

BISHOPS STORTFORD FOOD BANK

TRUSTEES REPORT YEAR ENDED 31ST MARCH

2020

Charity Information

Name: Bishops Stortford Food Bank.

Address: Methodist Church, 34B South Street, Bishops Stortford, Hertfordshire, CM23 3AZ.

Constitution: Charitable Incorporated Organisation Foundation Model dated 7th August 2013.

Registered Charity Number: 1154800.

Trustees: William Macdonald (Chair), Norma Symonds (Vice Chair), Jim Tatchell (Treasurer), Jane Towns (Schools Ambassador), Ian Williams, Greg Stewart, Christine Haynes, Louise Taub and Alison Jones.

Project Co-ordinator: Hana Hainsby

Administrative Assistant: Pauline Duhig

Contact Telephone Number & E-mail: 07432 785976 & bsfoodbank.coordinator@gmail.com

Website: <https://www.bishopsstortfordfoodbank.com/>

Objectives & Activities

Our primary objective and stated public benefit is the prevention or relief of poverty in Hertfordshire and Essex in particular, but not exclusively, by providing emergency food supplies and related provisions to individuals in need, and to charities or other organisations working to prevent or relieve poverty. The Food Bank provides food for people in crisis, who have been identified and referred by front-line professional partnering agencies, by means of a voucher system. Additionally, we seek to signpost people with underlying problems to appropriate specialist supporting agencies.

Governance & Management

The Trustees meet regularly to oversee the running of the charity, and to ensure there is a robust decision making process. In delivering its objectives, the Trustees are aware of their responsibilities and seek to ensure the Food Bank is legislatively compliant, and that appropriate governance arrangements, procedures, and safeguards are in place. Trustees are recruited for the knowledge, skills, experience, and personal values they bring to the Charity. Trustees are encouraged to attend Training Courses offered by Community Voluntary Services for Broxbourne & East Herts, and to consult guidance for Trustees issued by the Charities Commission.

Operational

Bishops Stortford Food Bank operates as an independent charity, and is a member of the Independent Food Aid Network. However, the Food Bank works closely with our neighbouring Food Bank at Harlow, sharing warehouse facilities and transport capacity for example. Prior to the pandemic food was distributed at the Methodist Church in Bishops Stortford but since then has been distributed to clients own homes by a team of volunteer

drivers. In addition to a Coordinator, the Food Bank has recently taken on an Administrative Assistant to cope with increasing demand for food and more comprehensive requirements. Both employees are engaged on a part time basis and are supported by a bank of over 50 volunteers. We work with over 20 front line professional agencies. The food is provided to the Food Bank by donations from individuals, churches, schools and by means of collections at Supermarkets.

Financial

The accounts for the period ended 31st March 2020 have been produced on a Receipts and Payments basis. The Trustees have established a strategy to seek financial stability and, as part of that process, a Reserves Policy has been agreed to provide flexibility to meet foreseeable costs. The objective is to maintain minimum funds equivalent to 12 months operating costs to cover, in particular, risks to sources of donated income and possible significant increases in demand. We seek diversity of funding, this to include donations from individuals, businesses, churches, and community groups. A number of organised fund raising events are held and, where appropriate, applications are made to grant giving bodies.

BISHOPS STORTFORD FOOD BANK **2020**

TRUSTEES REPORT YEAR ENDED 31ST MARCH

Review

Since opening the Bishops Stortford Food Bank, we continue to be encouraged by the town's response to emergency local needs. Whether that support has been donating food items or money, promoting the work of the Food Bank, or volunteering to help, all these contributions ensured we have been able to provide food and assistance to all those referred to us. Our work engaging with local media, use of social media, and working with other charitable organisations in the area continues to raise awareness of people in poverty and of the role of the Food Bank in helping those in crisis. Our outreach work in local schools has helped us build useful partnerships, and we have held several 'open days' at the Food Bank for primary schools.

During the year to 31st March 2020 we provided 395 food boxes which fed 669 people as well as fresh produce and toiletries, nappies and cleaning products. In addition, we were able to provide a large number of Christmas 'hampers' to families distributed by the Salvation Army and to single people via the local YMCA. We also received a grant from Hertfordshire Community Foundation to help those in fuel poverty, and have distributed just under £1,000 people referred to us by partner agencies.

We wish to record our thanks to our employees, our dedicated group of volunteers and the many individuals, local businesses, supermarkets, churches, schools, professional and community organisations that have helped us enormously over the last 12 months.

We are fortunate to be provided a stable base at Bishop's Stortford Methodist Church, and we are grateful for the practical support the Church gives us in our work. In the future we look to working more closely with the Church, possibly on joint projects related to our work, and with them have been looking at how the environment of the Food Bank could be enhanced to meet our needs more effectively and enhance the experience of volunteers and clients there.

We remain focussed on our core objectives. This is to ensure anyone in poverty crisis knows of our existence and receives the food and other items that they need, and that they receive a warm welcome, a listening ear and where relevant practical assistance in signposting them to other specialist supporting agencies.

Signed on behalf of the Trustees

W Macdonald
Trustee

J Tatchell
Trustee



CHARITY COMMISSION
FOR ENGLAND AND WALES

Bishops Stortford Food Bank

1154800

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 £
A1 Receipts					
Donations	27,667	-	-	27,667	24,298
Gift Aid Tax Reclaim	810	-	-	810	739
Fund Raising Events	-	-	-	-	677
Grants	-	-	-	-	1,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	28,477	-	-	28,477	26,714
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	28,477	-	-	28,477	26,714
A3 Payments					
Food, Drinks and Consumables	1,417	-	-	1,417	1,184
Post, Stationery, Advertising	933	-	-	933	388
Rent	450	-	-	450	3,000
Harlow Food Bank	2,900	-	-	2,900	-
Salaries, PAYE, NI	10,762	-	-	10,762	10,300
Sundry	2,500	-	-	2,500	1,343
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	18,962	-	-	18,962	16,215
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	18,962	-	-	18,962	16,215
Net of receipts/(payments)	9,515	-	-	9,515	10,499
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	26,834	-	-	26,834	-
Cash funds this year end	36,349	-	-	36,349	10,499

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 £
B1 Cash funds	Bank	36,262	-	-
	Cash	87	-	-
		-	-	-
	Total cash funds	36,349	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	J. TATCHELL	16/2/21



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Bishop's Stortford Food Bank

**On accounts for the year
ended**

31st March 2020

**Charity no
(if any)**

1154800

Set out on pages

Attached 2 pages – Receipts and Payments Accounts

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2020.

**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 (~~other than that disclosed below *~~) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Jeremy Razzall

Date:

31 / 12 / 2020

Name:

JEREMY RAZZALL

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

*CHARTERED ASSOCIATION OF CERTIFIED
ACCOUNTANTS*

Address:

5 Ducketts Wharf, South Street

Bishop's Stortford,

Herts, CM23 3AR

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.