



MALVERN HILLS FOODBANK

Trustees' Annual Report and Financial Statements

For the year ended 30th September 2020



Malvern Hills Foodbank

The Trustees' Annual Report and Financial Statements - Contents 30th September 2020

Pages 1 to 4	Trustees' Annual Report
Page 5	Statement of Financial Activities
Page 6	Balance Sheet
Pages 7 to 9	Notes to the Financial Statements
Page 10	Independent Examiner's Report

Malvern Hills Foodbank

The Trustees' Annual Report 30th September 2020

The Trustees are pleased to present their eighth annual report of the Malvern Hills Foodbank ("The Charity") for the year ended 30th September 2020.

REFERENCE AND ADMINISTRATION INFORMATION

Address and Registration Details

Registered charity number: 1151964

Principal office: Unit 4, Spring Court, Spring Lane South, Malvern, WR14 1AT

Gift Aid: The Charity is registered with HM Revenue and Customs

Constitution

The Charity is constituted as a charitable association and it is registered as a charity with the Charity Commission in England and Wales.

Trustees

Unless otherwise stated, the following have served throughout the year and were Trustees as at 30th September 2020:

Peter Buchanan	Chair
Anne Garner	Treasurer
Gillian Butler	
Stuart Edlington	
Graham Hamblin	Retired 20 th August 2020
Mike Hayes	
Amanda Hornsby	Appointed 25th November 2019
David Wareing	
Roger Watson	Appointed 25th November 2019
Mary Williams	

In accordance with the Charity constitution Gillian Butler, Mike Hayes and Mary Williams retire by rotation at the annual general meeting and shall be eligible for re-election, by the members, at that meeting.

Trust Secretary

Ann Baker

Bankers

HSBC Bank plc
1 Church Street
Malvern

Malvern Hills Foodbank

The Trustees' Annual Report / continued 30th September 2020

Recruitment of Trustees

New Trustees are initially approved by the Board of Trustees. In doing so they are focused on individuals who will maintain a balance of professional skills and experience, as well as being able to contribute towards the effective governance and operations of the Charity.

Organisational structure

The Trustees have agreed to govern via a Board of Trustees and team leaders. The team leaders, currently seven in number, are responsible for running their duty sessions. All of the operational responsibilities are shared between Trustees and non-trustees. The food is distributed not only from Unit 4, but emergency boxes are given out at The Lyttelton Well and the Upton Baptist Church. The trustees thank these organisations for their ongoing support.

OBJECTS AND ACTIVITIES

Objectives and public benefit

The charity's objects are:

"The relief of hardship amongst people in the Malvern Hills district 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; and
- b) by such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services."

The trustees have due regard to the Charity Commission's public benefit guidance and this report demonstrates how the Charity has carried out those purposes during the year and continues to provide a public benefit to the local community.

Activities and Trustees' Review

The Charity is affiliated to the Trussell Trust whose guidelines are followed in the operations and procedures of the Charity. Due to the pandemic the Trussell Trust annual quality assurance survey has not been undertaken. However, the trustees have worked closely with team leaders throughout lockdown and beyond by regular "zoom" meetings to ensure that standards and best service continue to be provided to the local community.

Malvern Hills Foodbank

The Trustees' Annual Report / continued
30th September 2020

Achievements

	2019 - 20	2018 - 19
Food parcels provided	3,411	2,545
Food, toiletries and household goods donated by local people and organisations (kg)	44,046	28,165
Active Referral Agencies working as distributors of vouchers	40	55
Volunteers	43	50

Whilst the Charity has 40 referring agencies, in the year 56% of referrals were made by just three of these: Citizens Advice South Worcestershire, Job Centre Plus and Platform Housing.

We have only been able to achieve our objectives through the excellent support of Malvern and Upton Churches, the wider district Churches, and the local community. Thank you for all of the donations of food and other items during this difficult time. In addition we would like to record our thanks to Waitrose, Morrison's, the two Co-ops and Just So, for their permanent collection points. These have not only increased donations but also have enabled us to communicate to the public the needs and reasons for having a food bank.

