

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

KEYNSHAM FOOD BANK

(CHARITABLE INCORPORATED ORGANISATION)

CIO REGISTRATION NUMBER 1159856

Independent Examiners Ltd
Unit 2
The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF
Bosham
PO18 8NF

**KEYNSHAM FOOD BANK
(CHARITABLE INCORPORATED ORGANISATION)
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

	Page
Legal and Administrative Information	3
Independent Examiner's Report on the Accounts	4
Trustees' Report	5 to 12
Statement of Financial Activities	13
Balance Sheet	14
Notes to the Accounts	15 to 19

**KEYNSHAM FOOD BANK
(CHARITABLE INCORPORATED ORGANISATION)
LEGAL AND ADMINISTRATIVE INFORMATION**

CHARITY NUMBER	1159856
START OF FINANCIAL YEAR	01 April 2020
END OF FINANCIAL YEAR	31 March 2021
TRUSTEES AT 31 MARCH 2021	Gwen Edwards Michael Knight Lesley Jones June Brassington Alan Hale Steve Spiteri Emma King

The existing trustees appoint any new trustees following the provisions laid out in the CIO's governing instrument.

GOVERNING INSTRUMENT	CIO - Foundation Registered 08 Jan 2015
-----------------------------	-----------------------------------------

REGISTRATION DATE	08 January 2015: CIO registration
--------------------------	-----------------------------------

OBJECTS

To relieve persons in Keynsham and the local surrounding areas who are in condition or need, hardship or distress in such ways as the Trustees from time to time think fit.

CORRESPONDENCE ADDRESS	91 Lays Drive Keynsham Bristol BS31 2LD
-------------------------------	--------------------------------------------------

PRIMARY BANKERS	National Westminster Bank PLC PO Box 3235 290 Wells Road Knowle Bristol BS4 9GB
------------------------	------------------------------------------------------------------------------------------------

INDEPENDENT EXAMINER	Donna Leppitt Independent Examiners Ltd Unit 2 The Broadridge Business Centre Delling Lane Bosham PO18 8NF
-----------------------------	------------------------------------------------------------------------------------------------------------------------------

KEYNSHAM FOOD BANK
(CHARITABLE INCORPORATED ORGANISATION)
INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021

Report to the trustees/ members of Keynsham Food Bank on the accounts for the year ended 31st March 2021.

Respective responsibilities of trustees and examiner

The CIO's trustees are responsible for the preparation of the accounts. The CIO's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the CIO Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the CIO Commission. An examination includes a review of the accounting records kept by the CIO and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

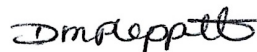
1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Donna Leppitt
Independent Examiners Ltd
Unit 2
The Broadridge Business Centre
Delling Lane
Bosham
PO18 8NF



Date: 31st August 2021



Annual Report & Statement of Accounts for Keynsham Foodbank for the year ending March 31st 2021

Registered Charity in England & Wales Number 1159856

Charitable Incorporate Organisation, CE002589 (2015)

Registered with the ICO, ZA095039.

Report approved at a meeting of the Board of Trustees, 22nd July 2021,

Gwen Edwards (Chair), Mike Knight (Treasurer), Lesley Jones (Safeguarding), June Brassington.

Keynsham Foodbank: Annual Report, April 2020 – March 2021

1) Background

The Keynsham Foodbank, KFB, was established and started operations in September 2013, as part of the Trussell Trust Foodbank network¹. The food bank covers and serves the needs of those in food crisis in Keynsham, Saltford, some nearby villages, the Chew Valley and a small part of neighbouring South Gloucestershire.

KFB does not employ any paid staff; all those involved are volunteers. All volunteers sign a confidentiality agreement, and provide two references, which are checked before they join the team.

2) Clients

This annual report coincides with the start of the Covid-19 pandemic. In the UK, this caused many people to lose their jobs, or become furloughed; working patterns and income changed dramatically. Locally, KFB experienced a 72% increase in demand on the previous year.

