

Hertford & District Foodbank

Annual Report and Accounts

Year Ended 31st March 2021

Charity Number 1157028

Hertford & District Foodbank

Trustees Report

Year Ended 31st March 2021

Trustees

Trustees serving throughout the period and since the year end are:

Trustees

Reverend Andrew Clark (Chair)
Mrs Janet Linda Bird
Mrs Cheryl Noreen Jackson
Mrs Frances Jean Spence
Mr Howard Charles Ward
Mr David Alan Timson
Mrs Heather Dawn Hookway

Structure, Governance and Management

Hertford & District Foodbank is constituted as a Charitable Incorporated Organisation ("CIO") and became a registered charity (number 1157028) on 13th May 2014.

The powers of appointment or removal of Trustees rests with the CIO. New Trustees are appointed for 3 years (renewable) and are primarily selected from the members of local churches. On being appointed, new Trustees spend time with the existing Trustees to ensure they understand the responsibilities and the legal and financial framework in which the Foodbank operates.

Hertford & District Foodbank is a member of the Trussell Trust Foodbank Network which works in partnership with local churches and organisations to bring foodbanks to communities across the UK

Objectives and Activities

The Foodbank's objective is to distribute food and consumables to people from Hertford and the surrounding district in short term financial need.

Food is donated

All food given out by foodbanks is donated. Often this is from schools, churches, businesses, individuals, or through supermarket collections. Supermarket collections help foodbanks engage the public.

Food is sorted and stored

Volunteers weigh and sort the donated food according to type and 'best before date'. They also check it is undamaged and suitable for use before packing it into boxes for storage.

Frontline professionals identify people in need

Professionals from statutory and voluntary organisations such as doctors, health visitors, social workers, Citizens Advice Bureau staff, welfare officers, the police and probation officers, identify people in crisis and issue them with a foodbank voucher.

Clients receive emergency food

Clients bring their voucher to a foodbank centre where it can be exchanged for three days' supply of emergency food. The list of foods in each parcel has been designed by dieticians to provide recipients with nutritionally balanced food.

Clients are signposted to further support

Foodbank volunteers signpost clients to agencies who can offer additional help and begin to resolve any underlying problems.

Achievements and Performance

The Foodbank operates entirely with volunteers and historically numbered over 50. However, due to the Covid19 lockdown which has impacted us for the whole of this financial year, all volunteers over 70 years of age were asked to stand down from front line duties. This reduced our headcount by around 75%, which has put a greatly increased workload on the remaining 12 or so volunteers, who have worked tirelessly ensuring the work of the foodbank continues, albeit on a delivery basis only. The Trustees acknowledge the huge contribution to the work of the Charity made by all the volunteers.

During the period we received donated food totalling 51,285kgs, (at a value of £89,793). This is two-thirds more than the previous year and is a reflection of people's desire to support the work of the foodbanks in this very challenging period. Equally demand rose, with deliveries and food being issued to 3,613 clients (45% more than last year). During the year, the Foodbank picked up the need from an increased number of clients from Ware and the surrounding district. Temporary distribution centres were opened in Ware to meet demand and additional storage facilities were acquired in Hoddeson. The electric van, purchased last year with a grant from Asda's Large Grant Fund has been used extensively to make deliveries to clients as well as moving stock around, including to other foodbanks and has proved to be invaluable during the pandemic

During the year we distributed £750 (2020 £948) in emergency energy grants and £1,000 in fresh food vouchers as a supplement to the food normally given out.

Financial Review

The Foodbank had a surplus of £39,861 in the period, bringing total funds to £67,219 of which £14,604 is represented by food stocks at 31st March 2021 and £52,615 in cash funds. Income was driven by an exceptional level of donations during the Covid-19 pandemic totalling £47,426 (2019/20 £14,413).

Food to the value of £86,391 (2019/20 £42,769) was distributed, including £16,403 sent to other foodbanks to balance stocks.

Cash expenditure was £13,973 comprising primarily food purchased of £3,046, a contribution of £1,300 to the United Reformed Church which houses the Foodbank, offsite storage of £1,158, warehouse materials of £995, insurance premiums of £1,584 and £360 donation to the Trussell Trust which provides, inter alia training, an operating manual, ongoing support, and an online stock control system. The trustees awarded honorariums totaling £3,250 to a small number of volunteers who shouldered exceptional workloads to ensure continuation of the foodbank's activities despite the Covid-19 pandemic restrictions.

Public Benefit

In planning its activities, the Trustees have given regard to the Charity Commission's Public Benefit guidance.

..... Chair of trustees

7 October 2021

HERTFORD & DISTRICT FOODBANK

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HERTFORD & DISTRICT FOODBANK FOR THE YEAR ENDED 31 MARCH 2021

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on the following 5 pages

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The 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;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- 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 Charity Commission. An examination includes a review of the accounting records kept by the charity 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 you as 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 Acthave 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.



