

**THE BEDE FOODBANK CIO**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31 March 2020**

**Charity Number 1152656**

**The Bede Foodbank  
The Lillia Centre  
Benwell Lane  
Newcastle-upon Tyne NE15 6LX**

## **THE BEDE FOODBANK CIO**

### **TRUSTEES' ANNUAL REPORT**

For the year ended 31 March 2020

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The Trustees of The Bede Foodbank are pleased to present their annual report together with the financial statements of the Charity for the year ended 31 March 2020.

The financial statements comply with the Charities Act 2011, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **Our Purpose**

- a) To show the love of Christ by the prevention or relief of poverty in the West end of Newcastle-upon-Tyne and surrounding areas, in particular but not exclusively by providing emergency food parcels to individuals in need and/or charities or other organisations working to prevent or relieve poverty.
- b) To do any other thing consistent with the primary purpose of the Charity as described above.

### **Our Objectives and Activities**

We have identified strategic objectives to achieve our purposes. These are:

- To provide food parcels, emotional and practical support for persons and families in crisis.
- To provide longer term support through a holistic range of services to address their individual needs with the aim of putting their lives on a sustainable footing.
- To be recognised as a model of excellence in helping take people and families out of poverty and into productive and fulfilling lives.
- To raise awareness with the general public of the nature, impact and prevalence of food poverty and its underlying causes.
- To influence and shape policy and service delivery relating to the causes and alleviation of food poverty.
- To build and maintain effective governance, management and staffing to support the delivery of all our objectives.
- To maintain physical and financial stability of The Bede Foodbank in order to achieve its objectives.

### **Direct Services Activity**

During the period of this report, we have continued to operate two principal food distribution centres.

The centre at The Venerable Bede Church on the West Road operated on Mondays and Thursdays each week. Food parcels were distributed at that centre to feed some 18,200 people during the year, 43% of whom were children.

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The Lillia Centre on Benwell Lane operated on Tuesdays and Wednesdays each week and focused on helping those people who needed longer term support. Food parcels were distributed at this centre to feed some 13,900 people, 37% of whom were children. In addition, some 7,700 hot meals were provided with a value of £3 per meal, providing an in-kind value of some £23,100 for our clients. The statistics for the Lillia Centre include distributions from our hub in Lemington.

Service users also had the opportunity to discuss their situation with professional counsellors and develop a plan to help them to resolve their particular issues such as debt, employment, physical, social and mental health problems. We are grateful for the continuing support that we receive from our network of professional services and referral agencies which includes, among others, Shelter, Christians Against Poverty, Citizen's Advice, Sure Start, Riverside Community Group, Newcastle City Council and the Department for Works and Pensions. The activities at the Lillia Centre relate to the Pathways Project mentioned in the accounts. In total, some 11,700 people visited the Foodbank in this year with a total of some 32,100 people fed by food-parcels issued to families, couples or individuals that utilised our services.

During the year, 154 tonnes of food (value £270k) were collected from individuals, supermarkets, manufacturers and other foodbanks. The vast majority of the food was collected locally. We are very grateful to all those individuals and organisations that donated food for distribution.

#### Awareness Raising Activity

In relation to raising general public awareness to the problems of food poverty during the period, we have had significant coverage on local and national radio, local and national TV, in local and national press as well as via our Facebook page and Twitter account.

#### **Regard to Public Benefit**

When exercising any powers or duties in the operation of The Bede Foodbank, the Trustees have complied with their duty to have due regard to the guidance issued by the Charity Commission on public benefit.

#### **Contribution made by Volunteers**

We recognise and greatly appreciate the essential part that continues to be played in carrying out our activities by our dedicated individual and corporate volunteers. They have made a valuable contribution in fundraising, food collections, food distribution, promotional events, administration, warehouse duties and foodbank centre operations. Corporate volunteers include, among others, Newcastle United Foundation and NUFC Fans Foodbank, Sage UK Ltd, Virgin Money, Newcastle Building Society, NHS and Leeds Building Society, with staff from local businesses volunteering throughout the year. We are grateful to Womble Bond Dickinson LLP, EE, Intu, Marriott International, and Greggs for their continued support. The importance of food donated by the general public, public agencies' staff and the private sector from their in-house collections is immeasurable in sustaining much needed food supplies. Our staff and service users have benefitted from interaction with a mixed and changing diverse group of volunteers. Volunteers have benefited from a greater social awareness and greater appreciation of why foodbanks are necessary and what is required to alleviate the problem.