Clients supported, March 2020 to March 2021: 1000 children, 1208 adults

Stock received 24,052 Kg (2020 calendar year)

Stock distributed 22,063 Kg (2020 calendar year)

3) Covid-19: changes to interactions with clients

Volunteers and clients: In the first lockdown, many KFB volunteers and clients found themselves in groups, due to age or health, that were advised by the UK Government to shield at home. Subsequently, guidance changed, and personal assessments adjusted – some felt more able to interact with the outside world than others.

Changes to client parcels and delivery to clients,

- Start of 2020: KFB operated out of one warehouse at Broadlands Academy (school), and three distribution centres (Saltford St Mary's, Keynsham Victoria, and Keynsham St Francis).
- March 26th 2020 ([timeline for reference](#)): The UK went into national lockdown.
- March 2020: As the pandemic struck, and inline with Government advice and requirements, KFB changed its working practices, and face-to-face interactions with clients, over coffee in Church Halls had to stop. The distribution centres were run with a reduced team of volunteers, and with a table as a barrier at the outer doors to each centre.
- April 2020 – September 2020
 - Given increasing concerns for covid-safety, disruption to local bus services, Government advice not to use public transport or taxis, the safety of our volunteers and our clients, and inline with food banks around the country, KFB switched to a delivery only service.
 - Local charity Keynsham & District Dial-A-Ride agreed to manage client deliveries in Keynsham and Saltford on a Monday and Thursday, from all three distribution centres. Client deliveries to other areas were covered by KFB volunteers, co-ordinated by June Brassington.
 - This activity continued until the start of September 2020.
- For a brief period, start of September 2020 to start of November 2020, face to face client collections at the door of all three distribution centres resumed. (But still no conversations at a table over coffee.)
- Start of November 2020:
 - Stock at Saltford and St Francis centres was returned to the new warehouse. Victoria Key Centre was repurposed as the sole KFB client delivery hub, and a reduced team of three volunteers managed the client parcel operation, led by Lyn Thomas.
 - Covid safety measures in use: masks and sanitiser, limited number of people, social distancing, well ventilated space, digital thermometer to check temperatures of those present.

¹ Contractually, Keynsham Foodbank has a signed Trussell Trust Franchise Agreement and Data Sharing Agreement with the Trussell Trust.

4) Warehouse

Start of 2020: The warehouse used was a redundant classroom, provided free of charge at Broadlands Academy (school), St Francis Road, Keynsham. Additionally, because of constraints on when we could access Broadlands, and the limited space available, a small pod at Lok'N'Store in Longwell Green was rented, from November 2019 for additional, long-life stock.

March 2020: The school became stricter with their safeguarding and access restrictions. In parallel, the food bank became busier, but access in and out of the warehouse remained at 1.5 hours a week. As a result, we began to seek an alternative storage facility.

End March 2020: As lockdown kicked in, the school was forced to close its doors. KFB moved all food stock to two larger Lok'N'Store pods in Longwell Green. This was not an ideal location or facility, as the confined space meant it was very difficult if not impossible to work at covid-secure distances, and the environment was very hot.

We continued to seek more suitable accommodation which was needed both from a practical point of view, and also to address the working conditions for volunteers.

September 2020: KFB warehouse moved into a 1,300 square feet unit on the outskirts of Marksbury, a village 5 miles south of Keynsham. The warehouse is on ground level with plenty of daylight, fresh air and easy vehicle access. This unit is leased to us on a 3-year contract (with an option for an additional 5 years), and more details are covered in the financial report.



Covid-19 practices, in line with latest guidance: masks are worn, hand sanitising, temperature checking with a digital thermometer. Volunteers delivering or collecting food are kept just inside the door with no access to the interior of the unit. Incoming stock is quarantined for 72 hours.

Good stock rotation and management ensured that KFB had no out of date stock, and a stock holding of 6,523 Kg (amended May 3rd 2021).

