



**Blackwood and District Foodbank**

**Registered Charity CIO No: 1175604**

**ANNUAL REPORT AND ACCOUNTS**

**For the 12 Months Ended 31<sup>st</sup> March 2020**

**BLACKWOOD AND DISTRICT FOODBANK**  
**ANNUAL REPORT AND ACCOUNTS**  
**FOR THE 12 MONTHS ENDED 31<sup>st</sup> MARCH 2020**



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# **BLACKWOOD AND DISTRICT FOODBANK**

## **Legal and Administrative Information**



### **Charity Name and Number**

Blackwood and District Foodbank: registered charity number 1175604  
Charitable Incorporated Organisation registered on 7<sup>th</sup> November 2017

### **Trustees**

Rev Sue Phillips  
Mrs Donna Lower  
Mrs Susan Steele

### **Chairperson**

Rev Sue Phillips

### **Principal Office**

Oasis Christian Centre  
Bryn Road  
Blackwood  
NP12 3LY

### **Independent Examiner**

Mr Dene Caple

### **Bankers**

Lloyds Bank Plc  
112 High Street  
Blackwood  
NP12 1YJ

# **BLACKWOOD AND DISTRICT FOODBANK**

## **TRUSTEES' REPORT**

### **FOR THE 12 MONTHS ENDED 31<sup>st</sup> MARCH 2020**

The trustees present their report along with their financial statements of the charity for the 12-month period ended 31<sup>st</sup> March 2020.

#### **Constitution and Objects**

Blackwood and District Foodbank is a registered charity CIO No. 1175604, registered on 7<sup>th</sup> November 2017.

The objects of the charity are the provision of three days' supply of emergency food and support to local people in crisis.

#### **Organisation**

The trustees who have served during the period under review and since the period end are set out on page 3.

#### **Achievements and Performance**

The objectives have been satisfactorily achieved during the year.

Blackwood and District Foodbank is open on a Thursday from 10 am – 12 noon staffed by volunteers, giving away food and essential household groceries and are supported by the general public, schools, churches and many local businesses.

#### **Risk Management**

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems and policies have been established that enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

#### **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 state of affairs during the financial period and of its financial position at the end of the period.

The trustees are responsible for maintaining 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 statement 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.

Approved by the trustees and signed on their behalf by:



Dated: 18<sup>th</sup> April 2020

## **BLACKWOOD AND DISTRICT FOODBANK FOODBANK MANAGER'S REPORT FOR THE 12 MONTHS ENDED 31<sup>st</sup> MARCH 2020**

### **Clients Fed**

Thanks to the generosity of the local community Blackwood and District Foodbank have been able to feed 2016 people comprising of 1208 adults and 808 children. This equates to 18,144 meals.

### **Stock Movement**

Donations of food provided by the local community amounted to 16,062.31 kg. 13664.41 kg of food donations have been distributed to people in food poverty. We are grateful for the donations of food collected from local businesses the permanent trolleys at Asda in Blackwood and Tesco in Caerphilly. Local businesses have arranged collections and the Harvest collections from local schools and churches have ensured food is available to provide to those in need.

### **Financial Donations**

Money has been received from fundraising, business and individual donations. We are grateful for the support of local businesses and individuals for regularly supporting the work of Foodbank.

### **Events**

Money has been raised through events such as Bedwelty Show and Supermarket Food Drives. We are grateful for the continued support of those involved in the fundraising and the generosity of the local people who continue to support us.

### **Future Plans**

In the next year we aim to increase our fundraising efforts to raise more funds and food donations to reach more people in the community suffering from food poverty.

We would like to thank our team of volunteers who give up their time; their commitment and hard work enables the foodbank to operate. We would like to thank all donors and referral agencies who refer clients to the foodbank. Through our continued partnership the work of the foodbank in Blackwood will continue to grow.

Signed:

*J Steele*

Jeremy Steele  
Foodbank Manager

## **BLACKWOOD AND DISTRICT FOODBANK TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

### Trustees Responsibilities in Relation to the Financial Statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently
- Observe the methods and principles in the applicable Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records that 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 2011, the applicable Charities (Accounts and Reports) Regulations and the provision of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps or the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:

*Susan Steele*

Dated: 18<sup>th</sup> April 2020

**BLACKWOOD AND DISTRICT FOODBANK  
INDEPENDENT EXAMINER'S REPORT  
FOR THE 12 MONTHS ENDED 31<sup>st</sup> MARCH 2020**

**Respective Responsibilities of Trustees and Examiner**

As the Charity's Trustees you 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 our attention.

**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 to 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 on the accounts to be reached.

Signed: *D Caple*

Mr Dene Caple  
Independent Examiner

# BLACKWOOD AND DISTRICT FOODBANK

## STATEMENT OF FINANCIAL ACTIVITIES

### FOR THE 12 MONTHS ENDED 31<sup>st</sup> MARCH 2020

#### Income

Donations	5960.88
Collections	716.50
Bedwelty Show	206.08
Trussell Trust Tesco Top Up	711.22
Food Drive	134.78
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	7729.46
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#### Expenditure

Food Purchases	1983.13
Insurance	397.57
Trussell Trust Membership	360.00
Rent	264.00
Consumables	257.48
Decorating	165.24
Stationery	114.07
ICO Registration	40.00
Equipment	39.98
Postage	14.54
Uniform	9.60
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Total	3645.61
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Net Movement in Funds 4083.85

Funds Transferred from  
Blackwood and District Foodbank  
On 31st March 2019 14908.77

Less unrepresented payments 31/03/19 58.55

**Total Funds at 31st March 2020** 14850.22



# BLACKWOOD AND DISTRICT FOODBANK

## BALANCE SHEET

### AS AT 31<sup>st</sup> MARCH 2020

#### Assets

Cash in Bank	14908.77	
Cash in Hand	<u>0.00</u>	
		14908.77

#### Creditors and Accruals

Unpresented Payments	<u>58.55</u>	
		<u>58.55</u>
Net Current Assets		14850.22
Total Assets Less Current Liabilities		<u><u>14850.22</u></u>

#### Capital and Reserves

Unrestricted Funds	<u><u>14850.22</u></u>
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ON BEHALF OF THE TRUSTEES:

Signed: *Susan Steele*  
Mrs Susan Steele  
Treasurer

# **BLACKWOOD AND DISTRICT FOODBANK**

## **NOTES TO THE ACCOUNTS**

### **FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2020**

#### **1. Accounting Policies:**

##### **Accounting Convention**

The financial statements have been prepared under the historical cost convention and on an accruals basis.

##### **Expenditure**

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

##### **Unrestricted Funds**

Unrestricted funds are donations, fees income and other incoming resources receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

#### **2. Creditors and Accruals**

As at 31<sup>st</sup> March 2020 there were payments owed for the financial year 2019/20 which included the reimbursement of food purchased on behalf of the foodbank.

#### **3. Food Purchases**

Cash donations given to Foodbank are used for purchasing food items where stocks are running low. All donations are paid into the bank account. A debit card is in used to purchase food from these donations.