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### **TRUSTEES' ANNUAL REPORT**

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#### **Achievements and Performance**

During the year, we have been able to signpost a number of beneficiaries to referral agencies and have improved our services to those in need of more long-term support. Through the availability of longer-term food interventions to help people explore the exact nature of their situation, we have encouraged beneficiaries to adopt strategies to reduce hardship and alleviate food related crisis.

We are very grateful to all those organisations and individuals who have donated to the Charity in the year and to those bodies mentioned in note 7 to the accounts who have provided us with grants to enable us to deliver this year's level of service.

We have increased our networks to source food locally and throughout the North East and have made increased collections of food accordingly.

We are delighted to continue to have strong support from the Newcastle United Fans Foodbank and this has proved to be a major source of fund raising during the year through regular collections at football matches and other activities.

We have web-based facilities for online donations through Charity Checkout and Virgin Money Giving and these also contribute significantly to the fund-raising activities of the Charity.

We have maintained our food-parcel distribution services during the pandemic and introduced a series of hygiene and social distancing measures to combat the risk of Coronavirus transmission. COVID-19 has resulted in fewer food donations from the public and match-day collections have ceased. Conversely, increased support from the business community, online donations and the continued commitment of volunteers have all helped to minimise disruption from COVID-19 and its impacts on the Charity and beneficiaries.

#### **Financial Review**

The Charity, through the strong commitment of its staff, volunteers, external donors and fundraisers, has generated a stable financial outcome for the period. Total income for the year ended 31 March 2020 was £586k (2019: £479k) and the Charity reported a surplus of £190k (2019: £ 90k). The balance sheet shows total funds carried forward of £411k (2019: £221k).

#### **Reserves Policy**

The Trustees have a policy of holding six months' running costs in free reserves (unrestricted reserves not invested in fixed assets or stock). Reserves are held to cover shortfalls in funding and provide working capital. The Trustees are pleased to be able to report that the level of free reserves has increased to £235k at 31 March 2020 (2019: £140k).

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#### Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis. The Trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment. In particular, in response to the COVID-19 pandemic, the Trustees have revised their forecasts to take into account the impact on the business of possible scenarios brought on by the impact of COVID-19, alongside the measures that they can take to mitigate the impact. Based on these assessments, given the measures that could be undertaken to mitigate the current adverse conditions, and the current resources available, the Trustees have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

#### **Funding Strategy**

We have a Funding Strategy and Fundraising plan to ensure that we secure the funds required to deliver all our activities. Grant income has increased during the year and we have significantly increased cash donations through regular giving, our cash and food collections and our food donations received at supermarkets and events. During the coming year, we shall be refreshing our Funding Strategy.

#### **Risk Management**

The Bede Foodbank has a wide range of policies in place which provide it with the means to manage the key risks. These policies include those for health and safety, equality and diversity, safeguarding, data protection, finance and employment and codes of conduct for staff and volunteers.

#### **Reference and Administrative Details**

|                           |  |
|---------------------------|--|
| Charity Name              | The Bede Foodbank  |
| Registered Charity Number | 1152656  |
| Operational address       | The Lillia Centre<br>Benwell Lane<br>Newcastle-upon-Tyne<br>NE15 6LX                                     |
| Trustees                  | Revd. D J Coad ( Chair)<br>Mr. S J Lightley<br>Ms. D M Robertson<br>Mr. P D Rogerson<br>Mrs. J Slesenger |

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For the year ended 31 March 2020

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|                      |  |
|----------------------|--|
| Independent Examiner | J. Dodds FCIE<br>Ellison Services<br>Higham House,<br>Higham Place<br>Newcastle-upon-Tyne<br>NE1 8AF |
| Bankers              | CAF Bank Ltd<br>25 Kings, Hill Avenue<br>Kings Hill, West Mailing<br>Kent,<br>ME19 4JQ               |

### Changes in Board of Trustees

During the year, Mr P D Rogerson was appointed as a Trustee.

### Structure Governance and Management

#### Governing Documents

The Bede Foodbank is a Charitable Incorporated Organisation (CIO), first registered on 1 July 2013, and has a constitution as its governing document.