A busy year for the warehouse team, moving all stock and setting up new warehouses twice. Thanks noted to the management of the warehouse by Suzy Bassett and Sue Elson, for their efficiency, with no impact or interruption to stock management and distribution.

5) Distribution centres

Start of 2020: offering (only) client collections via face-face coffee morning style sessions out of three centres,

- Victoria Methodist Church – Key Centre, High Street, Keynsham.
- St Francis Church, Warwick Road, Keynsham.
- St Mary's Church Hall, Saltford.

Please see Section (3) above for details of how this changed over the year.

6) Collection and replenishment team

Collection of donated food from the supermarkets, delivery to the warehouse, and onward delivery of the replenishment orders is managed by a separate team of volunteers.

Start of 2020: Continued use of the donated refurbished van from The Wheels Partnership, for collections and deliveries.

However as larger loads were needed for delivery to the Victoria distribution centre, the van was no longer spacious enough for safe working, and we found that we were likely to be over its gross-carrying-weight.

Mid-January 2021: lease signed for a brand new van on a 4-year contract, from landlord of the new Marksbury warehouse. Van larger in size, offering flexibility and safety in load.

- Covid-19 precautions: sterile wipes. Van crewed by husband and wife bubbles (this term is in wide usage currently, but for future reference, refers to people in the same household, or two combined households). Where a single driver is used, a second person will be on the rota to follow the van or vehicle, so that on each journey the van has a banksman to help ensure safe manoeuvring, and assist with loading and unloading.

7) Professional partners & vouchers

- The pandemic forced Keynsham Foodbank to rapidly move away from red paper (physical) vouchers and switch across to eVouchers using the Trussell Trust DCS system.
 - (As societal restrictions came into force in March 2020, initially, paper vouchers were “converted” into eVouchers in-house, in conversation on the phone with referring agencies. Anticipating a more robust system would be needed to meet greater demand, and with the support of the Regional Manager at the Trussell Trust, with focussed effort we migrated to an entirely online eVoucher system within a number of weeks.)
- Over 100 agencies are registered with KFB, via the Trussell Trust DCS system, and they are able to issue eVouchers to clients in food crisis.
- Note, for GDPR purposes: the DCS system handles data securely between referring agencies, the Trussell Trust and Keynsham Foodbank. The Operations team use tablets to securely receive client data and create food parcels. We acknowledge the work of Lesley Jones in rapidly implementing this eVoucher system so smoothly at the height of the pandemic.
- Vouchers for Clients who have been made redundant: agencies are able to use the eVoucher system to alert of us of clients who have recently become redundant. In conversation with the agency, we typically agree in the case of redundancy, to use the details on the system to raise a further 5 vouchers (6 weeks in total).

8) Trustee Meetings

- Meetings of the Board of Trustees are held quarterly, with additional meetings as required. All meetings are minuted. During the pandemic these meetings moved to Zoom, as was common amongst other businesses and charities globally.
- January 2021: an additional three Trustees were recruited from outside KFB: Gwen Edwards, Steve Spiteri and Emma King (since left) - to extend the professional experience of the team, and enhance governance structures.
- At the end of 2020, after advice from the Trussell Trust, work started to introduce policies, based on TT templates, to better guide the work of the organisation. In Q1 2021 work started to enhance the quality of governance the charity, to clearly the separate roles and responsibilities of the trustees and management committee.
- Chair of Trustees: Outside of the period covered by this Annual Report, but during the time of completing it, for the record, Alan Hale stood down as Chair, and Gwen Edwards was elected on 23rd April 2021.
- Treasurer: Trustee Mike Knight, who also manages all of our Charity Commission, ICO Registration and Companies House reporting responsibilities.
- Trustees are welcome to attend all Management Committee meetings or visit the DCs or warehouse.

9) Management Committee

The Management Committee manage and coordinate the operation, or hold specific roles senior roles within the operations team. The team is supported by additional volunteers whose skills we draw upon as needed (web, legal advice).

