



Accounts
28/08/2018 - 31/12/2019



CHARITY COMMISSION
FOR ENGLAND AND WALES

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Aylesbury Foodbank

**On accounts for the year
ended**

31st December 2019

**Charity no
(if any)**

1179692

Set out on pages

3-7 (including the notes)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2019

**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.

Signed:



Date: 16th December 2020

Name: Paul C Vaughan

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

CPFA (Retired)

Address:

7 Mill Lane

Wingrave

Aylesbury HP22 4PL

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.

NOT APPLICABLE

Aylesbury Foodbank is situated at
44 Rabans Close
Rabans Lane Industrial Estate
Aylesbury
Buckinghamshire
HP19 8FJ

This is a rented warehouse and office, where donated food etc. is stored and packed into boxes for distribution from four centres around the town.

Its objectives are the relief of financial hardship amongst people in Aylesbury and the surrounding area or in other parts of the United Kingdom in such ways as the trustees from time-to-time think fit, in particular, but not exclusively by:

- a) providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty
- b) such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services

Aylesbury Foodbank was set up in October 2015 with the support of the Putnam House Trust as a franchise of The Trussell Trust and started working from a rented warehouse in Smeaton Close in April 2016. In September 2018 it moved into a larger warehouse premises in order to be able to meet the increasing demands brought about by the roll-out of Universal Credit.

The Foodbank became a charity in August 2018. It has two employees, an Operations Manager and a Finance & Fundraising Manager, and has been managed by an Operations Group of five people: Mr. Simon Weaver; Mr. Kevin Piper; Mrs. Anne Vujanic; Ms. Heather-Joy Garrett; Ms Kim Hopping, who meet monthly. It has a Board of six Trustees who meet every other month. The Trustees are Mr. Simon Weaver, (Chair); Mr. Kevin Piper, (Treasurer); Mrs. Anne Vujanic, (Secretary); Ms Jennet Dixon; Rev Peter Wheeler; Mr Jeremy Holmes.

When the Foodbank opened in October 2015, the Putnam House Trust (PHT) used its bank account at Barclays Bank to receive donations for the foodbank and to make purchases and pay invoices etc. The PHT arranged for a second account to be opened in its name for the Foodbank's use in June 2016. Several Direct Debits had been set up to pay Foodbank bills on the main PHT account when the Foodbank occupied its first premises at Smeaton Close in April 2016. These remained in place until after the Foodbank became a charity in its own right, (August 2018,) and opened its own bank account in November 2018.

Figures for 2015, 2016, 2017 were reported as part of the accounts for the Putnam House Trust accounts. The Foodbank employed a Finance & Fundraising Manager from May 2018, who had to build a financial history for the Foodbank from June 2016 and the start of its dedicated Putnam Bank

account. Figures for 2017 shown in these accounts are those that would have been reported as part of the Putnam House Trust charity under charity number 212634.

During 2019, the Foodbank had to have building work done on the mezzanine level floor and staircase as it was dangerous. It turned out to be a more complicated and expensive job than first thought; therefore the 2019 carry forward was much lower than the previous year.

Statement of Assets and Liabilities

| | |
|-------------------------------|-----------------|
| Current Account (03314251) | £3701.64 |
| Holding Account (93846253) | £26.60 |
| Old Putnam Account (93316696) | £3.63 |
| Pre-paid Card | £1.37 |
| Petty Cash Account | £63.93 |
| Total | £3797.17 |

| | |
|-------------------------|------------------|
| General Fund | £2000.00 |
| Restricted fund | £1,694.60 |
| Designated Funds | £572.04 |
| Total | £3,797.17 |

Foodbank Assets (Current Value) 17

| | | |
|-----------------------------------|-----------|-------------------|
| Ford Transit Connect Van KM58 XZC | £1,235.00 | Purchased 08/2017 |
| HP EliteBook 8470P 14" Notebook | £150.00 | Purchased 05/2018 |
| LG 22M38A 22" Monitor | £52.00 | Purchased 05/2018 |
| ADMI Desktop Computer ADM A4 | £140.00 | Purchased 04/2016 |
| 6320 & 21.5" Monitor | | |
| HP Officejet Pro A3 Printer | £150.00 | Purchased 11/2018 |

Liabilities

| | |
|------------------|-----------|
| Outstanding Loan | £2,000.00 |
|------------------|-----------|

Receipts & Payments Account

| Summary | 2019 |
|--------------------------------------|-------------|
| Starting Balance | £2,679.57 |
| Total Incoming Resources | £84,483.81 |
| Total Outgoing Resources | £83,366.21 |
| Balance Carried Forward to next year | £3,797.17 |