#### Appointment of Trustees

Every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees. In selecting individuals for appointment as Trustees, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

#### Organisation

The Trustees meet at least quarterly and deal with the administration of the Charity encompassing the strategic vision, financial accountability and risk management. The operational management of the organisation is undertaken by the Chief Executive Officer and the Charity's employees.

### Trustees' Responsibilities in Relation to the Financial Statements

The Charity's Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Charity's Trustees are required to prepare financial statements for each year, which give a true and fair view of the state of affairs of the CIO and of the incoming resources and application of

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### TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2020

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resources, including the income and expenditure, of the Charity for that period. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.


The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Board of Trustees

Date.. 20 October 2020.

and signed on their behalf by:



.....  
Rev. Dr. D J Coad  
Chair of Trustees

## THE BEDE FOODBANK CIO

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2020

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I report on the financial statements of The Bede Foodbank CIO for the year ended 31 March 2020, which are set out on pages 8 to 20.

#### 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.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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.

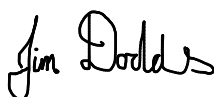
#### Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jim Dodds FCIE  
Ellison Services Limited  
Higham House  
Higham Place  
Newcastle upon Tyne  
NE1 8AF  
Date: 20 October 2020





# THE BEDE FOODBANK CIO

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2020

|                                    | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income from:</b>                |       |                            |                          |                    |                    |
| Donations and legacies             | 6     | 485,582                    | 9,899                    | <b>495,481</b>     | 427,396            |
| Charitable activities              |       |                            |                          |                    |                    |
| Grants and contracts               | 7     | 8,901                      | 68,625                   | <b>77,526</b>      | 36,083             |
| Sale of donated goods              | 8     | 977                        | -                        | <b>977</b>         | 12,163             |
| Other income                       | 9     | 11,508                     | -                        | <b>11,508</b>      | 3,130              |
| Investments                        | 10    | 740                        | -                        | <b>740</b>         | -                  |
| <b>Total income</b>                |       | <b>507,708</b>             | <b>78,524</b>            | <b>586,232</b>     | <b>478,772</b>     |
| <b>Expenditure on:</b>             |       |                            |                          |                    |                    |
| Raising funds                      | 11    | 121                        | -                        | <b>121</b>         | 2,033              |
| Charitable activities              |       |                            |                          |                    |                    |
| Operation of the charity           | 12    | 371,657                    | 24,410                   | <b>396,067</b>     | 386,514            |
| <b>Total expenditure</b>           |       | <b>371,778</b>             | <b>24,410</b>            | <b>396,188</b>     | <b>388,547</b>     |
| <b>Net income/(expenditure)</b>    |       | <b>135,930</b>             | <b>54,114</b>            | <b>190,044</b>     | <b>90,225</b>      |
| Transfers between funds            |       | 29,275                     | ( 29,275 )               | -                  | -                  |
| <b>Net movement of funds</b>       |       | <b>165,205</b>             | <b>24,839</b>            | <b>190,044</b>     | <b>90,225</b>      |
| <b>Reconciliation of funds</b>     |       |                            |                          |                    |                    |
| Total funds brought forward        |       | 206,507                    | 14,804                   | <b>221,311</b>     | 131,086            |
| <b>Total funds carried forward</b> |       | <b>371,712</b>             | <b>39,643</b>            | <b>411,355</b>     | <b>221,311</b>     |

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 10 to 20 form an integral part of these accounts.

