



NEWCASTLE STAFFS FOODBANK

FINANCIAL STATEMENTS AND TRUSTEES REPORT

FOR THE YEAR ENDED 31 AUGUST 2020

NEWCASTLE STAFFS FOODBANK

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FOR THE YEAR ENDED 31 AUGUST 2020

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NEWCASTLE STAFFS FOODBANK

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 AUGUST 2020

Trustees:	J Baker Rev J J Beswick-Pallister Rev S R Boxall M Heap J Machin P J Radford	- resigned 19 August 2020
Treasurer:	M Heap	
Charity number:	1150816	
Charity Address:	Aspire Housing Depot Brick Kiln Lane Parkhouse Industrial Estate West Newcastle ST5 7AS	
Bankers:	HSBC UK plc 1 Centenary Square Birmingham B1 1HQ	
Independent examiner:	Lifestyles Accountancy Limited Chartered Accountants 39 Kirklees Road Southport PR8 4RB	

NEWCASTLE STAFFS FOODBANK

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2020

The trustees submit their annual report and financial statements for the year ended 31 August 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable trust which was registered on 14 February 2013. It is governed by its constitution adopted 4 October 2012.

Recruitment and appointment of the trustees

The board seeks to achieve a balance of skills and experience amongst the trustees. In order to maintain this, the board reviews its skill and experience mix each year and seeks to recruit new trustees as and when necessary.

Appointment is made once an application for becoming a trustee is received by the charity and the board of current trustees have interviewed the candidate and voted. Usually the board is unanimous in its decision but if that were not the case then a majority vote would prevail.

Trustee induction and training

The current board of trustees provide any new trustee with an overview of the timetable of board meetings, copies of the recent minutes of meetings, the recent reports and accounts and explains their general and specific responsibilities.

Ongoing training is provided by the board of trustees as and when the need arises.

Risk management

The trustees are aware of the major risks to which the charity is exposed to and have plans in place to mitigate these as far as possible. A full risk review is usually undertaken annually by the trustees to ensure that all known and potential risks are mitigated as effectively as possible.

Organisational structure

Newcastle Staffs Foodbank is governed by its board of trustees that are responsible for the strategic direction and policy of the charity. The trustees also review performance on a monthly basis and discuss implementation of policy as and when required.

The day to day responsibility for the provision of the services rests with the regular volunteers. The trustees are however responsible for ensuring that the charity delivers the services specified and that key performance indicators as set by the trustees are met.

NEWCASTLE STAFFS FOODBANK

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 AUGUST 2020

OBJECTIVES AND ACTIVITIES

Objects of the charity

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The objects of the charity are the prevention or relief of poverty in the borough of Newcastle-Under-Lyme and surrounding areas in particular but not exclusively by providing emergency food supplies to individuals in need and/or charities, or other organisations working to prevent or relieve poverty.

ACHIEVEMENTS AND PERFORMANCE

Review and summary of the year

Throughout the year the charity has continued to provide regular provision of food supplies to those in need through the generous time donated by volunteers. The trustees are very grateful to these volunteers and wishes to express their heartfelt gratitude to them.

FINANCIAL REVIEW

Review and summary of the year

The charity had net incoming resources of £59,946 (2019 - net outgoing resources of £6,165) for the year. This has arisen generally due to a significant increase in donations and grant funding being received.

Principal funding sources

The principal funding sources of the charity continue to be received from the very generous donors and grant funders that the charity is so very thankful to.

Reserves policy

In order to maintain the day to day running of the charity the trustees have agreed that an amount of no less than 3 months running costs should be available in reserves at any one point in time. This amounts to an amount of around £7,000.

In the year to 31 August 2020 the amount available in free reserves was £65,120 (2019 - £26,067). The trustees are continuing to expand on the valuable work that they undertake to help more and more in need which will continue to use the resources available to them.

NEWCASTLE STAFFS FOODBANK

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 AUGUST 2020

PLANS FOR FUTURE PERIODS

General plans

The charity will continue its current programme throughout the year and aims to attract more support both financially and voluntarily in providing emergency food supplies to individuals in need.

Plans in response to risk review

The trustees continually monitor risk and implement policy as and when necessary to mitigate that risk as far as possible. Currently COVID-19 measures to reduce the spread of the virus have been implemented and all volunteers must wear protective face coverings during their volunteering.

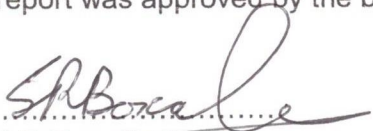
STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- a. select suitable accounting policies and apply them consistently;
- b. make judgements and estimates that are reasonable and prudent;
- c. state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d. prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of trustees on 6th Oct 2020 and signed on its behalf by:


.....
Rev S R Boxall - trustee

NEWCASTLE STAFFS FOODBANK

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NEWCASTLE STAFFS FOODBANK

FOR THE YEAR ENDED 31 AUGUST 2020

We report on the financial statements of the charity for the year ended 31 August 2020, which are set out on pages 6 to 11.

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.

It is our responsibility to:

- (i) examine the accounts under section 145 of the Charities Act,
- (ii) 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
- (iii) to state whether particular matters have come to our attention.