Philip Coleman

4 October 2021

Hertford & District Foodbank

Statement of Financial Activities

Period Ended 31st March 2021

	Notes	Un- restricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Incoming resources					
Incoming resources from generated funds					
. Voluntary income	1	137,179	911	138,090	92,969
Incoming resources from charitable activities					
	2	-	-	-	
Total incoming resources		<u>137,179</u>	<u>911</u>	138,090	<u>92,969</u>
Resources expended					
Charitable activities	3	97,893	336	98,229	82,309
		<u>97,893</u>	<u>336</u>	98,229	<u>82,309</u>
Net incoming resources					
		39,286	575	39,861	10,660
Funds at the start of the year					
		26,456	902	27,358	16,698
Funds at the end of the year		<u>65,742</u>	<u>1,477</u>	67,219	<u>27,358</u>

Hertford & District Foodbank

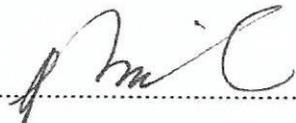
Balance Sheet

At 31st March 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Current assets					
Stock	5	14,604		8,195	
Cash at bank and in hand	6	<u>52,615</u>		<u>19,163</u>	
			<u>67,219</u>		<u>27,358</u>
Total net assets					
			<u>67,219</u>		<u>27,358</u>
Represented by:					
Funds and reserves					
Restricted funds			1,477		902
Unrestricted funds			<u>65,742</u>		<u>26,456</u>
			<u>67,219</u>		<u>27,358</u>

Approved on 7 October 2021


..... Chair of trustees


..... Treasurer

Principal Accounting Policies

Basis of accounting

The financial statements have been prepared on a Receipts and Payments basis including stock donated and issued.

Incoming resources

All income is credited to the statement of financial activities on a received basis.

Donations are credited to the statement of financial activities in the year in which they are received as receipt is the earliest point at which entitlement is considered certain.

Restricted grants and awards are included once the amount is reasonably certain to be received. The income is matched to the period of expenditure for grants extending beyond the financial year.

Resources expended and the basis of apportioning costs

Expenditure is charged to the statement of financial activities on an actual basis.

Governance costs are negligible, and no separate cost has been identified.

Fund accounting

The Restricted Funds are monies raised for, and their use restricted to, a specific purpose, or donations subject to donor-imposed condition.

The General Fund represents unrestricted and undesignated monies used to fund working capital and which the organisation may use in furtherance of the charity's objectives.

1 Voluntary income

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Donations in money	47,426	911	48,337	40,763
Donations in kind - food	89,753		89,753	52,206
	137,179	911	138,090	92,969

2 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Fundraising	-	-	-	-
	-	-	-	-
	-	-	-	-

3 Cost of charitable activities

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Premises	1,300		1,300	1,300
Hoddesdon storage fees	1,158		1,158	853
Donation to Trussell Trust	360		360	360
Warehouse materials	995	184	1,179	317
Administration and general	941		941	1,482
Food issued	68,185		68,185	42,769
Food donated to other centres	16,403		16,403	7,046
Energy grants	598	152	750	948
Grant for food at Christmas Alone	1,803		1,803	-
Insurance	1,584		1,584	897
Purchase of electric van	-	-	-	26,314
Electricity for van	316		316	23
Honorariums	3,250		3,250	-
Fresh food vouchers	1,000		1,000	-
	97,893	336	98,229	82,309

4 Staff costs

	2021 £	2020 £
Staff costs during the year were as follows:		
Wages and salaries	0	0
Social security costs	0	0

Total staff costs	<u>0</u>	<u>0</u>
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It has not been possible to quantify the monetary value of the services of approximately 50 volunteers who give their time freely, providing a wide range of support to the charity.

There were no employees during the period.

5 Stock

	2021 £	2020 £
Food	14,604	8,195
	<u>14,604</u>	<u>8,195</u>

6 Cash at bank and in hand

	2021 £	2020 £
Bank account	52,480	16,385
Stewardship online giving account	-	2,523
Petty cash	135	255
	<u>52,615</u>	<u>19,163</u>

7 Movements in funds

	At 1 April 2020 £	Incoming resources £	Outgoing resources £	At 31 March 2021 £
Restricted funds				
Energy grants	152	-	(152)	-
Ware foodbank project	<u>750</u>	<u>911</u>	<u>(184)</u>	<u>1,477</u>
Total restricted funds	902	911	(336)	1,477
Unrestricted funds				
General Fund	26,456	137,179	(97,893)	65,742
	<u>27,358</u>	<u>138,090</u>	<u>(98,229)</u>	<u>67,219</u>