

REGISTERED CHARITY NUMBER : 1155599 (England and Wales)

Registered address: St Teresa's Church, 291 Shenley Road, Borehamwood, Herts WD6 1TG

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## **ANNUAL REPORT AND ACCOUNTS 2019 – 2020**

### **TRUSTEES DURING THIS PERIOD:**

- KRISTAN PAYNE (CHAIR)
- JUDITH ELDERS
- DEBBIE KING
- ZAIN RIZVI
- FR DOMINIC MCKENNA
- MURRAY DEVINE

September 2020



## Annual report 2019/20

The year ending 31 January 2020 has once again shown the great need for Borehamwood Foodbank and we have remained an important and valued part of the community. We have received amazing support from many sectors of the local community from schools, community groups, businesses, places of worship and many individuals as well as grant funding from local and national sources.

### **Statistics**

In 2019 we gave out food packs for 3412 people. This is an increase of 7% on 2018.

It is especially concerning to note that the number of clients coming with vouchers because of low income has risen again to 54%. These are working people, many with more than one job, who just cannot make ends meet.

Benefit issues also concern many especially those transitioning to universal credit with the five week wait for funds bringing many to the point of desperation.

We continue to see the most vulnerable in our community coming to the Foodbank, those with ill health, mental health issues, homelessness or income insecurity.

People living alone make up 46% of our clients and families with two or more children account for 21%

Hertsmere Borough council remain our largest referral agency with the Job Centre, CAB, BECC (children's centre) being the next largest. We do however have 90 voucher holders from many different areas of society – schools, doctors, police, social workers, mental health teams and charities of which 35 are active refers. We are always open to work with more agencies so if you know an area of need please do contact us.

Since we opened in April 2013 we have now given out 17623 food packs, approx. 30% being to children. Each foodpack represents three days balanced diet so we have given out approx. 158,600 meals.

To meet this demand we have collected, labelled and processed 177 tonnes of store cupboard food. We also give fresh produce including bread, butter and eggs as well as a variety of goods donated by Greggs bakery and Fareshare (Tesco and Sainsbury).

We also provide toiletries.



## **Achievements**

We have continued our fuel bank during the year and have seen the need increase especially in winter. Our 'Surviving Winter' programme seeks to give a one-off fuel grant, provide hot food at the sessions and look for ways to support those who have to choose between Heat and Eat.

Our CAB worker is now well established at each session and they are able to meet many clients at their point of need as well as making referrals for other more in-depth provision. This has helped people to get all their benefits, improve fuel provision and address issues such as homelessness and debt.

The issue of school holiday hunger is ever present and our family lunches seek to meet this need as well as the need for better social communication in families. It is most encouraging to see families sit and eat together round a table – something they often find hard to achieve at home. We also enjoy crafts and activities together and we send the family home with bags of food to help cover the rest of the holiday. We try to teach cooking skills and in our half-term lunches the family prepare their own meal.

We were also fortunate to receive grants and donations enabling us to run Slow Cooker courses and a Singles cookery session. Penny Beral our chef led these and we are very grateful for her input. We all learnt a lot and many felt more able to use cheaper ingredients and to cook from scratch.

Our training programme for volunteers continues both in house and at external courses. These improve confidence as well as knowledge.

We have begun a Client Welfare fund to help with small payments towards things such as travel to an appointment or hospital, sleeping bags etc.

We continued our collections at King's Cross station on Foodbank Friday's but we had to reduce the frequency of these as it was hard to find a sufficient team to man the stall (and being a collector with a tin is not easy).

## **Thank you**

We have an amazing team of approx. 35 volunteers that come each week to pick up donations from our food collection points, service the warehouse or meet the clients in our distribution team. Without them we would be lost and we feel privileged to work with each and every one.

We also have a much larger team who help for events and larger collections who are equally invaluable.

Approx 20 volunteers support our family lunches and we are very grateful for them.

Numerous people unknown to us give regularly – many in the Tesco box. Without you we would not be able to function so Thank You so much.

Thank you to all the organisations and groups that give, again you are invaluable.

Caritas has supported us with Core funding.

The Asda grant has enabled us to pay our CAB worker for three years.

Hertsmere council have helped with grants for maintaining the warehouse.

Tesco have helped us with the 20% monetary donation based on the weight of food you donate as well as in their blue token grant programme.

HCF have supported our winter fuel initiative

### **The Future**

We do not unfortunately see any reduction in the need for our services so we will do all we can to maintain and grow the work to meet the need.


We are very much in need of more trustees who can give of their time and expertise to help us. Please do get in touch if this might be an area for you to consider.

### **Addendum**

The report above covers the last financial year ending on Jan 31<sup>st</sup> 2020.

We were obviously not expecting the Covid-19 crisis to hit us and this year has seen many changes in our work but we are proud to have remained open throughout and to have met the increased needs of many of the most vulnerable in our community.

We have seen the very generous provision (locally and nationally) of both food and finance. A full report of this will be written later but we can reassure our supporters and clients that we are in a very strong position to continue our service to the community.

