are in conditions of need, hardship or distress by the provision of food, in such ways as the trustees see fit.

The trustees have carefully considered the Charity Commission guidance on public benefit and are satisfied that the charitable aid, namely food, that is provided, is made available to the "public" in such a way as to relieve poverty and seek to prevent the need reoccurring. The "benefit" that results means that the hungry are fed and that positive signposting is given to aid the individual in the medium term.

Our charity operates a "voucher only service" and relies upon partnership with agencies that carry out the assessments for vouchers. This practice of working with agencies, located across the town, provides the trustees with confidence that the public are helped appropriately and that everything possible is done to ensure that core issues are addressed. The agencies we work with range from Housing Associations to Mental Health professionals, from Schools to those working with ex-armed services personnel.

Once a voucher has been issued, the individual collects the food at one of our seven distribution centres. These are located at:

Unit 2 Tanning Court – Town Centre  
 Emmaus Church – Orford  
 Quench Café – Culcheth  
 Hood Manor Methodist Church – Sankey Valley  
 St Thomas' Church – Stockton Heath  
 Birchwood Community Centre – Birchwood  
 Fearnhead Cross Community Centre.

The "benefit" can be best demonstrated by the figures shown later.

**Additional details of objectives and activities (Optional information)**

Warrington Foodbank relies upon a number of things in order to fulfil its objects. The trustees would therefore like to record their thanks to:

Our many volunteers in whatever capacity.

Warrington Borough Council for the provision of 2 warehouses on an affordable basis and their continued support.

We have now had our 1<sup>st</sup> year in unit 2 Tanning Court using this facility as our main distribution centre and reserve warehouse. With the greater area of space we have been able to deal with the needs of many more people who need to use this service.

We would like to thank the supermarkets in Warrington, Tesco, Morrison's, Sainsbury's, Asda, the Co-op as well as many churches, schools, businesses, charities and individual donors for your generous support.

Particular mention goes to the following businesses: Torus Housing, Central Car and Van Hire, Gulliver's World, Unilever and United Utilities, The Ombudsman Service, Warrington Housing Association. Bentleys Citroen Dealership, Aesha,

Rolls Royce, New Balance, and Balfour Beatty (Highways England)



**Summary of the main achievements of the charity during the year**

Many local Schools and Churches partnered with us again with regular collections adding to the generous Harvest Festival donations.

During the period 1<sup>st</sup> May 2019 to 30<sup>th</sup> April 2020:

- 93,310 kg of food was donated to us (a 18.3% increase on previous year)
- 88,051 kg of food was distributed by us (a 11.7% increase on the previous year).
- During the same period 8655 three day food parcels were provided to local people on vouchers. These equate to 86,550 meals and, this year like previous years, 54.2% of these meals have gone to children.

These 86,550 meals represent a 19% increase upon the previous year.

Partner agencies, which are responsible for issuing our vouchers, number 93, a small increase on the previous year. A number of agency staff continue to volunteer for us in their spare time because they see the directly beneficial effect of the service.

We are concerned that there is no indication of a reduction in need for our services, rather a growth of need. It is alarming that food poverty in our area and country continues to grow with no sign of slowing.

Again, our statistics show that every Council Ward has received vouchers with the most deprived areas showing most need but also recording and highlighting that no area is exempt from need. 57.7% of meals go to people suffering from benefit changes or delays, up 4.7%. Almost 38% have some form of earned income but are struggling to make ends meet, and 5% goes to individuals or families suffering homelessness (Homelessness covers a wide range of situations from families housed by the local authority in emergency bed and breakfast accommodation to single people who are street homeless).

When Warrington Foodbank was started eight years ago, it was thought that five years would be long enough to relieve the crisis that people were suffering. Unfortunately that wasn't the case and the foodbank is still needed. Maybe once Universal Credit is fully active, some will not need the foodbank, but we now believe that the need is ingrained and we cannot see a time when it will not be needed.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Warrington foodbank currently holds at 31<sup>st</sup> May 2020 a bank balance of £101,513.11 compared to the £24,259.76 held at the same time last year. This is an extremely generous increase in funds over the year and has entirely arisen since the end of January, in response to the Covid-19 pandemic.

The vast majority of income is from 'ad-hoc' donations rather than regular commitments, which in combination with the unpredictability of the public's need for foodbanks in the future makes financial planning difficult. This suggests a cautious approach to reserves is appropriate. However, the extraordinary generosity of all our supporters over the last few months means that our current balance of cash and food-stocks provides a sound basis to support the local community through the current and forthcoming crisis and indicates that intensive fund-raising initiatives are not currently warranted.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

The majority of the additional donations have come from the overwhelming, and to a large extent unsolicited, generosity of our traditional supporters: individuals, community organisations and businesses. A particularly notable change this year has been the proportion of donations arising from online-giving, primarily via Kindlink and PayPal. The last few months has also opened up the opportunity to apply to funds that have been set up to assist in Covid-19 response. This has resulted in support from businesses such as Torus Foundation, Yorkshire Building Society and Vinci (amongst many others) and, for the first time, in a restricted grant from Cheshire Community Foundation.

