



Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	Date 06	Month 04	Year 2019		Day 05	Month 04	Year 2020

Section A Reference and administration details

Charity name Community Emergency Foodbank

Other names charity is known by CEF

Registered charity number (if any) 1153907

Charity's principal address

Rectory Farm House
2 Church Street
Bladon Woodstock
Postcode OX20 1RS

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)
2	Mrs Elaine Parsons			
3	Mrs Lucinda Lewis-Crosby			
5	Mr Tom Benyon			
6	Mrs Sue Wingfield Digby	Chair		
7	Mrs Claire Lewis			
8	Mr Andrew Bevan	Secretary		
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution adopted 23 September 2013
How the charity is constituted <small>(eg. trust, association, company)</small>	CIO
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Trustees are appointed or reappointed annually at the Annual General Meeting held in April

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

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

	To provide emergency non-perishable food to people in Oxford who are struggling financially to put food on the table. All recipients of food parcels have to be referred by statutory or non-statutory organisations working in the city of Oxford.
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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)

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The CEF goal is to alleviate hunger in Oxford City by seeking and collecting food which is then distributed from St Francis church, Hollow Way and Littlemore Baptist Church, Church lane. We serve those referred to us by GPs, health visitors, the CAB, clergy, community workers, and police etc. – any professionals who are likely to come into contact with people in real need.

Despite our Welfare System in this country many thousands of people still go hungry through debt, sickness, sudden job loss, addiction, marriage breakdown or simply delays in benefit.

What do we want to achieve?

To provide three days nutritionally balanced emergency food-aid for people in crisis identified and referred by frontline voucher distributors. To work with statutory and non-statutory service providers e.g. GPs, Health Visitors, Social Workers, Probation Officers, CAB, Clergy, Community Workers etc. – any professionals who are likely to come into contact with people in real need, who will be able to refer people for a maximum of three vouchers (there will be exceptions to this, cases to be negotiated on an individual basis).

To signpost service users to other agencies appropriate to their needs i.e. Citizens Advice Bureau, housing departments, social services, Age Concern, Sure Start, probation services.

To provide a hot drink and snack and an opportunity to talk to a listening ear in a comfortable setting.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

**Annual report for the Community Emergency Food-
bank (CEF)
2019/20**

I am pleased to report for the year 2019/2020 CEF:

- Has fed in excess of 3,413 impoverished people. The numbers of people coming through our doors up since last year in particular the number of children totalling 1307 in 2019/2020.
- Distributed over 50,000 items of food,
- Works with 35 committed volunteers as well as extra help in times of warehouse overload.
- Is linked with additional CEF café at Littlemore Baptist Church which opens between 10-11.30 on Thursdays and Barton Community Church on Mondays and Thursdays 12 noon – 2 pm
- A member of staff went on a sponsored walk from Canterbury to Oxford and raised £5000,00
- A holiday scheme has been introduced to help families whose children receive free school meals, to manage during the school holidays.
- Two weeks before the end of March 2020 CEF temporarily closed its doors due to the COVID-19 pandemic lockdown and the risk to both volunteers and to those receiving food. This time was used to put in place a delivery service with an electronic referral link to be used by referrers. CEF reopened its new delivery service on April 1st 2020.

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold £21,000 cash in the bank and £47,630 in investments, all of which are unrestricted funds. These funds are held to cover a 6-month operating expenditure due to lack of donations and any unforeseen expense that may occur.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sue Wingfield Digby	
Position (eg Secretary, Chair, etc)	Chair	
Date	08/11/2020	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Community Emergency Foodbank

No (if any)

Receipts and payments accounts

CC16a

For the period
from

06/04/2019

To

05/04/2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	39,579	-	-	39,579	30,209
Gift Aid	862	-	-	862	767
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	40,440	-	-	40,440	30,976
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	40,440	-	-	40,440	30,976
A3 Payments					
Fund raising costs--mailshots	1,759	-	-	1,759	748
Direct costs-food	953	-	-	953	891
Rent	1,995	-	-	1,995	1,950
Telephone	178	-	-	178	227
Insurance	1,193	-	-	1,193	1,180
Motor exps	4,713	-	-	4,713	1,896
Remuneration	13,085	-	-	13,085	15,104
Repairs	1,236	-	-	1,236	240
Bank fees	593	-	-	593	410
Admin exps	1,081	-	-	1,081	1,930
Sub total	26,785	-	-	26,785	24,575
A4 Asset and investment purchases. (see table)					
	5,000	-	-	5,000	-
	-	-	-	-	-
Sub total	5,000	-	-	5,000	-
Total payments	31,785	-	-	31,785	24,575
Net of receipts/(payments)	8,655	-	-	8,655	6,401
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	12,164	-	-	12,164	5,764
Cash funds this year end	20,820	-	-	20,820	12,164

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	20,820	-	-
		-	-	-
		-	-	-
	Total cash funds	20,820	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Motor vehicles	708	-	-
	Gift aid	739	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Canaccord Genity		-	47,630
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Sue Wingfield Digby Chair	08/11/2020	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Community Emergency Foodbank

**On accounts for the year
ended**

05/04/2020

**Charity no
(if any)**

1153907

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity for the year ended 05/04/2020.

**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 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:

[Signature box]

Date:

08/11/2020

Name:

Sharon Webb

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

FMAAT

Address:

279 Thorney Leys

Witney Oxon

OX28 5PH

Section B

Disclosure

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

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

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