**BALANCE SHEET**

As at 31 March 2020

|   | Notes | £                 | Total<br>2020<br>£ | £                | Total<br>2019<br>£ |
|---|-------|-------------------|--------------------|------------------|--------------------|
| <b><u>Fixed assets</u></b>                            |       |                   |                    |                  |                    |
| Tangible assets                                       | 19    |                   | 35,637             |                  | 11,680             |
| <b><i>Total fixed assets</i></b>                      |       |                   | <b>35,637</b>      |                  | <b>11,680</b>      |
| <b><u>Current assets</u></b>                          |       |                   |                    |                  |                    |
| Stock   | 20    | 101,563           |                    | 55,269           |                    |
| Debtors   | 21    | 14,192            |                    | 7,667            |                    |
| Cash at bank and in hand                              | 22    | 283,394           |                    | 149,862          |                    |
| <b><i>Total current assets</i></b>                    |       | <b>399,149</b>    |                    | <b>212,798</b>   |                    |
| <b>Creditors:</b> amounts falling due within one year | 23    | <b>( 23,431 )</b> |                    | <b>( 3,167 )</b> |                    |
| <b><i>Net current assets</i></b>                      |       |                   | <b>375,718</b>     |                  | <b>209,631</b>     |
| <b><i>Total assets less current liabilities</i></b>   |       |                   | <b>411,355</b>     |                  | <b>221,311</b>     |
| <b><i>Total net assets</i></b>                        |       |                   | <b>411,355</b>     |                  | <b>221,311</b>     |
| <b><u>Funds of the charity</u></b>                    |       |                   |                    |                  |                    |
| Unrestricted income funds                             |       |                   | 371,712            |                  | 206,507            |
| Restricted income funds                               |       |                   | 39,643             |                  | 14,804             |
| <b><i>Total funds</i></b>                             |       |                   | <b>411,355</b>     |                  | <b>221,311</b>     |

The notes on pages 10 to 20 form an integral part of these accounts.

These financial statements were approved by the Board on: 20 October 2020

and are signed on its behalf by: Stephen Lightley Signature  
Treasurer

# **THE BEDE FOODBANK CIO**

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2020

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### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation or uncertainty in the preparation of the financial statements are as follows:

### **2 Basis of accounting**

#### **2.1 Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Bede Foodbank CIO meets the definition of a public benefit entity under FRS 102.

#### **2.2 Preparation of the accounts on a going concern basis**

The financial statements have been prepared on a going concern basis. The Trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment. In particular, in response to the COVID-19 pandemic, the Trustees have revised their forecasts to take into account the impact on the business of possible scenarios brought on by the impact of COVID-19, alongside the measures that they can take to mitigate the impact. Based on these assessments, given the measures that could be undertaken to mitigate the current adverse conditions, and the current resources available, the Trustees have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

### **3 Income**

#### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

#### **3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

#### **3.3 Grants and donations**

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

## **THE BEDE FOODBANK CIO**

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2020

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#### **3.4 Donated goods and services**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

#### **3.5 Volunteer help**

The value of volunteer help received is not included in the accounts but is described in the Trustees' annual report.

#### **3.6 Interest receivable**

Interest on funds held on deposit is included when received and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **3.7 Fund accounting**

Unrestricted funds are available to spend on activities that further any purpose of the charity. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of food distribution and other activities undertaken to further the purposes of the charity and their associated support costs.

#### **4.3 Governance and support costs**

Support costs have been allocated between governance and other support costs. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

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### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

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#### 5 Assets

##### 5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

|                   |                               |
|-------------------|-------------------------------|
| Office equipment  | Straight line over four years |
| Kitchen equipment | Straight line over four years |
| Garden structures | Straight line over four years |
| Vehicles          | Straight line over four years |

