



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Burnage Foodbank	1169272

## Receipts and payments accounts

CC16a

For the period from	01/04/2019	To	31/03/2020

### 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 £
<b>A1 Receipts</b>					
Donations	4,297	-	-	4,297	3,982
Grants	6,270	-	-	6,270	1,511
Manchester Council	1,900	-	-	1,900	9,628
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>12,467</b>	<b>-</b>	<b>-</b>	<b>12,467</b>	<b>15,121</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>12,467</b>	<b>-</b>	<b>-</b>	<b>12,467</b>	<b>15,121</b>
<b>A3 Payments</b>					
Food	5,294	-	-	5,294	1,747
Fees	1,080	-	-	1,080	360
Telephone	110	-	-	110	129
Donation Shelter	80	-	-	80	200
Post	15	-	-	15	-
Insurance	1,226	-	-	1,226	770
Motor	82	-	-	82	197
Rent storage	952	-	-	952	-
Assets computers	-	-	-	-	-
<b>Sub total</b>	<b>8,839</b>	<b>-</b>	<b>-</b>	<b>8,839</b>	<b>3,403</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	878	-	-	878	6,630
	-	-	-	-	-
<b>Sub total</b>	<b>878</b>	<b>-</b>	<b>-</b>	<b>878</b>	<b>6,630</b>
<b>Total payments</b>	<b>9,717</b>	<b>-</b>	<b>-</b>	<b>9,717</b>	<b>10,033</b>
<b>Net of receipts/(payments)</b>	<b>2,750</b>	<b>-</b>	<b>-</b>	<b>2,750</b>	<b>5,088</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>24,278</b>	<b>-</b>	<b>-</b>	<b>24,278</b>	<b>19,190</b>
<b>Cash funds this year end</b>	<b>27,028</b>	<b>-</b>	<b>-</b>	<b>27,028</b>	<b>24,278</b>

## 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 £
<b>B1 Cash funds</b>	Monies held in the bank account	10,628	16,400	
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>10,628</b>	<b>16,400</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	Stock	27,400	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	2 Laptop computers		-	300
	Van		-	4,600
	2 Laptop computers		-	700
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	<b>Signature</b>	<b>Print Name</b>	<b>Date of approval</b>	

# Burnage Foodbank Annual Report

**YEAR 2019-2020**

*“The foodbank was a lifesaver.” Your support is helping us to change lives.*

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## Charity Information

The trustees declare that they have approved the trustees' report

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Website [www.burnage.foodbank.org.uk](http://www.burnage.foodbank.org.uk)

Registration No. 1169272

## Trustees

Name	Position	Date acted for
Rachel Mann	Chair of Trustees	3 Year 8 Months
Leonard Brown	Treasurer/Trustee	1 Year 6 months
Steve Bourke	Trustee	3 Year 8 Months
Jane Franklin	Trustee	3 Year 8 Months
Cllr Azra Ali	Trustee	2 Year 6 months



## Charity Summary

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Burnage Foodbank was opened in October 2014. It has two Distribution Centres, which operate on a Tuesday afternoon at St Nicholas Church Hall and a Friday afternoon at St Bernard's Church Hall, offering emergency food supplies.

The donated food is stored in the basement of St Bernard's Church Hall with a smaller stock facility within St Nicholas Church Hall. Since December 2019 we have additionally been using a warehouse facility at Safestore, Stockport.

There are two volunteer Centre Managers, who report to the main volunteer Project Manager - Margaret Witty.

During 2019 it was decided to disband the management committee as there was some duplication between this group and the trustees, including some shared membership.

The Trustees meet every 8 to 12 weeks to discuss areas of focus with regular reports from the Treasurer and the Project Manager.



## Our Objectives

The main objective of the Foodbank is: The relief of hardship amongst people in Burnage and the surrounding area in such ways as the trustees think fit, including but not exclusively:

- providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities and other organisations working to prevent or relieve poverty
- such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services
- and to provide such services with a Christian ethos, supported by churches together in Burnage. It is not the purpose of Burnage Foodbank to promote Christianity, but many of its volunteers are drawn from the churches of Burnage, at whose initiative the foodbank was set up, and it delivers its services in accordance with Christian principles.