The equally generous increase in food donations has meant that there has been relatively little need to draw on these funds to replace food-stocks – so far. However, it is anticipated that the need for our services will increase markedly when furlough ends, resulting in many redundancies, and that the current level of food donations from businesses will diminish over time.

Regular outgoings have increased greatly over the last few weeks. In addition to running two warehouses (Units 2 and 9), the continued generosity of Warrington Borough Council has meant that at short notice we have also taken on Unit 19 to accommodate the additional food storage. This will result in additional costs over the next financial year, and represents a trebling of regular warehousing costs over an 18-month period. In response to the additional workload Rob Booth's working hours have been increased by 50%. These will place a much higher demand on finances over the next financial year.

## Section F

## Other optional information

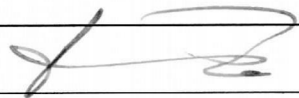
As the covid 19 pandemic took hold over the British Isles, we at Warrington foodbank were asked by Warrington Borough Council to assist them on feeding vulnerable, frail, and disabled families in Warrington who were either shielding or self isolating. We developed an excellent working partnership with the council which also opened up to Warrington foodbank an opportunity to serve the senior citizens of the town who had never previously used our facility due to pride and self dignity. We trust that we can now continue this service to those more elderly people once the pandemic has passed.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>H.A. Whitfield</i>	
Full name(s)	Hilda Ann Whitfield	David McDonald
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	<i>15<sup>th</sup> July 2020</i>	



## Receipts and payments accounts

For the period from 1 June 2019 to 31 May 2020

<b>RECEIPTS</b>	<b>2019/20</b>	<b>2018/19</b>	<b>[Notes]</b>
Business Giving	£19,854.25	£18,962.61	[1]
Church Giving	£3,110.00	£879.90	
Community Group Giving	£18,682.40	£0.00	
Giving via Agency	£43,251.09	£0.00	
Gift-Aid Tax Recovered	£6,630.03	£364.27	
Personal Giving	£21,577.50	£6,116.00	
Other Giving	£344.78	£16,968.26	
Other Receipts	£5,998.61	£1,829.22	
Covid 19 Response (Restricted Fund)	£5,000.00	£0.00	
<b>Total receipts</b>	<b>£124,448.66</b>	<b>£45,120.26</b>	

<b>PAYMENTS</b>	<b>2019/20</b>	<b>2018/19</b>	
Trussel Membership	£360.00	£360.00	[2]
WBC Charges for Warehouses	£2,252.18	£1,667.32	
Utilities	£5,355.85	£4,579.61	
Maintenance & Waste Collection	£1,308.46	£0.00	
Equipment	£1,542.11	£1,371.06	
Insurance	£2,404.47	£1,258.13	
Wages	£11,492.97	£10,953.38	
Van Hire & Diesel	£2,302.25	£7,124.97	
Emergency Food Supplies	£0.00	£411.69	
Expenses	£0.00	£1,386.68	
Admin, Supplies & Publicity	£1,074.47	£1,304.58	[3]
Legal	£816.00	£1,713.12	
New Distribution Centre - set up and fit out	£13,997.58	£6,300.92	
Covid 19 Response (Restricted Fund)	£4,288.97	£0.00	
<b>Total payments</b>	<b>£47,195.31</b>	<b>£38,431.46</b>	

<b>Account Balances</b>			
	<b>Current</b>	<b>Savings</b>	<b>Total</b>
Closing balance from 31 May 2019	£24,259.76	£0.00	£24,259.76
Surplus of Receipts over Payments			£77,253.35
Cash balance at 31 May 2020	£11,504.75	£90,008.36	£101,513.11
Other monetary assets at period end (from next page)			£10,363.96
Liabilities at period end (from next page)			£1,500.38
Restricted funds (see Covid-19 response above)			£8,580.49
Unrestricted funds available after providing for assets & liabilities			£101,796.20

### Notes:

[1] 2018/19 sum includes 'Grants' of £7,823.54

[2] 2018/19 sum is 'Heating & Lighting' + 'Telecoms'

