

Trustees Report Year end March 2020

Objectives and Activities

The Bognor Regis Foodbank is a Christian organisation motivated by Jesus' teaching on poverty and injustice as taught in the Bible. We operate according to Biblical principles of compassion, honesty, integrity, openness, kindness and care of all people, regardless of background or belief. We believe in turning faith into practical action, living out God's love for the poor... 'For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.' Matthew 25:35-36 We believe that everyone has a basic right to have food on their plate, dignity, and hope for the future.

Every day people in the UK go hungry for reasons ranging from loss of income to receiving an unexpected bill on a low income. Bognor Foodbank provides a minimum of three days emergency food in the form of a food parcel. We also provide additional support and signposting to other services where people are experiencing crisis. These include successfully applying for supported housing for the homeless, obtaining vouchers for electricity and gas for families, supporting young people who are estranged from their families, working closely with local agencies especially mental health, substance misuse and those specifically for young people.

During the year 2019/2020 we processed 2056 vouchers and fed 4334 people in Bognor Regis through referrals from agencies and care professionals from the town. Compared with the previous year this was an increase of 29% in vouchers and 40% in the number of people fed. In addition to providing much needed food, Bognor Foodbank also provides volunteer work experience and fellowship. Many volunteers have been former recipients of help from the Foodbank now wanting to give something back.

The Bognor Foodbank is a member of the Trussell Trust network of foodbanks and receives ongoing support and advice from the Trussell Trust. The Foodbank pays an annual licence fee to use the name, logo and brand of 'Bognor Regis Foodbank'.

Bognor Foodbank continues to receive support from churches across Bognor who provide financial and in kind support to the project. The Foodbank continues to be supported by West Sussex County Council who contribute towards the cost of the rent of its premises. In addition to seeking funds from grant holders, funds have been raised from fundraising activities and by selling donated items in the shop.

At the end beginning of 2020 the project co Ordinator advised that she would be moving away from Bognor in the summer and intended to give up her post during the Spring. A new co Ordinator is in the process of being recruited. Two new trustees were appointed.

Plans for the New Year

We will continue to raise funds by selling goods and a number of fundraising events are being planned. A grant application will be made to The Roddick Foundation. The Foodbank continues to look for ways that it can support those in need over and above providing them with a food parcel. We have started to develop greater links with other agencies in Bognor and plan to develop these links further, so that we can signpost clients to the most useful agencies.

Reserves Policy

In line with Charity Commission guidance, the Trustees have reviewed their policy on the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') and find that the charity should have: -

'Fixed reserves' (or an Emergency Operating Reserve) of 3 months of the operating costs (charitable expenses less food purchased) plus rationalisation costs, in general funds, to provide:

- Funds to restructure the charity in event of the income sharply dropping;
- A foundation for security of ministry and to meet contractual obligations;
- Sufficient time to "switch off" its activities; Bognor Foodbank is an organisation with local responsibilities, whose activities are not complex.

Charity and company law requires the Board of Trustees 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 incoming resources and resources expended for the period. In preparing those financial statements, the Board of Trustees should follow best practice and are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgments and estimates that are reasonable and prudent;
- Comply with applicable accounting standards subject to any material departures disclosed
- Explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

Trustees Report

The Board of Trustees is 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 statements comply with the Charities Act 2011 and Companies Act 2006. 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 and to provide reasonable assurance that:

- Charity complies with relevant laws and regulations.
 - The systems of internal control are designed to provide reasonable but not absolute assurance against material misstatement or loss. They include:
 - An annual budget approved by the Trustees;
 - Monthly consideration by the Trustees of: financial results and variances from budgets for both the year-to-date and month end; year end forecast of outturn;
 - Delegation of day-to-day management authority and segregation of duties;
- and
- Identification and management of risks.

under Charity information and administrative details.

Approved by the /Trustees on ...18th February 2021.....

and signed on their behalf by

.....Julie Passmore.....

Trustee

Bognor Regis Foodbank
Statement of Income & Expenditure
for the year ended 31st March 2020

Income	
Trussel Trust	4,020.36
Grants	20,000.00
Donations - General	8,862.15
Donations - Churches	4,650.00
Rag Bag and Bags2School	182.40
Sales	496.87
Fundraising	0.00
Premises Hire	0.00
Other Income	0.00
Donated Goods	0.00
	<u>38,211.78</u>
Expenditure	
Salaries and & National Insurance	13,702.52
Payroll and Accounts	517.70
Rent	8,000.04
Utilities	1,114.31
Telephone and Postage	717.00
Printing and Stationary	277.17
Insurance	1,087.98
Subscriptions and Fees	400.00
Computer Software and Equipment	55.88
Staff Training	20.00
Repairs & Maintenance	632.71
Refreshments	36.39
Stock for clients - food/cleaning	810.16
Eat well spend less ingredients	0.00
Cleaning	0.00
Fundraising Costs	0.00
Miscellaneous	44.98
	<u>27,416.84</u>
Net Income/(Expenditure)	<u>10,794.94</u>

**Bognor Regis Foodbank
for the year ended 31st March 2020**

Cash at Bank b/f	15,041.44
Cash in Hand b/f	210.82

Cash at Bank @ 31.03.2020	25,179.33
Cash in Hand @ 31.03.2020	408.65

Net cash at Bank for 2019/20	10,137.89
Net cash in Hand for 2019/20	197.83
Net Income/Expenditure	<u>10,335.72</u>

Year end adjustments	459.22
Net Income/Expenditure	<u><u>10,794.94</u></u>

2019/20 - Current Assets

Cash at Bank b/f	15,041.44
Cash in Hand b/f	210.82
Stock b/f	3,810.18
	<u>19,062.44</u>

Cash at Bank @ 31.03.2020	25,179.33
Cash in Hand @ 31.03.2020	408.65
Stock @ 31.03.2020	3,676.77
	<u><u>29,264.75</u></u>

Bognor Regis Foodbank – Financial Statements for the year ended 31 March 2020

I report on the accounts of Bognor Regis Foodbank for the year ended 31 March 2020

The trustees are responsible for the preparation of the accounts. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

It is my responsibility to:

Prepare the financial statements

State whether particular matters have come to my attention, including consideration of any unusual items or disclosures in the accounts, seeking explanations from the trustees concerning any matters.

Confirm whether the accounts present a 'true and fair view' of the transactions during the year

Review of accounting records kept by the organisation and a comparison of the accounts presented with these records

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



C S Tyler

18.04.2020