Meetings are usually attended by the chair of management committee/project manager, deputy chair, the administrator, treasurer, warehouse manager (job share) and their deputy, the three distribution centre managers and their deputies, the professionals link officer, the collection team manager, the resources officer, and the health and safety officer. The web master attends when necessary and deals with all requests for alterations and additions to the website. Support for guidance on privacy, governance and legal matters is also provided by one of our volunteers (a solicitor), in a similar way. All meetings are minuted.

Management Committee meetings normally take place on the morning of the second Friday of the month. However, for most of the pandemic period the team were unable to meet physically due to Government advice; this initially impacted operations. After the first lockdown, a face-to-face meeting was held, but not everyone wished to attend. A hybrid meeting of physical presence and Zoom was tried, and then, Zoom became the chosen tool for meetings.

10) Emergency food supplies

Prepared emergency food parcels are stored at the warehouse and Victoria DC. The warehouse can be accessed 24/7 as necessary. Professionals are briefed that they must collect the food themselves, not taking the client with them.

11) Finances

The food bank is financially viable thanks to the enormous generosity of the local community and local companies and businesses, together with a significant number of grants achieved by our treasurer Mike Knight. He has steered us to a position where the cash reserves needed to cover our contracts for the warehouse unit lease and van lease are covered, and this money is ring fenced for three years - £63k, which equates to the warehouse and van rental costs for 38 months or until the end of April 2024.

12) Keynsham Foodbank volunteers

As Section 1), Keynsham Foodbank is run entirely by volunteers. At February 2021, there were approximately 90 volunteers listed; however, the number of *active* volunteers was far lower due to the significant change in operations over the year.

During the pandemic, the number of “actively involved” volunteers was focussed on a core group of about 20 volunteers. We recognise and thank them for the extra commitment they showed during this time.

Additionally, we note that those volunteers who previously provided face to face support at our three distribution centres, and helped with the more personal conversations when clients came to collect parcels, have not had the opportunity to do that this year. We acknowledge that these volunteers have felt a sense of loss in not being able to directly help others in their community.

Currently we have closed our volunteer list to new recruits, as we have sufficient.

As we move forward, and as uncertainty around societal restrictions remain, we are considering our options for how we assist clients (under consideration is a proposal to maintain delivery only), and whilst our decisions are focussed on our clients, we acknowledge the impact that our strategy in this area could have on our volunteer team.

13) Working to support our clients in an uncertain world

This year, it has not been possible to offer the face-to-face service, the friendly smile, a chat over coffee, and the signposting advice that we have previously provided to our clients. The number of local clients in receipt of Universal Credit, or on low wage, continues to increase. Like all UK food banks, due to Covid-19's impact on society and unemployment, we have seen a significant increase in the number of clients needing support.

The delivery-only model will be extended through to at least July 5th (date determined by Government Covid19 restrictions), and beyond that we will need to work within new Covid-19 regulations and restrictions.

As a team we are grateful that together we have been able to rise to the challenge, and the generosity and support of our local community has ensured plentiful stock to distribute.

14) Thank you

We record our thanks to those businesses who donate funds for the purchase of food. We thank the Keynsham branches of Waitrose and Tesco, who host drop boxes, as well as Saltford Tesco, Saltford Hall, Chew Magna Co-Op, Pensford Post Office and more recently the Co-Op store in Keynsham, and The Crown Inn Keynsham. The post master at Pensford makes personal donations of stock and his customers also donate cash which he then uses to purchase stock from the cash and carry, over and above the drop box he hosts. We also received neighbourhood collections of specific items we needed from Stockwood Vale in Keynsham, Compton Dando and Stanton Drew.

Keynsham Foodbank thanks Churches Together in Keynsham and Saltford for their ongoing support.

None of the work of the Keynsham Foodbank would be possible without the efforts and commitment of our team of volunteers; we thank them for everything that they do to help local people in food crisis.

