

Trustees' Report and Accounts for year ended 5th April 2020
(Charity reg. no. 1148632)

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Objects and Purposes of Charity:

The objects of the Charity as stated in the Declaration of Trust are:

"To relieve persons in Dunstable and the surrounding areas who are in conditions of need, hardship, or distress (beneficiaries) in such ways as the Trustees from time to time think fit."

"In furthermore of the first object, to supply boxes to beneficiaries, either directly or through agency partners approved by the Trustees, such boxes to contain tinned and dried foods to ensure a healthy, balanced and nutritious diet for up to three days."

"To do any other thing consistent with the primary purpose of the Charity, including (but not limited to) the provision of counselling or other advisory services."

Legal and Administration Details:

The Charity was registered with the Charity Commission on 17th August 2012. The Charity became fully operational in September 2012.

Trustees:

Mr Alan Sutton 2 Kirkstone Drive Dunstable Beds LU6 3PR	Chairman of the Trustees
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Mr Michael Freeman 15 Allen Close Dunstable Beds LU5 4DG	Treasurer and Trustee
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Mr Clive Cook Stranwell Cumberland Street Houghton Regis Beds LU5 5BN	Trustee
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Major Stephen Brevitt 8 Pipers Croft Dunstable Beds LU6 3JZ	Trustee
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Rev. Ricky Turner 83 Half Moon Lane Dunstable Beds LU5 4AE	Trustee
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Bankers:

HSBC Bank
22 West Street
Dunstable
Beds LU6 1SY

Trust Policies and Procedures:

Reserves Policy:

The Trustees do not consider the Trust should build up large reserves because the Trust aims to spend its income in maintaining all aspects of the charitable work of the Trust. However, the Trustees believe that a minimum unrestricted reserve of £10000 is required to effectively administer Dunstable Foodbank:

- to ensure prompt payment of all invoices and other amounts due
- to allow for short-term fluctuations in income
- to cover contractual and moral obligations
- to meet unforeseen expenditure

Risk Assessment:

The Trustees have considered the operational, financial and strategic risks faced by the Charity. Management information is available to the Trustees to enable them to regularly monitor these risks and take appropriate mitigation measures. Public/Product Liability and Employer's Liability insurances are in place.

Staff Disciplinary and Grievance Procedure:

The Trust has no formal written staff disciplinary and grievance procedure in place. In the year to 05/04/20 all our staff worked on a voluntary basis:

Child Protection:

The Trust has adopted and adheres to the Child Protection Policies of the Trussell Trust.

Data Protection:

The Trust is registered with the Information Commissioner under the Data Protection Act 1998. Registration number: ZA119722

Trustees' Responsibilities:

The Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of its income for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- prepare the financial statements on the 'going concern' basis unless it is inappropriate to presume that the Charity will continue.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

DUNSTABLE FOODBANK
ACCOUNTS FOR THE YEAR ENDED 5TH APRIL 2020

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Trustees Report:

Dunstable Foodbank continues to address the needs of those in the local community who find themselves in financial difficulty by supplying emergency food supplies.

During the year, the Charity saw an increase in the number of clients receiving food donations as follows:

	Adults	Under 16's	Total
2019/20	2614	2390	5004
(c/f 2018/19	2271	1921	4192)

i.e an increase in OVERALL client numbers of 19.4%

During the year, the Charity received £5050 (2018/19 £1755) from the Trussell Trust, with which the Charity is associated, and under whose guidelines and policies it operates. This receipt arose from the arrangement existing between the Trussell Trust and major supermarket chains and is based on food collections made within supermarket sites designated for Dunstable Foodbank.

Signed of behalf of the Trustees:

A Sutton.....

Michael Feeeman.....

Date:.....

DUNSTABLE FOODBANK
RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 5TH APRIL 2020

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	2019/20	2018/19
Opening bank balance as at 6th April:	36744	41103

<u>Income</u>	Unrestricted 2019/20	Restricted 2019/20	Total 2019/20	Total 2018/19
Donations from churches	10669	0	10669	7247
Donations from individuals	11036	0	11036	3166
Other Donations	4692	0	4692	2377
Local Authority/Other Grants	0	14750	14750	0
Trussell Trust income	5050	0	5050	1755
Transfers between funds	0	0	0	0
Total Receipts:	31447	14750	46197	14545

Expenditure

Fixed Asset purchases	0	0	0	0
New warehouse: set-up	0	0	0	962
New warehouse: deposit	0	0	0	3688
New warehouse: rental	0	14750	14750	8173
New warehouse: utilities	1435	0	1435	144
Vehicle Running expenses	2792	0	2792	2135
Stock purchased	0	0	0	273
Payroll costs	0	0	0	0
Telephone, Postage and Internet	119	0	119	457
Donations (Landlord/Other)	1132	0	1132	1206
Printing and Stationery	807	0	807	439
Computer support	0	0	0	28
Insurances	645	0	645	317
"Short Life" equipment	411	0	411	0
Miscellaneous/other	144	0	144	722
Trussell Trust subscription	360	0	360	360
Total Payments:	7845	14750	22595	18904

Closing bank balance as at 5th April:	60346	36744
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Amount in HSBC bank account as at 5th April:	60346	36744
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We approve these accounts and confirm that they have made available all relevant records and information for their preparation.

Signed of behalf of the Trustees:

A Sutton.....

Michael Feeman.....

Date:.....15/12/20

Notes to the Accounts for the Year Ended 5th April 2020

1) Principle Accounting Policies:

Accounting Convention:

The accounts have been prepared under the historical cost convention.

Income:

Donations and grants are recorded as income for the year in which they are received and are identified as either restricted or unresricted funds depending on the terms of the donation or grant.

Expenditure:

Revenue expenditure is written off to the Statement of Financial Activities as incurred.

Expenditure of a capital nature is included in fixed assets and is written off in the year of purchase:

Fixtures and Fittings	100%
General Equipment	100%
Motor Vehicles	100%

Fixed Assets:

COST:

As at 5th April 2019	21894
Additions:	0
Disposals:	0
As at 5th April 2020	<div>21894</div>

DEPRECIATION:

As at 5th April 2019	21894
Additions:	0
Disposals:	0
As at 5th April 2020	<div>21894</div>

Net book value 5th April 2019	<div>0</div>
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Net book value 5th April 2020	<div>0</div>
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Creditors:

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Current Creditors as at 5th April 2020: £430.

Being: Local authority grant - restricted - balance remaining after payment of Wages and Salaries during the year 2014/15.

Debtors:

Current Debtors as at 5th April 2020: £3688.

Being: Rental deposit for new warehouse premises (equivalent to one quarter's rent).

Bank and Cash Balances:

Bank balance as at 5th April 2020: £60346

No cash balances held as at 5th April 2020

Long Term Liabilities:

Dunstable Foodbank has no long term liabilities as at 5th April 2020

Trustees' Remuneration and Expenses:

No remuneration or expenses was paid to any Trustee during the year ended 5th April 2020.
(Year to 5th April 2019 - £nil remuneration, £nil expenses)

Funds Transfer:

During the year ended 5th April 2020 a transfer was made from Restrictd Funds (Designated) to Unrestricted Funds in respect of warehouse rental costs arising prior to 06/04/19.

Independent Examiner's Report to the Trustees of Dunstable Foodbank:

I report on the accounts of the Trust for the year ended 05 April 2020, which are set out on pages 1 to 9.

Respective responsibilities of trustees and examiner:

As described on page 5, the trustees are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report:

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act

have not been met; or:

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed.....

Date:.....08/01/21