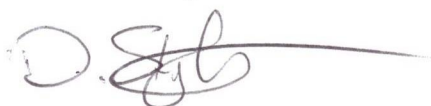
Basis of independent examiner's statement

Our 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 our examination, no matter has come to our attention:

- a) which gives us reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
- b) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Daniel Styles (Independent examiner)

for and on behalf of Lifestyles Accountancy Limited

Dated: 24TH Oct 2020

NEWCASTLE STAFFS FOODBANK

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 AUGUST 2020

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income:					
Donations and gifts	2	46,794	-	46,794	9,536
Grants received	3	-	40,564	40,564	5,724
Investment income	4	34	-	34	38
TOTAL INCOMING RESOURCES		46,828	40,564	87,392	15,298
RESOURCES EXPENDED					
Charitable activities	5	7,675	19,671	27,346	21,463
Governance costs	6	100	-	100	-
TOTAL RESOURCES EXPENDED		7,775	19,671	27,446	21,463
NET INCOMING RESOURCES FOR THE YEAR		39,053	20,893	59,946	(6,165)
Fund balances at 1 September 2019		26,067	12,027	38,094	44,259
Fund balances at 31 August 2020		65,120	32,920	98,040	38,094

The notes on pages 8 to 11 form part of these financial statements.

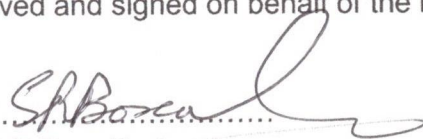
NEWCASTLE STAFFS FOODBANK

BALANCE SHEET

AS AT 31 August 2020

	Notes	Total funds 2020 £	Total funds 2019 £
CURRENT ASSETS			
Cash at bank and in hand		98,140	38,094
Debtors		-	-
		<hr/> 98,140	<hr/> 38,094
CURRENT LIABILITIES			
Accruals		100	-
		<hr/> 100	<hr/> -
NET CURRENT ASSETS (Free reserves)		<hr/> 98,040	<hr/> 38,094
FUNDS			
Restricted funds	8	32,920	12,027
Unrestricted funds		65,120	26,067
TOTAL FUNDS		<hr/> 98,040	<hr/> 38,094

Approved and signed on behalf of the board on 06/10/20 by:

.....
Rev S R Boxall - trustee

The notes on pages 8 to 11 form part of these financial statements.

NEWCASTLE STAFFS FOODBANK

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2020

1 ACCOUNTING POLICIES

a Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the FRSE Statement of Recommended Practice (FRSE SORP), "Accounting and Reporting by Charities" published in March 2015.

b Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements where relevant.

c Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. No amounts are included in the financial statements for services donated by volunteers.

d Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

Fund raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management costs. Management and administration costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

e Fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost including and incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Furniture and equipment - 20% reducing balance

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NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 AUGUST 2020

2 VOLUNTARY INCOME

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations and gifts:				
General donations	46,296	-	46,296	8,855
Gift aid collected	498	-	498	681
	<u>46,794</u>	<u>-</u>	<u>46,794</u>	<u>9,536</u>

3 GRANTS RECEIVED

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Grants received	-	40,564	40,564	5,724
	<u>-</u>	<u>40,564</u>	<u>40,564</u>	<u>5,724</u>

4 INVESTMENT INCOME

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Bank interest	34	-	34	38
	<u>34</u>	<u>-</u>	<u>34</u>	<u>38</u>

NEWCASTLE STAFFS FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 AUGUST 2020

5 COSTS OF CHARITABLE ACTIVITIES

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Staff salaries	-	15,631	15,631	8,073
Food costs	880	2,607	3,487	2,494
Warehouse rents	2,795	-	2,795	2,884
Furniture and equipment	-	-	-	2,512
Computer costs	1,031	400	1,431	2,744
Telephone and internet costs	1,049	-	1,049	218
Franchise costs	-	-	-	360
Consultancy fees	-	-	-	400
Safety equipment (PPE)	-	860	860	-
Postage and stationery	671	173	844	955
Electricity, gas and water costs	641	-	641	313
Insurance	422	-	422	414
Travel costs	56	-	56	-
Sundry costs	130	-	130	96
	<u>7,675</u>	<u>19,671</u>	<u>27,346</u>	<u>21,463</u>

6 GOVERNANCE COSTS

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Independent examination	100	-	100	-
	<u>100</u>	<u>-</u>	<u>100</u>	<u>-</u>

NEWCASTLE STAFFS FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 AUGUST 2020

8 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total funds £
Current assets	65,220	32,920	98,140
Current liabilities	(100)	-	(100)
	<u>65,120</u>	<u>32,920</u>	<u>98,040</u>

9 ANALYSIS OF FUNDS

	Balance at 1 Sep 19	Incoming Resources	Outgoing Resources	Balance at 31 Aug 20
Unrestricted funds:	<u>26,067</u>	<u>46,828</u>	<u>7,775</u>	<u>65,120</u>
Restricted funds:				
Grants:				
Asda	-	9,288	7,681	1,607
B & M covid	-	3,000	-	3,000
Coldfields Trust	-	10,000	300	9,700
East Midland Rail	-	500	500	-
Neighbourly Ltd	-	400	-	400
Paypal	-	142	-	142
Project lead salary fund	12,027	-	6,858	5,169
Realise computer	-	3,600	-	3,600
SLA Silverdale Parish Council	-	800	-	800
Staffs Community Fund helping hands	-	6,834	1,665	5,169
Staffs Community Fund food	-	3,000	1,012	1,988
Staffs County Councillors	-	1,500	295	1,205
Groundwork UK - Tesco tea bags	-	500	500	-
Trussell Trust covid-19	-	1,000	860	140
	<u>12,027</u>	<u>40,564</u>	<u>19,671</u>	<u>32,920</u>
Total funds:	<u>38,094</u>	<u>87,392</u>	<u>27,446</u>	<u>98,040</u>

9 TRUSTEES REMUNERATION

No trustee received any remuneration or re-imbursement of expenses during the year.