15) Keynsham Foodbank Trustees & Management Team

Board of Trustees, March 2020: Alan Hale (Chair). Mike Knight (Finance). Lesley Jones (Safeguarding). June Brassington.

Board of Trustees, May 2021: Gwen Edwards (Chair). Steve Spiteri. Mike Knight (Finance). Lesley Jones (Safeguarding). June Brassington.

Keynsham Foodbank Management Team, May 2021

Chair of Management Team & Project Manager – Alan Hale. Vice Chair & Resources Officer - Lesley Organ
Administrator – Gloria May. Treasurer – Mike Knight. Van Team Manager – Carol Strange
Professionals Link Officer, Safeguarding Lead - Lesley Jones. DAR Link & Casual Drivers – June Brassington
Victoria Distribution Centre – Lyn Thomas & Deputy vacant
St Francis Distribution Centre – Vacant & Deputy vacant
Saltford Distribution Centre – Norman Osborne. Web Master – Peter Morgan
Warehouse – Suzy Bassett and Sue Elson
H&S Officer – Sue Mansfield. Guidance on Privacy, Data Protection and Legal Matters – Graham Shaw.
E Vouchers in – Nicola Nash

16)Keynsham Foodbank – Summary of Income for period 1st April 2020 – 31st March 2021

Donations and grants	2020-21	2019-20	2018-19
Tesco top-up (via Trussell Trust)	£686.96	£2,575.58	£1,128.51
Businesses & organisations (30 in total)	£20,647.95	£9,689.94	£927.47
Individual donations	£27,347.01	£4,728.27	£390.00
Grants awarded (7 in total)	£34,000.00		
TOTAL INCOME	£82,681.92	£16,993.79	£2,445.98

17)Keynsham Foodbank - Summary of Expenditure from 1st April 2020 to 31st March 2021

Expenditure	2020-21	2019-20	2018-19
Warehouse rental cost, Lok N Store	£6,520.32	£1,614.65	
Warehouse rental cost, Marksbury (since Aug 2020)	£10,333.36	nil	
Other warehouse costs, removals & equipment	£1,784.68	£537.69	
Old van costs (until Jan 21)	£533.83	£1,071.80	
New van leasing costs (since Jan 21)	£1,170.00	nil	
Personal protective equipment	£1,859.52	nil	
Volunteer's expenses	£1,411.64	nil	
Insurance, public liability, data protection, van hire	£908.55	£718.25	
Office costs	£494.98	£580.97	
Room hire	£162.90	£224.00	
Extra food	£878.82	£2,643.90	
Miscellaneous items	£133.03	£99.20	
TOTAL EXPENDITURE	£26,191.63	£8,945.79	£3,787.09

18)Keynsham Foodbank Balance Sheet for 1st April 2020 to 31st March 2021

Balance in bank on 1/4/2020	£21,165.40		
Income		Expenditure	
Donations & grants	£82,681.92	Warehouse costs	£18,638.36
		Van costs (old & new)	£1,703.83
		PPE	£1,859.52
		Expenses	£1,411.64
		Other costs	£2,578.28
(A) = Income + Balance	£103,847.32	(B) Total Expenditure	£26,191.63
(Annual income) – (annual expenditure) =		£56,490.29	
Balance in bank on 31/3/2021 (A – B) =		£77,655.69	



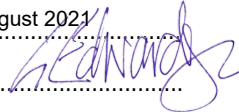
**ANNUAL REPORT AND FINANCIAL STATEMENTS
(CHARITABLE INCORPORATED ORGANISATION)
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31ST MARCH 2021**

Trustees' Responsibilities

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year which presents a true and fair view of the state of affairs of the Charity and of the surplus of the Charity for that period. In preparing those financial statements the trustees are required to:

- i)** Select suitable accounting policies and apply them consistently
- ii)** Make judgements and estimates that are reasonable and prudent
- iii)** Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity. 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 on.....19 August 2021.....
Signed on their behalf by Trustee
Printed Name: E. Gwen Edwards