## Our Activities

Activities of the Foodbank are focused on providing food to individuals or families in a crisis/emergency. The Foodbank works with frontline agencies such as local schools housing associations and other community groups, who hold vouchers, which are used to refer people whom they assess as facing financial crisis. We have two centres set up on a Tuesday & Friday where people who come with a referral voucher can get three days-worth of nutritionally balanced food. Whilst their voucher is being processed and their food packed, our foodbank volunteers sit and chat with clients over a hot drink and a biscuit. This enables them to hear clients' stories and signpost them to agencies who can continue with or offer additional support and help the client work towards resolving the underlying cause of the crisis.

In March 2020 when the country went into Lockdown because of Covid-19, the food bank centres had to adapt significantly so that physical distancing could be observed

and clients and volunteers would be kept safe. We kept the centres open but set the food out on different tables so that volunteers could make parcels up more easily. Clients were kept outside while their vouchers were processed and then the parcels were brought out to them. Obviously we lost some personal contact with clients and could not provide enhanced support as we did before.

We also now work with Manchester Hub who refer people to us who need help. The volume varies weekly as we share this with other foodbanks in the area.

The core process for providing emergency food is as follows:

Schools, churches, businesses and individuals donate non-perishable in-date food to the foodbank.



We have one guaranteed Tesco Burnage collection in December and there may be other collections throughout the year although these come on a first come first serve system run by Tesco. We have a similar arrangement with Asda Reddish. With both Asda and Tesco we also have a permanent collection point that is monitored weekly. Once the donated food is collected from Asda and Tesco it is then delivered to the warehouse where volunteers date and sort the food into crates ready for distribution. The food collected is weighed, this weight is recorded and sent to the Trussell Trust who pass this to Tesco/Asda Head Office and they give us a monetary contribution per kg. This is awarded approximately every 6 months, which is an extra boost to our funds.

We also have individual and corporate donors who regularly contribute both money and food. We are totally dependent on food and monetary donations to fulfil our core objectives.

### **Core Statistics**

As part of our ongoing work to help the wider community we record some statistics which trustees review quarterly. Our final review showed that during 2019/2020 3150 people have been fed, (up from 2436 in 2018/19); 1591 of them were adults and 1559



children. We have a total of 99 (up from 92 in 2018/19) referral agencies in the surrounding area who issue our vouchers to those in a crisis or emergency. Of these, 47 agencies issued vouchers during the year. The largest number of adult people helped were in the 25-64 age bracket.



## Our Achievements

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### Last Year's commitments:

- Fundraising and Marketing

With an objective to raise awareness of who we are and where we are, our intention over the year was to merge both Marketing and Fundraising, however we have largely kept them separate.

Fundraising has been promoted through the website and through the local churches and the annual supermarket food collections.

The Marketing Team identified the need for further publicity to raise the profile of the Foodbank, in particularly amongst older people and for those whose first language is not English. Further information about the Marketing Team is below:

1. Our main objective has been to keep the information on our website and social media pages clear, accessible and current. This is particularly useful to advertise for donations when our food stock is running low.
2. We set up a Go Fund me page which has proved invaluable raising about 18k to date. It is paid through PayPal and is very easy to access now.
3. The foodbank van has proved to be an excellent asset both in terms of publicity but mainly due to the volumes of food we are now moving.
4. We now have leaflets in Urdu and Arabic and celebrated Eid with the local Asian community.

- Training

We offer all our volunteers relevant training and have trained first aiders at both centres and also those who can signpost people in need.

- Thank you Project

We have managed to continue our annual thank you project. Within this we have committed to making a contribution to the two churches that allow us to use their space free of charge as our distribution centres as a thank you for their ongoing commitment and support. We want to ensure all our volunteers are recognized for their continued hard work and commitment in helping us achieve our goals; without them we couldn't grow and do what we do.