Receipts

2019

Income from generated funds – Voluntary Donations

| | |
|---------------------------|-------------------|
| Donations (Recurring) | £4,149.51 |
| Donations (Non-Recurring) | £11,743.40 |
| Grants 1 | £60,809.27 |
| Total | £76,702.18 |

Income from activities for generating funds

| | |
|--------------|------------------|
| Fundraising | £2,163.51 |
| Total | £2,163.51 |

Income from investments

| | |
|---------------|--------------|
| Bank Interest | £3.16 |
| Total | £3.16 |

Other incoming resources

| | |
|-------------------|------------------|
| General Refunds 2 | £1,989.96 |
| Sundries | £125.00 |
| Loan 3 | £3,500 |
| Total | £5,614.96 |

| | |
|--------------------|-------------------|
| Grand Total | £84,483.81 |
|--------------------|-------------------|

Payments

2019

Cost of generating funds

| | |
|------------------------|----------------|
| Fundraising Expenses 4 | £290.00 |
| Total | £290.00 |

Investment Management Costs

| | |
|--------------|---------------|
| Bank Charges | £74.37 |
| Total | £74.37 |

Charitable Activities

| | |
|-----------------------------------|-------------------|
| Employees 5 | £35,612.05 |
| Office Consumables | £752.02 |
| Printing | £690.90 |
| Rent 6 | £20,796.82 |
| Rates 7 | £270.32 |
| Facilities | £785.30 |
| Phones/Internet | £1,447.99 |
| Maintenance & Cleaning 8 | £9,589.36 |
| Utilities 9 | £1,997.63 |
| Warehouse Consumables | £978.08 |
| Equipment 10 | £5,544.69 |
| Van Maintenance 11 | £251.73 |
| Van Running Costs 12 | £878.82 |
| Annual Subs/Licences 13 | £1,059.44 |
| Training/Conferences/Workshops 14 | £420.00 |
| Mileage Expenses | £0.00 |
| Total | £81,075.15 |

Other resources used

| | |
|--------------------|------------------|
| Sundry 15 | £426.69 |
| Loan Repayments 16 | £1,500.00 |
| Total | £1,926.69 |

| | |
|--------------------|-------------------|
| Grand Total | £83,366.21 |
|--------------------|-------------------|

Notes to accounts

1. Grants – During the year grants were received from the following bodies: -

| | |
|------------------------|-------------------|
| Bucks County Council | £14,218.35 |
| ESRI | £2,000.00 |
| Hickman Trust | £5,000.00 |
| Putnam House Trust | £19,000.00 |
| Trussell – ASDA Grants | £7,590.92 |
| Heart of Bucks | £3,000.00 |
| Rothschild Foundation | £5,000.00 |
| Turpin Charity | £2,000.00 |
| Aylesbury Deanery | £1,000.00 |
| Aylesbury Town Council | £2,000.00 |
| Total | £60,809.27 |

2. General Refunds – Refunds were received for DBS Checks, Bank Charges, Eon Electric, Royal Mail Postage Fee & the Rent Deposit from Smeaton Close.
3. A loan of £3,500 was made to the Foodbank to cover the cost of building work required to strengthen the mezzanine floor and staircase. Initially it was agreed that it would be repaid at £500 per month. This was revised at the end of 2019 to £200 per month.
4. Fundraising Expenses – relate to the fundraising Quiz Night held in October. The profit for the night was £662.40
5. During the year there were two paid employees.
6. Rent – The figure includes the deposit for 44 Rabans Close, which was equivalent to three months' rent. The deposit from Smeatons Close was not received back until 2019.
7. Rates – During 2019, the Foodbank was able to get a discretionary discount from the Council to reduce the rates due.
8. Maintenance & Cleaning - £8847.10 related to the work that had to be carried out on the mezzanine floor and staircase. This turned out to be a much more complicated and expensive than originally anticipated. A plumbing repair was also required during the year (£170)
9. Utilities – During 2019, the Foodbank was notified that, although energy metres had been read, changes were not made to our energy accounts; this resulted in a large underpayment on the gas account. Monthly payments were increased to ensure the underpayment was settled within the year.
10. Equipment – This heading covers all equipment purchased during the year. Apart from some small purchases amounting to £119.02, all other purchases were made from Grant funding and designated donations.