KEYNSHAM FOOD BANK
(CHARITABLE INCORPORATED ORGANISATION)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Designated Funds	Total 2020/21 £
INCOMING RESOURCES					
Donations & Legacies	3	82,682	-	-	82,682
TOTAL INCOMING RESOURCES		82,682	-	-	82,682
RESOURCES EXPENDED					
Costs of Charitable Activities	4	26,192	-	-	26,192
TOTAL RESOURCES EXPENDED		26,192	-	-	26,192
NET INCOMING/(OUTGOING) RESOURCES		56,490	-	-	56,490
TRANSFERS BETWEEN FUNDS		(63,903)	-	63,903	-
NET MOVEMENT IN FUNDS		(7,413)	-	63,903	56,490
RECONCILIATION OF FUNDS:					
Balances Brought Forward		21,165	-	-	21,165
BALANCES CARRIED FORWARD		13,753	-	63,903	77,656

All of the CIO's operations are classed as continuing operations.

KEYNSHAM FOOD BANK
(CHARITABLE INCORPORATED ORGANISATION)
BALANCE SHEET
AS AT 31 MARCH 2021

		Unrestricted Fund £	Restricted Funds	Total 31-Mar-21 £
Fixed Assets	Notes			
Tangible Assets	2	-	-	-
Current Assets				
Debtors & Prepayments	8	-	-	-
Cash at bank and in hand	7	77,656	-	77,656
Total Current Assets		77,656	-	77,656
Creditors: due within one year	9	-	-	-
NET CURRENT ASSETS		77,656	-	77,656
TOTAL ASSETS less current liabilities		77,656	-	77,656
Creditors: due in more than one year	10	-	-	-
NET ASSETS		77,656	-	77,656
FUNDS OF THE CIO				
General Funds		13,753	-	13,753
Restricted funds	5	-	-	-
Designated Funds	6	63,903	-	63,903
TOTAL FUNDS		77,656	-	77,656

Approved by the Trustees on the.....19th August 2021.....

Signed on their behalf by Trustee.....E. Awen Edwards.....

Print Name: E. AWEN EDWARDS

**KEYNSHAM FOOD BANK
(CHARITABLE INCORPORATED ORGANISATION)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021**

1. ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

Basis of preparation:

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the CIO Commissioners, and they meet the appropriate legal requirements.

The CIO meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the CIO's ability to continue as a going concern.

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the CIO becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming Resources with Related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related

Grants and Donations

Grants and donations are only included in the SOFA when the CIO has unconditional entitlement to the resources.

Tax Reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Contractual Income and Performance Related Grants

This is only included in the SOFA once the related goods or services has been delivered.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the CIO or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the CIO. Gifts in kind for use by the CIO are included in the SOFA as income receivable.

Volunteer Help

The value of any voluntary help received is not included in the accounts and is described in the Report of the Trustees.

Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the CIO is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the CIO of the service or facility received.

Investment Income

This is included in the accounts when receivable.

Investment Gains and Losses

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**KEYNSHAM FOOD BANK
(CHARITABLE INCORPORATED ORGANISATION)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021**

1. ACCOUNTING POLICIES (continued)

Expenditure and Liabilities

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the CIO to pay out resources.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees meetings and cost of any legal advice to trustees on governance or constitutional matters.

Grants with Performance Conditions

Where the CIO gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

Grants Payable without Performance Conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the CIO.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

Pensions

Pension contributions are charged to the Statement of Financial Activities as they become payable.

Fund Accounting

Funds held by the CIO are either:

1. Unrestricted funds

These are funds which can be used in accordance with the CIO's objectives, at the discretion of the trustees.

2. Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the CIO.