[3] 2018/19 sum includes 'Postage' of £20.88 and 'Printing' of £558.96



# Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted Funds [1]	Restricted Funds [2]	Total
Cash funds	Current account (Co-Op Bank)	£10,793.72	£711.03	£11,504.75
	Savings account (Co-Op Bank)	£90,008.36	£0.00	£90,008.36
	<b>Total cash funds</b>	<b>£100,802.08</b>	<b>£711.03</b>	<b>£101,513.11</b>
Other monetary assets	Gift Aid reclaim due - KindLink	£2,243.25	£0.00	£2,243.25
	Gift Aid reclaim due - direct gifts	£251.25	£0.00	£251.25
	Grants promised but not received	£0.00	£7,869.46	£7,869.46
	<b>Total other monetary assets</b>	<b>£2,494.50</b>	<b>£7,869.46</b>	<b>£10,363.96</b>
Investment assets	None	£0.00	£0.00	£0.00
Assets retained for the charity's own use [3]	Foodstocks (Insured value)	£71,860.00	£0.00	£71,860.00
	Office equipment	£2,500.00	£0.00	£2,500.00
	Warehouse equipment	£4,000.00	£0.00	£4,000.00
	Kitchen & meeting area equipment	£1,500.00	£0.00	£1,500.00
	<b>Total assets retained for the charity's own use</b>	<b>£79,860.00</b>	<b>£0.00</b>	<b>£79,860.00</b>
Liabilities	Tax and NI owed to HMRC, est.	£40.00	£0.00	£40.00
	Wages outstanding	£0.00	£0.00	£0.00
	Pension owed to NEST	£30.38	£0.00	£30.38
	Rents etc owed to WBC (Unit 19) est.	£100.00	£0.00	£100.00
	Utilities for Unit 19, est.	£50.00	£0.00	£50.00
	Water bill for Unit 2, est.	£1,280.00	£0.00	£1,280.00
	<b>Total Liabilities</b>	<b>£1,500.38</b>	<b>£0.00</b>	<b>£1,500.38</b>

## Notes:

- [1] Unrestricted funds are available for the general purposes of the Charity  
 [2] Restricted funds are only available for specified purposes. Currently this is 'Response to Covid-19'  
 [3] The value of assets retained for the charity's use are an estimate based on historic purchase prices with an allowance for depreciation  
 [4] Format of these accounts is based on Charity Commission template CC16a

Prepared by Paul Crane (Treasurer)

Signed

*PM Crane*

Dated

07-Aug-20

Checked by David McDonald (Manager)

Signed

*[Signature]*

Dated

10 Aug 2020

Independent Examiner

Signed

*A. Colville*

Dated

7/8/2020



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Warrington Foodbank

On accounts for the year  
ended

31-05-2020

Charity no  
(if any)

1152525

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/05/2020.

Responsibilities and  
basis of report

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").

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.

Independent  
examiner's statement

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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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.

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

Signed:

A. Colville

Date:

7/8/2020

Name:

ANDREA COLVILLE

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

—

Address:

6 BRIERS CLOSE

WARRINGTON

WA2 0DN

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.

<p>Set out on page</p> <p>On accounts for the year ended</p> <p>Report to the trustees/members of</p>	
<p>21-03-2022</p> <p>Charity no (if any)</p>	<p>21-03-2022</p> <p>Charity no (if any)</p>
<p>Responsibilities and basis of report</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(2)(b) of the Act.</p> <p>I have completed my examination. I confirm that the accounts have been examined in accordance with the applicable directions given by the Charity Commission under section 145(2)(b) of the Act.</p> <p>Accounting records were kept in accordance with section 130 of the Act or</p> <p>the accounts do not accord with the accounting records</p> <p>I have no concerns as to the accuracy of the accounts 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>Please quote the words in the brackets if they do not apply.</p>	
<p>Signed</p> <p>Name</p> <p>Relevant professional qualification(s) or body (if any)</p> <p>Address</p>	<p>Signed</p> <p>Name</p> <p>Relevant professional qualification(s) or body (if any)</p> <p>Address</p>





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	Utilities for Unit 19, est.	£50.00	£0.00	£50.00
	Water bill for Unit 2, est.	£1,280.00	£0.00	£1,280.00
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 [4] Format of these accounts is based on Charity Commission template CC16a

Prepared by Paul Crane (Treasurer)

Signed

*PM Crane*

Dated

07-Aug-20

Checked by David McDonald (Manager)

Signed

*[Signature]*

Dated

10 Aug 2020

Independent Examiner

Signed

*A. Colville*

Dated

7/8/2020



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Warrington Foodbank

On accounts for the year  
ended

31-05-2020

Charity no  
(if any)

1152525

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

Signed:

A. Colville

Date:

7/8/2020

Name:

ANDREA COLVILLE

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

—

Address:

6 BRIERS CLOSE

WARRINGTON

WA2 0DN

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

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<p>Set out on page</p> <p>On accounts for the year ended</p> <p>Report to the trustees/members of</p>	
<p>21-03-2022</p> <p>Charity no (if any)</p>	<p>21-03-2022</p> <p>Charity no (if any)</p>
<p>Responsibilities and basis of report</p> <p>5011 (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(2)(b) of the Act.</p> <p>I have completed my examination. I confirm that the accounts have been examined in accordance with the examination which gives me cause to believe that all any material items are properly accounted for and that the accounts are true and fair.</p> <p>Accounting records were kept in accordance with section 130 of the Act or</p> <p>the accounts do not accord with the accounting records</p> <p>I have no concerns as to the accuracy of the accounts 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>Please quote the words in the brackets if they do not apply.</p>	
<p>Signed</p> <p>Name</p> <p>Relevant professional qualification(s) or body (if any)</p> <p>Address</p>	<p>Signed</p> <p>Name</p> <p>Relevant professional qualification(s) or body (if any)</p> <p>Address</p>