# THE BEDE FOODBANK CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

### Analysis of income

|   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2020<br>£    | Total<br>2019<br>£ |
|---|----------------------------|--------------------------|-----------------------|--------------------|
| <b>6 Donations and legacies</b>                 |                            |                          |                       |                    |
| Donated goods for distribution to beneficiaries | 270,193                    | -                        | <b>270,193</b>        | 239,941            |
| Community Foundation                            | 4,700                      | 8,571                    | <b>13,271</b>         | 2,930              |
| Newcastle Ward Committee                        | -                          | -                        | -                     | 1,315              |
| intu Metro Centre                               | 2,576                      | -                        | <b>2,576</b>          | -                  |
| Celtic FC Foundation                            | 5,000                      | -                        | <b>5,000</b>          | -                  |
| Wor Flags                                       | 3,700                      | -                        | <b>3,700</b>          | -                  |
| Bruce Grant                                     | 2,000                      | -                        | <b>2,000</b>          | -                  |
| Gift Aid  | 13,474                     | -                        | <b>13,474</b>         | 12,882             |
| Other donations and gifts                       | 135,262                    | 1,328                    | <b>136,590</b>        | 112,410            |
| Orphan House Trust                              | -                          | -                        | -                     | 5,000              |
| Fenwick   | -                          | -                        | -                     | 5,000              |
| Fundraising                                     |                            |                          |                       |                    |
| Tesco   | 1,115                      | -                        | <b>1,115</b>          | 1,036              |
| NUFC  | 39,691                     | -                        | <b>39,691</b>         | 38,436             |
| Grainger Market                                 | 1,874                      | -                        | <b>1,874</b>          | 5,629              |
| Asda  | 1,966                      | -                        | <b>1,966</b>          | 1,538              |
| Other fundraising                               | 4,031                      | -                        | <b>4,031</b>          | 1,279              |
|   | <u>485,582</u>             | <u>9,899</u>             | <u><b>495,481</b></u> | <u>427,396</u>     |
| <b>7 Charitable activities</b>                  |                            |                          |                       |                    |
| <u>Income from grants</u>                       |                            |                          |                       |                    |
| Newcastle City Council                          | -                          | 13,957                   | <b>13,957</b>         | -                  |
| LGA Foundation                                  | -                          | 14,085                   | <b>14,085</b>         | -                  |
| Asda Foundation                                 | -                          | 9,201                    | <b>9,201</b>          | -                  |
| Morrison Foundation                             | -                          | 20,000                   | <b>20,000</b>         | -                  |
| Sage Foundation                                 | -                          | 7,500                    | <b>7,500</b>          | -                  |
| The Trussell Trust                              | 6,901                      | 3,882                    | <b>10,783</b>         | -                  |
| The Joseph Strong Trust                         | 2,000                      | -                        | <b>2,000</b>          | 1,000              |
| Sir James Knott Trust                           | -                          | -                        | -                     | 8,750              |
| The 29th May 1961 Charitable Trust              | -                          | -                        | -                     | 5,000              |
| Greggs Foundation                               | -                          | -                        | -                     | 18,333             |
| G S May Family Fund at the Community Foundation | -                          | -                        | -                     | 2,000              |
| Esmee Fairburn Foundation                       | -                          | -                        | -                     | 1,000              |
|   | <u>8,901</u>               | <u>68,625</u>            | <u><b>77,526</b></u>  | <u>36,083</u>      |
| <b>8 Sale of donated goods</b>                  |                            |                          |                       |                    |
| Donated batch food sales                        | -                          | -                        | -                     | 2,089              |
| Auction of donated items                        | 977                        | -                        | <b>977</b>            | 10,074             |
|   | <u>977</u>                 | <u>-</u>                 | <u><b>977</b></u>     | <u>12,163</u>      |
| <b>9 Other income</b>                           |                            |                          |                       |                    |
| Other income                                    | 11,508                     | -                        | <b>11,508</b>         | 3,130              |
|   | <u>11,508</u>              | <u>-</u>                 | <u><b>11,508</b></u>  | <u>3,130</u>       |

# THE BEDE FOODBANK CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

### Analysis of income continued

|                                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|-----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <b>10 Income from investments</b> |                            |                          |                    |                    |
| Bank interest                     | 740                        | -                        | 740                | -                  |
|                                   | <u>740</u>                 | <u>-</u>                 | <u>740</u>         | <u>-</u>           |

Income was £586,232 (2019: £478,772) of which £507,708 was unrestricted or designated (2019: £435,885) and £78,524 was restricted (2019: £42,887)

### 10 Donated goods, facilities and services

|                                       | 2020<br>£      | 2019<br>£      |
|---------------------------------------|----------------|----------------|
| Value of food donated to the Foodbank | <u>270,193</u> | <u>239,941</u> |

The charity recognises the value of donated food with reference to the average value of food per kilogram, (Trussell Trust valuation of £1,75 per kilogram).

During the year ended 31 March 2020, food parcels were issued to feed 32,100 people (2019: 38,000). Additionally 7,700 (2019: 10,100) hot meals were provided at a value of £3 per meal.

The charity has also benefitted from, but not recognised in its accounts, the contribution of services made by unpaid general volunteers.