Handwritten signatures of Murray Devine and Kristan Payne. The signature of Murray Devine is on the left, and the signature of Kristan Payne is on the right, preceded by 'pp'.

Kristan Payne and Murray Devine (Trustees)

September 2020



## Financial Report

The income received during the year to 31<sup>st</sup> January 2020 was £46,236, more than double that of 2019 (£22,723). We received over three times the amount of Restricted Grants (£21,494) compared to the previous year (£6,859) which is due to the admirable perseverance of trustees grappling with the (sometimes) onerous applications. There is a small balance (£2,609) which indicates how much the grants were utilised. The provision of the CAB worker has proved invaluable to many who have been helped with benefit applications and debt management. Our family lunches have gone from strength to strength. Time and again we have been told that families are so appreciative of them. Our new fuel provision has really taken off. We have introduced a new system, which although has a cost, has enabled us to deliver fuel support (to the tune of £3,279) on a more professional level. Our funds have allowed us to continue to help alleviate the food and fuel poverty which currently shows no sign of diminishing.

There is a surplus on the Income and Expenditure Account of £2,324. We still maintain our Reserve Account at £6,000 as recommended by the Charities Commission of three months expenditure.

The cash at bank and in hand at 31<sup>st</sup> January 2020 is £28,564 (compared to 2019 £25,708).

We are deeply grateful to the generosity of people and organisations of the local and wider area; to the care of Caritas and the continuing support of Tesco's plc. We are indebted to St Teresa's Church which has continued to provide us with a location and facilities as well as much appreciated help from its congregation and clergy. We also owe huge thanks to our volunteers without whom we could not function.

Attached are the full accounts that have been independently reviewed. These accounts were unanimously approved at the meeting of Borehamwood Foodbank Trustees on 8 September 2020.

A handwritten signature in black ink, appearing to read 'Murray Devine', with a stylized flourish at the end.

Murray Devine (Trustee)

9 September 2020

# Borehamwood Foodbank CIO

## Income & Expenditure Report for the year to 31st January 2020

	Notes	Year to 31 January 2020	Year to 31 January 2019
		£	£
<b>INCOME</b>			
Restricted grants	13	21,494	6,859
Unrestricted grants		7,500	5,000
Donations		14,968	10,864
Gift Aid		2,241	
Other funding			
Bank interest		33	
<b>Income for period</b>	<b>2</b>	<b>46,236</b>	<b>22,723</b>
<b>EXPENDITURE</b>			
Membership of Trussell Trust		360	360
Foodbank costs		29,678	8,252
Salary costs		9,356	8,985
Pension Costs		259	242
Equipment			1,435
Depreciation		370	370
Insurance		641	690
Office & Printing		1,358	1,334
Gift cards			
Governance		567	243
Utilities		1,250	1,000
Marketing			

## Borehamwood Foodbank CIO

Training and conferences	35	130
Sundries	38	30
<b>Total Expenditure</b>	<u>43,912</u>	<u>23,070</u>
<b>Surplus (Deficit) for year</b>	<u>2324</u>	<u>(347)</u>
Less transfer to Reserve Account		
Increase(decrease) in Restricted Funds	13 (1414)	273
Increase(decrease) in Cumulative Surplus	<u>3738</u>	<u>(621)</u>
	<u>2324</u>	<u>(348)</u>
<b>Balance Sheet at 31 January 2020</b>		
	<i>Notes</i>	
	2020	2019
	£	£
<b>FIXED ASSETS</b>		
Tangible assets	3 2,059	2,429
<b>CURRENT ASSETS</b>		
Stocks		
Prepayments and Debtors	5 965	331
Cash at bank	28,356	25,551
Cash in hand	208	157
	<u>29,529</u>	<u>26,039</u>
<b>CREDITORS (amounts falling due within one year)</b>		
Creditors and accruals	6 1,332	536



# Borehamwood Foodbank CIO

## NET CURRENT ASSETS

	1,332	536
	28,197	25,503
	30,256	27,932

## CAPITAL AND RESERVES

Reserve Fund	6,000	6,000
Restricted funds	2,609	4,072
Surplus on Income & Expenditure Account	21,647	17,860
	30,256	27,932

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# **Borehamwood Foodbank Charitable Incorporated Organisation**

## **1 Accounting Policies**

### **A Basis of preparation**

The financial statements 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 Companies Act 2006.

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

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

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

Borehamwood Foodbank is mostly dependent upon volunteers and there is one part-time paid worker. The buildings used by the foodbank are owned and there are no commitments to pay rent or service charges to Saint Teresa's Roman Catholic Church where the foodbank is located. We do however make voluntary contributions to defray some costs incurred on our behalf by the church.