Due to the pandemic we have moved to a mainly delivery service from our warehouse assisted initially by British Gas engineers and currently by Community Action Malvern. The Lyttelton Well and Upton Baptist Church have also helped by providing increased access for the Charity food parcels, particularly when the warehouse is closed.

Our partnership with the Lyttelton Well continues to grow whereby they also provide free hot meals and refreshments from their café to those in need.

Malvern Hills Foodbank

The Trustees' Annual Report / continued
30th September 2020

FINANCIAL REVIEW

General

In addition to the receipt of donated food and other items the Charity has received during the year overwhelming financial support from the local community. The pandemic has reduced the opportunity for the public to obtain foods for donations so instead this has been replaced by increased financial donations many of which are standing orders and gift aided. This has enabled the Charity to continue with the purchase of shortages and to provide vouchers for fresh food as can be seen from the financial statements. This extra financial support will also be of great benefit to support our objectives in the troubled months ahead.

Reserves policy

The Trustees have considered the need for a Reserves Policy. They have taken account of the uncertainty of receiving a sustainable level of donations compared to the largely fixed overhead expenditure, coupled with the Charity's objectives to provide where possible ongoing support for people in crisis. The Trustees consider it prudent therefore to continue to set aside reserves which approximate to the anticipated resource expenditure for a twelve month period. As such the sum of £25,000 has been deposited with the Castle & Crystal Credit Union.

Due to the pandemic the fuel top up scheme was suspended in March. However, with the assistance of Let's Talk Charis "e" vouchers will be issued from 1st October 2020. A sum of £5,000 has been set aside to fund this.

THE FUTURE

The Trustees continually review circumstances each year to assess if additional services could be provided. The pandemic has created its own challenges; but the trustees remain determined to continue providing foodstuffs and support to those in need.

The Trustees regret the need to have a charity such as Malvern Hills Foodbank but whilst there is a need the Trustees will continue to increase the awareness amongst the whole community to encourage the support required to enable the Charity to achieve its objectives.

Approved by the Trustees on 2nd November 2020 and signed on their behalf by:

Peter Buchanan - Chair



Malvern Hills Foodbank

Statement of Financial Activities Year ended 30th September 2020

	Notes	2020 Unrestricted Funds £	2019 Unrestricted Funds £
Incoming resources:			
Financial donations		54,379	29,714
Gift aid		7,020	3,121
Membership fees		9	7
MHDC grants re rent		1,875	1,563
Dividend - Castle & Crystal		-	72
Bank interest		35	35
		<hr/>	<hr/>
Financial Income		63,318	34,512
Valuation of donations in kind	1	77,080	49,289
		<hr/>	<hr/>
Total of incoming resources		140,398	83,081
		<hr/>	<hr/>
Resources expended:			
Per summary	3	38,711	31,249
In kind donations distributed		77,080	49,289
		<hr/>	<hr/>
Total of resources expended		115,791	80,538
		<hr/>	<hr/>
Net increase in resources		24,607	3,263
		<hr/>	<hr/>
Unrestricted funds brought forward		23,008	19,817
Transfer to reserve funds		-	(72)
		<hr/>	<hr/>
Unrestricted funds carried forward		47,615	23,008
		<hr/>	<hr/>

Malvern Hills Foodbank

Balance Sheet

As at 30th September 2020

	Notes	2020		2019	
		£	£	£	£
Tangible fixed assets:	4		918		1,714
Current assets:					
Reserve Policy Fund deposit account		25,075		25,075	
Bank balance - current account		3,639		3,360	
Bank balance - deposit account		40,070		20,035	
Debtors - gift aid rebate		7,023		3,134	
Food and fuel vouchers		1,195		-	
Sundry debtors		90		90	
		<u>77,092</u>		<u>51,694</u>	
Less: Sundry creditors		(320)		(325)	
		<u>76,772</u>		<u>51,369</u>	
Net current assets			<u>76,772</u>		<u>51,369</u>
Total net assets			<u>77,690</u>		<u>53,083</u>
FUNDS OF THE CHARITY:					
Unrestricted funds:			47,615		23,008
Reserve Policy Fund			25,075		25,075
Fuel top up fund			5,000		5,000
			<u>77,690</u>		<u>53,083</u>
Total funds			<u>77,690</u>		<u>53,083</u>

Approved by the Trustees on 2nd November 2020 and authorised to sign on their behalf by:

Peter Buchanan - Chair.....Peter Buchanan.....