Other Achievements this year:

- New Equipment

We have bought two laptops with grants from the Trussell Trust. One is kept by the Project Manager and one by the Admin volunteer who processes the red vouchers. This helps keep Foodbank data separate from other data on volunteers' personal computers.

- Fight Hunger Create Change Campaign

Asda and Tesco have made great efforts to support us especially through this pandemic and we are truly grateful for all the work they have done.

### **Charity Governance**

Burnage foodbank adheres to statutory and regulatory requirements, processes and procedures. The foodbank's finances and reserves policy show that the foodbank is currently financially sustainable

Burnage foodbank is being managed to a high standard and particular credit should go to Margaret Witty, the volunteer Project Manager from 2014 to 2020 for her

passion, dedication and loyalty to the project. She inspired commitment in others and has a strong team of volunteers who fully embrace the ethos of the foodbank.

#### **Foodbank management**

During 2019/20 there has been a particular focus on improving PR. This has included more regular postings on social media, keeping the website up to date, distributing leaflets throughout the whole of the Burnage area, putting posters about the foodbank in local noticeboards and community centres and occasional radio and TV appearances. This will hopefully ensure the foodbank's reputation is a positive one and more importantly will help raise awareness of the work amongst those who may need its service as well as prospective donors and volunteers.

#### **Foodbank Warehouse**

The warehouse operation has been increasingly challenging given the steady increase of donations from both the supermarkets and from individual and corporate donations. The volunteers who have helped in the warehouse have worked hard together to ensure the stock is stored and rotated appropriately - no mean feat considering the warehouse is now in a separate location.



## Financial Report

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### Our Reserves Policy

The money set out in reserve is 16400.00 GBP this is the foodbank's financial dependency funds for 12 months. Many of the reserves set out can only be spent when the financial position of the charity is classed as poor. The money set aside in reserve is not to be spent on projects. The financial position of the charity is reviewed annually along with the reserves policy. However, this can be reviewed at any point by the trustees if necessary.

Our current financial status for April 2020 is Good. The foodbank's main sources of income are donations, grants and Tesco collections. We are aware that there is never a guarantee that our funds will continue so our money must be spent wisely. On most projects undertaken this year we have managed to save money by applying for grants. The money given to us allows us to provide for the surrounding community and we want to ensure the money that comes in goes back out to those who need it.

The foodbank does not own or lease properties as they are kindly provided by the churches. As a result of this we do not have any debts. This also means we do not have any large assets other than our goods (such as laptops, stock – food, equipment items, plus the van).

We do have to pay for warehouse storage which we are liable for yearly.



## Over the next year

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Over the next year, we will set new targets and strive to improve our work as a foodbank within the Burnage community. For example:

- Fundraising and Marketing: Trustees will continue to look at events and initiatives to continue to raise funds for the foodbank and the marketing team will continue to look at how to help create and sustain effective and powerful ways to communicate. One area we want to explore is increasing our use of technology (e.g. Google calendar or voting buttons) for volunteers to sign up to help at events and activities with the effect of increasing the number of people who volunteer at an event.
- Provide support to referral agencies: We aim to target referral agencies that are not making regular referrals and ensure they have all the information they need. In turn this should create a growth in the number of agencies making appropriate regular referrals. We are aiming for a reduction in 'same clients' due to effective signposting to assist with root causes of problems.
- Structure: As advised in our quality assurance report we aim to look at the functional structure of the foodbank by reviewing our staffing model. Our aim is to consider employing a paid Project Manager during 2020/21 in response to the increasing demands on this role as the foodbank grows year on year.
- 3 Year Business Plan: During 2019/20 we used a SWOT analysis to review foodbank operations and set out a three year business plan. The situation in 2020 has meant that this plan needs revising to take account of the changing circumstances we have found ourselves in; this will be a priority for 2020/21.



## Declaration

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The trustees declare that they have approved the trustees' report

Signed on behalf of all the trustees

Signature \_\_\_\_\_

Full name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_