# THE BEDE FOODBANK CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

### Analysis of expenditure on charitable activities

|   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| <b>11 Raising funds</b>                                   |                            |                          |                    |                    |
| Fundraising costs   | 121                        | -                        | 121                | 2,033              |
|   | <u>121</u>                 | <u>-</u>                 | <u>121</u>         | <u>2,033</u>       |
| <b>12 Charitable activities</b>                           |                            |                          |                    |                    |
| <u>Direct costs</u>                                       |                            |                          |                    |                    |
| Staff salaries  | 106,372                    | 14,663                   | 121,035            | 103,535            |
| Other staff costs   | 1,972                      | -                        | 1,972              | 415                |
| Travel and subsistence                                    | 239                        | -                        | 239                | 339                |
| Volunteer costs   | 1,045                      | -                        | 1,045              | 318                |
| Food purchases and consumables                            | 1,421                      | 3,815                    | 5,236              | 588                |
| Carrier bags and packing                                  | -                          | -                        | -                  | 520                |
| Storage   | -                          | -                        | -                  | 4,074              |
| Project resources   | -                          | 4,586                    | 4,586              | -                  |
| Transport costs   | 7,064                      | 1,270                    | 8,334              | 9,421              |
| Vehicle depreciation                                      | 4,444                      | -                        | 4,444              | 5,848              |
| Other direct costs  | 6,121                      | 76                       | 6,197              | 449                |
| Value of goods distributed to beneficiaries               | 223,899                    | -                        | 223,899            | 235,652            |
| <u>Support costs</u>                                      |                            |                          |                    |                    |
| Rent and rates  | 1,243                      | -                        | 1,243              | 2,678              |
| Heating and electricity                                   | 3,209                      | -                        | 3,209              | 4,076              |
| Premises  | 355                        | -                        | 355                | 3,326              |
| Insurance   | 1,025                      | -                        | 1,025              | 979                |
| Printing, postage and stationery                          | 933                        | -                        | 933                | 1,460              |
| Telephone   | 713                        | -                        | 713                | 801                |
| IT costs  | 1,216                      | -                        | 1,216              | 2,616              |
| Small equipment   | 1,892                      | -                        | 1,892              | 228                |
| Depreciation  | 874                        | -                        | 874                | 1,160              |
| Subscriptions and fees                                    | 35                         | -                        | 35                 | 413                |
| Legal and professional fees                               | 6,401                      | -                        | 6,401              | 6,502              |
| Bank charges  | 188                        | -                        | 188                | 168                |
| <u>Governance costs</u>                                   |                            |                          |                    |                    |
| Independent examiner's fees for reporting on the accounts | 996                        | -                        | 996                | 948                |
|   | <u>371,657</u>             | <u>24,410</u>            | <u>396,067</u>     | <u>386,514</u>     |

### Analysis of expenditure on charitable activities continued

Expenditure on charitable activities was £396,188 (2019: £388,547) of which £371,778 was unrestricted or designated (2019: £360,464) and £24,410 was restricted (2019: £28,083)



## THE BEDE FOODBANK CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

#### 13 Fees for examination of the accounts

|   | 2020<br>£    | 2019<br>£    |
|---|--------------|--------------|
| Independent examiner's fees for reporting on the accounts | 996          | 940          |
| Other accountancy services paid to the examiner           | 6,701        | 6,043        |
|   | <u>7,697</u> | <u>6,983</u> |

#### 14 Analysis of staff costs and the cost of key management personnel

|   | 2020<br>£      | 2019<br>£      |
|---|----------------|----------------|
| Salaries and wages                                | 109,596        | 94,731         |
| Social security costs                             | 9,154          | 7,528          |
| Pension costs (defined contribution pension plan) | 2,285          | 1,276          |
|   | <u>121,035</u> | <u>103,535</u> |

No employee received remuneration above £60,000 (2019: nil).

The key management personnel of the charity comprise the Trustees and the CEO. The total employee benefits of the key management personnel of the charity were £46,235 (2019: £41,566).

#### 15 Staff Numbers

The average monthly head count was 5.5 staff (2019: 5 staff) and the average monthly numbers of full-time equivalent employees during the year were as follows:

|  | 2020<br>Number | 2019<br>Number |
|--|----------------|----------------|
| The parts of the charity in which the employees work were: |                |                |
| Charitable activities                                      | 5.5            | 4.3            |
|  | <u>5.5</u>     | <u>4.3</u>     |

#### 16 Transactions with Trustees

None of the Trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

##### Trustees' expenses

No Trustee expenses have been incurred in the year.

##### Transactions with related parties

There have been no related party transactions in the reporting period.

#### 17 Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The employer's pension costs represent contributions payable by the charity to the fund and amount to £2,285 (2019: £1,276). There was £526 outstanding as at 31 March 2020 (2019: £235).