### **C Reserves Policy**

## **Borehamwood Foodbank Charitable Incorporated Organisation**

In common with many charities the trustees have considered it prudent to set aside a part of the accumulated surplus to pay outstanding commitments particularly salaries, and to enable the closure of the foodbank in an orderly manner including clearing the site of concrete bases for our buildings. Thanks to the generosity of funders, the general public and our hard-working volunteers we do not see closure being forced upon us for financial reasons nor, regrettably any diminution in the needs for our services.

### **D Income**

All income is recognised when received

### **E Interest receivable**

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

### **F Volunteers**

The value of the work performed by our volunteers without charge is not incorporated into these financial statements. Although the value is considerable, it is excluded due to the difficulty of valuing it's reliability

### **G Inventory (Stock)**



# Borehamwood Foodbank Charitable Incorporated Organisation

Stocks of food and other distributed items are not valued due to the difficulty of valuing them reliably and consistently. In addition these stocks are restricted to foodbank distribution and have no realisable value. At 31st January 2020 our stocks amounted to 9,518kg (2019 was 9,005kg), which using the Trussell Trust calculator, is worth approximately £16,655 (2019 £15,700)

## H Tangible fixed assets

Individual fixed assets costing over £500 are capitalised at cost. Depreciation is charged at a rate of 10%

## I Funds Accounting

Restricted funds are monies where the donor requires that the donation must be spent on a particular purpose and returnable if unspent in a set period of time

## 2 Turnover

	2020	2019
	£	£
Income including grants and donations	46,236	22,723

## 3 Fixed assets

	2020	2019
	£	£
Cost price at Acquisitions	3,699	3,699
Cost price at end of year	3,699	3,699

## Borehamwood Foodbank Charitable Incorporated Organisation

Cumulative depreciation	1,270	900
Depreciation charge for	370	370
Cumulative depreciation	1,640	1,270
Net Book Value at start of	2,429	2,799
Net Book Value at end of	2,059	2,429

4	Movement of funds during year	2020 £	2019 £
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This is stated after charging:

Depreciation	370	370
Independent Review Fees	420	150
	790	520

5	Prepayments and Debtors	2020 £	2019 £
	Trussell Trust Subs	240	240
	Insurances	75	91
	Gift Aid	575	
	Client Welfare fund	75	
		965	331



# Borehamwood Foodbank Charitable Incorporated Organisation

	2020	2019
<b>6 Accruals and Creditors</b>	<b>£</b>	<b>£</b>

Pension accrued		137
Provision for independent revi	420	150
Payroll fees	6	
Volunteer Expenses	625	
Tax and social security (PA	31	
Donation to St Theresa's ch	250	250
	<u>1,332</u>	<u>537</u>

## 7 Benefits- Trustees

No benefits were paid to the trustees in 2020 or 2019 other than expenses incurred while on Foodbank business. These were agreed and approved and wholly for the benefit of the CIO.

## 8 Insurance

An insurance policy is in place to protect the trustees or any of them , against personal liability arising from their actions as trustees of the CIO

## 9 Paid employees

## Borehamwood Foodbank Charitable Incorporated Organisation

The CIO had had one part time paid employee throughout 2020 and 2019 financial years

### 10 Restricted Grants Received

- Hertsmere restricted grant for roof
- St John's Southworth (to provide family lunches)
- New Cookery (Cookery Project)
- CAB (Asda) (For provision of CAB advisor)
- HCF (Fuel)
- 11 Other Grants
- Caritas for continuing Operations

### 12 Major Donations

Tesco Top up via Trussell Trust  
Kings Cross Collections

### 13 Use of restricted funds

	St John's Southwold	New Cookery	Fuel donations	CAB	Hertsmere Roof	WIF slow cooker	Total
	£	£	£	£	£	£	
Balance of grant b/f	2484		1139			400	4023
Amount Received	2486	618	2140	14890	1360		21494
Expenditure	(2946)	(41)	(3279)	(14890)	(1360)	(392)	(22908)



**Borehamwood Foodbank Charitable Incorporated Organisation**

Balance of grant c/f	2024	577	nil	nil	nil	8	2609
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Fuel donations consist of:

1000 Herts Community Foundation	
1000 Ground Work	
140 From individuals	
2140	

**Borehamwood Foodbank CIO**  
**Independent Examiners Report**

**For the Year Ended 31st January 2020**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st January 2020

**Responsibilities and basis of report**

As the charity trustees of the company (CIO) (who are treated as directors for the purposes of the company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ( 'The 2006 Act' )

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

**Independent Examiner's Statement**

The Company's gross income was less than £250,000 your examiner is not required to be a member of a body listed in section 145 of the 2011 Act. However, I can confirm that I am qualified to undertake the examination and I am indeed on that list because I am a member of The Institute Of Chartered Management Accountants

I have completed my examination . I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect :

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act, or
  - (2) the accounts do not accord with those records; or
  - (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view ' which is not a matter considered as part of an independent examination ;or
  - (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland ( FRS102).
- I have no concerns and have come across no other matters in connection with the

Signed .....  
Sally Jane Wainwright ACMA

Date 18/08/2020

Isis House, Smith Road, Wednesbury,  
West Midlands  
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