3. Endowment funds

These funds are funds set aside by the trustees out of unrestricted general funds for specific purposes or projects.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Fixed Assets

Fixed Assets are capitalised if they can be used for more than one year and cost at least £1,500. They are valued at cost or, if gifted, at the value to the CIO on receipt.

Depreciation Expense

Depreciation is calculated at a rate to write off the cost of tangible fixed assets over their estimated useful lives. The rates applied are as follows:

Furniture & Equipment	25%
-----------------------	-----

There has been no change to the accounting policies (Variation rules and methods of accounting) since last year.

2. TANGIBLE FIXED ASSETS

The CIO held no fixed assets investments during this financial period.

KEYNSHAM FOOD BANK
(CHARITABLE INCORPORATED ORGANISATION)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021

3. INCOMING RESOURCES

Note	Unrestricted Funds £	Restricted Funds £	Designated Funds	Total 2020/21 £	Total 2019/20 £
Donations & Legacies					
Individual Donations	27,347	-	-	27,347	-
Grants Awarded	34,000	-	-	34,000	-
Donations from Business & organisations	20,648	-	-	20,648	-
Tesco top up (Via Trussell Trust)	687	-	-	687	-
	82,682	-	-	82,682	-

4. RESOURCES EXPENDED

Note	Unrestricted Funds £	Restricted Funds £	Designated Funds	Total 2020/21 £	Total 2019/20 £
Charitable Activities					
Extra food	879	-	-	879	-
Insurance, public liability, data	909	-	-	909	-
Office costs	495	-	-	495	-
Personal Protective Equipment	1,860	-	-	1,860	-
Room Hire	163	-	-	163	-
Sundries	133	-	-	133	-
Van costs	1,704	-	-	1,704	-
Volunteer's expenses	1,412	-	-	1,412	-
Warehouse costs	18,638	-	-	18,638	-
	26,192	-	-	26,192	-

KEYNSHAM FOOD BANK
(CHARITABLE INCORPORATED ORGANISATION)
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2021

5. RESTRICTED FUNDS

The CIO held no Restricted Funds during this financial period.

6. DESIGNATED FUNDS

	Balance 01-Apr-20 £	Income £	Expenditure £	Unrealised Gain/Loss £	Transfer £	31-Mar-21 £
Main Fund (Warehouse & Van rentals)	-	-	-	-	63,903	63,903
	-	-	-	-	63,903	63,903

7. CASH AT BANK AND IN HAND

	Unrestricted Funds £	Restricted Funds £	Designated Funds	Total 31-Mar-21 £
Current A/c	13,753	-	63,903	77,656
	13,753	-	63,903	77,656

8. DEBTORS AND PREPAYMENTS

The CIO held no Debtors during this financial period.

9. CREDITORS AND ACCRUALS AMOUNTS FALLING DUE WITHIN ONE YEAR

The CIO held no short term Liabilities during this financial period.

10. CREDITORS AND ACCRUALS AMOUNTS FALLING DUE IN MORE THAN ONE YEAR

The CIO held no long term liabilities during this financial period.

**KEYNSHAM FOOD BANK
(CHARITABLE INCORPORATED ORGANISATION)
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2021**

11. STAFF COSTS AND NUMBERS

The CIO employed no members of staff during this financial period.

12. TRUSTEES AND OTHER RELATED PARTIES

No payments were made to trustees or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

13. RISK ASSESSMENT

The Trustees actively review the major risks which the CIO faces on a regular basis and believe that maintaining the free reserves stated combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

14. RESERVES POLICY

The Trustees have considered the level of reserves they wish to retain, appropriate to the CIO's needs. This is based on the CIO's size and the level of financial commitments held. The Trustees aim to ensure the CIO will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The Trustees will endeavour not to set aside funds unnecessarily.

15. PUBLIC BENEFIT

The CIO acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the CIO has achieved this are provided in the Trustees' report. The Trustees confirm that they have paid due regard to the CIO Commission guidance on public benefit before deciding what activities the CIO should undertake.

This page does not form part of the statutory financial statements