11. Van Maintenance & Purchase - This covers the annual service and one minor repair.
12. Van Running Costs – Includes Insurance, Road Tax and petrol
13. Annual Subscriptions & Licences – This covers the annual subscription to the Trussell Trust and the monthly subscription for the finance program.
14. Training/Conferences/Workshops – includes the cost of First Aid courses for the two foodbank employees.
15. Sundry Expenses – £185 of the amount is for an invoice from DAC removals relating to the move from Smeaton Close in September 2018; the invoice was not received until December 2019, and £225 was the surveyors fee for the mezzanine floor work.
16. Loan Repayments – The foodbank was able to repay £1,500 toward the loan for the building work carried out in 2019. The balance of £2,000 is to be repaid in 2020.
17. Assets – Current Value calculated after researching the current market value of van and applying 25% depreciation to the computer equipment.

Basis of preparation

The financial statements have been prepared in accordance with the Charities Act 1993, accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" (revised 2005)

The receipts and payments account shows the movement of cash into and out of the charity during the 2018 financial year.

Accounting policies**Funds**

There is currently one unrestricted, general fund and one restricted fund held.

Incoming resources

All incoming resources are included in the accounts when the charity receives the income.

Resources expended

Expenditure is recognised when there is a legal or constructive obligation to pay for goods or services.

All expenditure is shown inclusive of VAT.

Simon Weaver, Chair



Kevin Piper, Treasurer



Date

8th July 2020

Chair's report

AGM July 2020

This has been quite an extraordinary year for Aylesbury Food Bank – and indeed latterly for the UK and the world. For our food bank, the challenges began in the Autumn of last year, with structural problems with the Mezzanine floor in the warehouse, leading to significant unexpected costs and disruption during the building works. At the same time, demand continued to grow fuelled partly by universal credit but also wider austerity measures in the economy.

A big thank you then, to the wider community of Aylesbury Vale for donations of both food and funds, to our grant funding bodies, churches, local business donors, individuals who have fund raised for us and to everyone that has volunteered, enabling the food bank to keep running and meeting the rising demand through this time. Our volunteers have worked tirelessly, collecting, processing, packing and distributing food. They have done so lately under particularly challenging circumstances, with social distancing in the warehouse, gloves, masks and hygiene routines

Of course, none of this would have been possible without the hard work and commitment of our food bank managers – Heather-Joy Garrett, our operations manager, and Kim Hopping, our finance and fundraising manager. They have worked tirelessly to keep us running, meeting the needs of the community, and funded to be able to do so.

We are also extremely grateful to our distribution centres and referral agencies all of whom have had to adapt to new ways of working and have continued to be at the front line in our ability to serve the community as effectively as we have been able to do.

I am also extremely grateful to my fellow trustees for their significant contribution in supporting the staff and volunteers with clear leadership and strategic direction, in some cases taking on significant operational and frontline volunteering as well – I think in particular here of Kevin Piper and Jeremy Holmes. Anne Vujanic has been an absolute rock from my perspective, diligently ensuring we have agendas and minutes for Trustee meetings and keeping us on track with dates – not to mention being our liaison with Holy Trinity Church who are kind supporters of the food bank in many ways. Jen Dixon has also been a great support to me, with wise advice and some great fund-raising initiatives organised with Esri UK.

All of the efforts by so many individuals and organisations have enabled us to provide food for 35,415 meals between August 2018 and December 2019. This is an amazing collective achievement that shows what can be achieved in the community when everyone from individuals to churches, charities and local councils come together for a common cause and purpose.

The staff and volunteers have worked tirelessly to successfully meet demand even through the move to the new Warehouse and the other significant change of becoming an independent charity. Fundraising has increased this year with a range of funding bodies now supporting the work that we do, including the Mid Bucks Association which originally set up the foodbank.

Food donations have increased, bolstered by a new relationship with our local Tesco's recently. However, the gap between what we give out and what we receive is very small which is one of two challenges to sustainability, looking forward. The other challenge is to continue to grow our funding sources and work on building our financial reserves and overall resilience.

The trustees are extremely grateful to our distribution centres and in particular the volunteers that work tirelessly through the year at the centres, giving out food and providing other support, helping clients through the crises they are experiencing.

We are also grateful to all the funding bodies, local businesses and individual fundraisers that have enabled us to operate through the year and continue to do so.

Looking forward, we plan to develop new distribution centres in currently under-served local areas including Buckingham Park and Broughton.

It has been a great privilege for me personally to have continued to be the chair of Aylesbury Food bank for a further year. I have seen our food bank grow from humble origins when it was first set up in 2016 as an initiative of the Putnam House Trust, with Canon Andrew Blyth, myself, Revd Richard Philips and our first employee: food bank coordinator, Heather-Joy – now our operations manager. From there we grew to be an independent charity with larger premises and have continued to evolve and grow. Of course, we always hope that one day food banks will no longer be necessary – and that is always what we want to see, but while the need is there, it is great to see us grow and help so many people.

Simon Weaver

Chair of Trustees

Aylesbury Foodbank