Anne Garner - Treasurer.....A. T. Garner.....

Malvern Hills Foodbank

Notes to the Financial Statements 30th September 2020

1. ACCOUNTING POLICIES

Audit

The Charity is not required to have a statutory audit since income and total assets are below the required thresholds.

Income

Voluntary income, including donations gift aided, are recognised as income when received. Where applicable, gift aid income tax recoverable, is recognised when the recovery is receivable.

Donations in kind given for distribution are recognised as incoming resources only when distributed with an equivalent amount being included as resources expended. The valuation of such donations is based on Trussell Trust guidelines.

No value is attributable to time donated by volunteers as it would be totally impracticable to record and value such time.

Tangible fixed assets and depreciation

Tangible fixed assets are capitalised at cost, or at fair value to the Charity if donated, if they have a useful life of more than one year.

Depreciation is provided on a straight line basis in order to write off the assets over their effective useful life. Equipment is depreciated at 20%.

Stock

Stocks of donated goods held at the year-end are not valued within the financial statements. The notional valuation of stock was £14,724 (2019: £8,186)

Funds

Unrestricted funds are funds which can be utilised at the discretion of the trustees. Funds held in reserve funds are not restricted as such but earmarked to fund specific initiatives or to provide sufficient funds to enable the Charity to fulfil its objectives over a twelve month period.

Malvern Hills Foodbank

Notes to the Financial Statements / continued 30th September 2020

2. TRUSTEE AND VOLUNTEER PAYMENTS

The Charity operates solely by unpaid volunteers. The Trustees and the volunteers receive no remuneration or expenses other than reimbursement only in respect of direct expenses incurred on behalf of the Charity. The foodbank owes a debt of gratitude to its loyal volunteers. Due to the restrictions created by the pandemic the number of volunteers working in each shift has halved and the working practises have been significantly changed using mainly a delivery only service as noted above. The trustees thank them all for their help and support.

3. SUMMARY OF RESOURCES EXPENDED

	2020	2019
	£	£
Food and sundries for distribution	11,667	13,863
✓ Vouchers for fresh food	4,805	-
Fuel top up payments	3,415	3,194
Bags and boxes	746	237
Rent and service charge	7,800	7,800
Light, heat and water	1,109	998
Trussell Trust franchise fee	360	360
Printing, stationery and consumables	821	1,692
Sundry equipment and repairs	1,168	660
Insurances	662	562
Miscellaneous	483	135
Protective clothing and PPE	894	381
Cleaning	665	-
Telephone and broadband	620	262
Community Action delivery costs	2,700	-
Depreciation of equipment	796	1,105
Total resources expended	38,711	31,249

Malvern Hills Foodbank

Notes to the Financial Statements / continued 30th September 2020

4. TANGIBLE FIXED ASSETS

	Equipment £
Cost as at 1 st October 2019/30 th September 2020	13,341
	<hr/>
Depreciation as at 1 st October 2019	11,627
Charge for the year	796
	<hr/>
Depreciation as at 30 th September 2020	12,423
	<hr/>
Net book value 30 th September 2020	918
	<hr/>
Net book value 30 th September 2019	1,714
	<hr/>

Malvern Hills Foodbank

Independent Examiner's Report 30th September 2020

Independent Examiner's Report

I report to the trustees on my examination of the financial statements of the Malvern Hills Foodbank for the year ended 30th September 2020

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ("the Act")

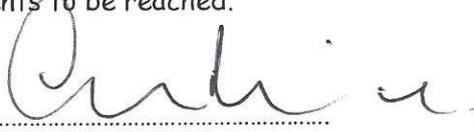
I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have considered all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. The financial statements do not accord with those records; or
3. The financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a "true and fair view" which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

Signed: 

Name: Christopher Price
Address: Malvern Worcestershire

Date: *2nd November 2020*