# THE BEDE FOODBANK CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

### 18 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

| 19 Tangible fixed assets       | Office<br>equipment<br>£ | Kitchen<br>equipment<br>£ | Garden<br>structures<br>£ | Vehicles<br>£ | Total<br>£    |
|--------------------------------|--------------------------|---------------------------|---------------------------|---------------|---------------|
| <b>Cost</b>                    |                          |                           |                           |               |               |
| Balance brought forward        | -                        | 4,640                     | -                         | 17,776        | <b>22,416</b> |
| Additions                      | 2,835                    | 23,928                    | 2,512                     | -             | <b>29,275</b> |
| Disposals                      | -                        | -                         | -                         | -             | -             |
| <b>Balance carried forward</b> | <b>2,835</b>             | <b>28,568</b>             | <b>2,512</b>              | <b>17,776</b> | <b>51,691</b> |
| <b>Depreciation</b>            |                          |                           |                           |               |               |
| Basis                          | SL                       | SL                        | SL                        | SL            |               |
| Rate                           | 25%                      | 25%                       | 25%                       | 25%           |               |
| Balance brought forward        | -                        | 4,070                     | -                         | 6,666         | <b>10,736</b> |
| Depreciation charge for year   | 255                      | 410                       | 209                       | 4,444         | <b>5,318</b>  |
| Disposals                      | -                        | -                         | -                         | -             | -             |
| <b>Balance carried forward</b> | <b>255</b>               | <b>4,480</b>              | <b>209</b>                | <b>11,110</b> | <b>16,054</b> |
| <b>Net book value</b>          |                          |                           |                           |               |               |
| <b>Brought forward</b>         | <b>-</b>                 | <b>570</b>                | <b>-</b>                  | <b>11,110</b> | <b>11,680</b> |
| <b>Carried forward</b>         | <b>2,580</b>             | <b>24,088</b>             | <b>2,303</b>              | <b>6,666</b>  | <b>35,637</b> |

### 20 Stock

|                       | Donated<br>goods for<br>distribution<br>2020<br>£ | Donated<br>goods for<br>distribution<br>2019<br>£ |
|-----------------------|---|---|
| Opening               | <b>55,269</b>                                     | 50,980  |
| Added in period       | <b>270,193</b>                                    | 239,941   |
| Distributed in period | <b>( 223,899 )</b>                                | ( 235,652 )                                       |
| Closing               | <b>101,563</b>                                    | 55,269  |

### 21 Debtors and prepayments (receivable within 1 year)

|               | 2020<br>£     | 2019<br>£ |
|---------------|---------------|-----------|
| Gift Aid due  | <b>3,749</b>  | 4,663     |
| Other debtors | <b>10,443</b> | 3,004     |
|               | <b>14,192</b> | 7,667     |

## THE BEDE FOODBANK CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

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#### 22 Cash at bank and in hand

|                     | 2020<br>£      | 2019<br>£      |
|---------------------|----------------|----------------|
| Short term deposits | 140,000        | 80,000         |
| Cash at bank        | 143,182        | 69,672         |
| Cash in hand        | 212            | 190            |
|                     | <u>283,394</u> | <u>149,862</u> |

#### 23 Creditors and accruals (payable within 1 year)

|                                     | 2020<br>£     | 2019<br>£    |
|-------------------------------------|---------------|--------------|
| Trade creditors                     | 1,671         | 1,043        |
| Accruals                            |               |              |
| Independent examination of accounts | 996           | 948          |
| Other accruals                      | -             | 941          |
| Deferred income                     |               |              |
| LGA Foundation                      | 3,000         | -            |
| Trussell Trust                      | 10,001        | -            |
| Other creditors                     | 7,763         | 235          |
|                                     | <u>23,431</u> | <u>3,167</u> |

#### 24 Deferred income

Deferred income comprises advance payments from grants that relate to future periods

|   | 2020<br>£     | 2019<br>£  |
|---|---------------|------------|
| Balance brought forward                                     | -             | 12,083     |
| Amount released to income earned from charitable activities | -             | ( 12,083 ) |
| Amount deferred in year                                     | 13,001        | -          |
| Balance carried forward                                     | <u>13,001</u> | <u>-</u>   |

#### 25 Events after the end of the reporting period

No events have occurred after the end of the reporting period, but before the accounts are authorised, that require adjustment to the accounts.

# THE BEDE FOODBANK CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

### 26 Analysis of charitable funds

#### Analysis of movements in unrestricted funds

|                           | Fund<br>balances<br>brought<br>forward<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Fund<br>balances<br>carried<br>forward<br>£ |
|---------------------------|---|----------------------------|----------------------------|----------------|---|
| <b>Unrestricted funds</b> |   |                            |                            |                |   |
| General unrestricted fund | 206,507                                     | 507,708                    | ( 371,778 )                | 29,275         | <b>371,712</b>                              |
| <b>Totals</b>             | <b>206,507</b>                              | <b>507,708</b>             | <b>( 371,778 )</b>         | <b>29,275</b>  | <b>371,712</b>                              |

#### Purpose of unrestricted funds

General unrestricted fund: The 'free reserves' of the charity.

#### Analysis of movement in restricted funds

|                                 | Fund<br>balances<br>brought<br>forward<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£    | Fund<br>balances<br>carried<br>forward<br>£ |
|---------------------------------|---|----------------------------|----------------------------|-------------------|---|
| <b>Restricted funds</b>         |   |                            |                            |                   |   |
| Advocacy Welfare Project        | -   | 25,955                     | ( 10,461 )                 | -                 | <b>15,494</b>                               |
| Christmas food                  | -   | 5,085                      | ( 5,085 )                  | -                 | -   |
| Foodbank administration         | -   | 4,202                      | ( 4,202 )                  | -                 | -   |
| Foodbank security and equipment | -   | 4,999                      | -                          | -                 | <b>4,999</b>                                |
| Foodbank IT equipment           | -   | 3,882                      | -                          | ( 2,835 )         | <b>1,047</b>                                |
| Foodbank kitchen refurbishment  | 10,559                                      | 31,213                     | ( 76 )                     | ( 23,928 )        | <b>17,768</b>                               |
| Foodbank kitchen garden         | 4,245                                       | 3,188                      | ( 4,586 )                  | ( 2,512 )         | <b>335</b>                                  |
| <b>Totals</b>                   | <b>14,804</b>                               | <b>78,524</b>              | <b>( 24,410 )</b>          | <b>( 29,275 )</b> | <b>39,643</b>                               |

#### Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

|                                  |  |
|----------------------------------|--|
| Advocacy Welfare Project         | Funding the Advocacy Welfare Project to help meet the needs of the Foodbank's clients relating to issues such as debt, physical, social and mental health to improve their situation and help move them out of crisis. |
| Christmas food                   | Funding for the purchase of food over the Christmas period.  |
| Foodbank administration          | Funding to contribute the administration of the foodbank.  |
| Foodbank security and equipment  | Funding to be spent on Security and other equipment.   |
| Foodbank IT equipment            | Funding for IT equipment.  |
| Marriott - kitchen refurbishment | Funding for the refurbishment and refit of the Foodbank kitchen.   |
| Foodbank kitchen garden          | Funding for developing a kitchen garden for the Foodbank.  |

## THE BEDE FOODBANK CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

#### 26 Analysis of charitable funds continued

| Transfers between funds                   | Reason for transfer   | Amount<br>£   |
|---|---|---------------|
| Between unrestricted and restricted funds | The transfer represents the value of equipment purchased by the Charity added to tangible fixed assets that will be depreciated over the next four years. | <b>29,275</b> |

#### 27 Capital commitments

As at 31 March 2020, the charity had no capital commitments (2019 -£nil).

#### 28 Analysis of net assets between funds

|  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| Tangible fixed assets                  | 35,637                     | -                        | <b>35,637</b>      | 11,680             |
| Stock                                  | 101,563                    | -                        | <b>101,563</b>     | 55,269             |
| Cash at bank and in hand               | 243,751                    | 39,643                   | <b>283,394</b>     | 149,862            |
| Other net current assets (liabilities) | ( 9,239 )                  | -                        | <b>( 9,239 )</b>   | 4,500              |
|  | <b>371,712</b>             | <b>39,643</b>            | <b>411,355</b>     | <b>221,311</b>     |

#### 29 Guarantee

There have been no guarantees given by the charity at 31 March 2020.

#### 30 Debt

There is no debt outstanding which is owed by the charity and which is secured by an excess charge on any of the assets of the charity at 31 March 2020.

#### 31 Governing document

The organisation is a Charitable Incorporated Organisation - registered on 1 July 2013 as a body corporate under part 11 of the Charities Act 2011.