

Charity number: 1173120

## **PROJECT FOOD CIO**

**ANNUAL REPORT AND RECEIPT AND PAYMENT ACCOUNTS**

**YEAR ENDED 31 MARCH 2021**



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## PROJECT FOOD CIO

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## PROJECT FOOD CIO

### REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2021

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#### Trustees

S Banks (Chair of Trustees)  
H Creed  
K Cockerell (appointed 21 April 2020)  
G Dodd (appointed 14 May 2021)  
C Jefferies  
J Sage

#### Charity registered number

1173120

#### Principal office

Axminster Hospital  
Chard Street  
Axminster  
Devon  
EX13 5DU

#### Accountants

Griffin  
Chartered Accountants  
165 High Street  
Honiton  
EX14 1LQ

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**PROJECT FOOD CIO**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Constitution**

Project Food is a charitable incorporated organisation governed by its constitution dated 3<sup>rd</sup> April 2017 and amended on 2<sup>nd</sup> June 2020.

**Method of appointment or election of trustees**

Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

**OBJECTIVES AND ACTIVITIES**

The objects of the CIO are to preserve and protect the health of the people and of the environment in South West England, in particular, but not exclusively

- by the provision of appropriate education on healthy eating, cooking and other relevant skills, and,
- by promoting and improving the knowledge of sustainable development, in particular, but not exclusively, sustainable food production and distribution.

**Main activities**

Our mission is to enable people in the South West to improve their diet, so they enjoy better physical and mental health. We provide a helping hand to healthy eating, helping people to learn how to cook and eat healthy food for themselves and their families - particularly isolated and otherwise disadvantaged groups. We provide access to nutritious food; we educate and inform; we deliver skills; we support. We work with all ages: from the very young, to very elderly people in the community. Project Food works in towns throughout East Devon, and in South Somerset and West Dorset. The Charity also ran a fruit and vegetable and local produce shop and garden in Axminster. Support is available for all sectors of the community.

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**PROJECT FOOD CIO**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Main achievements during the year**

At the beginning of lockdown in March 2020, all our face-to-face cooking sessions had to stop overnight. Our fruit and vegetable shop became busier than it had ever been, but we wanted to do more to help people improve their diet than simply sell them fresh groceries.

So we looked at what else we could do in the very short term and beyond, and so throughout the year we:

- worked with local chefs and East Devon District Council (among others) to deliver free ready meals to people most in need;
- provided boxes of free fruit and vegetables with the free ready meals. The demand for this was huge, and we were very pleased to have supported so many people so directly at this incredibly difficult time;
- ran online cooking demonstrations through Zoom for people who were self isolating, struggled with anxiety, and would otherwise have been very lonely – helping people to maintain their health and eat a nutritious diet, even during such difficult times;
- helped people to get online so that they were better connected, and phoned hundreds of people regularly to check that they were eating well and remained connected;
- worked with many volunteers who cooked homemade ready meals, which we delivered (along with fruit, vegetables, milk and eggs) to scores of people in East Devon, South Somerset and West Dorset who were self-isolating and shielding.

In addition to this, in January 2021, we were commissioned by Devon County Council and Devon Community Foundation to map the food support available across East Devon, particularly for families and young people. This mapping exercise, which covered free food support from food banks and community larders, through to longer term skills development, revealed that:

- There is a huge unmet need for more opportunities for people to develop skills and confidence to support their diet.
- There are large gaps in provision, and information about what is available is difficult to find.
- Many families receive free food support for long periods of time, and so the nutritional composition of what they are being given needs to have a higher priority if inequalities in health are not to be further exacerbated.
- Schools are very keen for more support for families on a low income, particularly helping parents to develop the skills and confidence they need to feed their children more nutritious food and understand how important good eating habits are.
- Food support, particularly for people with mental health problems, needs to provide ongoing support to help resolve some of the underlying issues.

As a result of this food mapping exercise, Project Food has developed more close contacts with other organisations working with young people who are struggling as well as many of the individuals who access food support themselves. This will put the Charity in a very good position in the future to better serve the people most in need.

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**PROJECT FOOD CIO**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**FINANCIAL REVIEW**

During the year, the charity received total income of £154,421 and had total costs of £143,898 giving a surplus of £10,523. The charity had budgeted to break even (due to the effects of Covid 19) and has outperformed the budget due to much more support from the public than anticipated. This leaves the charity in a relatively strong financial position and will enable additional project work to be undertaken over the course of the next financial year.

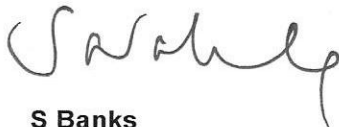
**Reserves policy**

The trustees are satisfied that the level of cash funds as shown on the Statement of Assets and Liabilities are adequate to cover known and anticipated costs in the short term.

Trustees review the needs of the charity on a regular basis and aim to maintain at least six months of operating costs within the charity's reserves. However, this is not always possible as the charity is dependent upon donation and grant income. As a minimum, cash funds of £12,000 will be kept to cover mandatory redundancy payments for staff and funds required to cover long term agreements. On 31 March 2021, the Trust is holding £65,884 of unrestricted cash funds, which is adequate to meet this policy.

The report was approved by the trustees on 24.1.22 and signed on its behalf by:

SARAH BANKS



**S Banks**

**Chair of Trustees**

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## PROJECT FOOD CIO

### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

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#### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PROJECT FOOD CIO.

I report to the charity trustees on my examination of the accounts of the charity for the period ended 31 March 2021 which are set out on pages 6 and 7.

#### RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees, 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 charity's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated: 27/04/22

Misty Nickells FCA  
**Griffin**  
**Chartered Accountants**  
165 High Street  
Honiton  
EX14 1LQ

**PROJECT FOOD CIO**

**RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<i>Total funds 2020 £</i>
<b>Receipts</b>				
Transfer from unincorporated charity	-	-	-	81,876
Donations	12,392	33	12,425	13,471
Grants	15,669	58,401	74,070	78,897
The Food Hub Shop Sales	57,994	-	57,994	62,412
JRS Grants	-	8,251	8,251	-
Fundraising events	1,655	-	1,655	7,785
Interest received	26	-	26	17
<b>TOTAL RECEIPTS</b>	<u>87,736</u>	<u>66,685</u>	<u>154,421</u>	<u>244,458</u>
<b>Payments</b>				
Purchases - shop stock	36,877	6,016	42,893	34,526
Purchases - Go Local	-	-	-	9,046
Staff costs	18,837	56,433	75,270	87,290
Establishment costs	467	8,051	8,518	10,991
Project room hire	-	-	-	1,229
Learning materials	24	3,897	3,921	4,215
Food for cookery sessions	-	-	-	5,854
Office and cooking equipment costs	1,239	2,696	3,935	303
Training, recruitment and travel	213	3,681	3,894	4,612
Project publicity and fundraising	328	681	1,009	2,813
Project management	-	1,286	1,286	-
Postage	-	1,683	1,683	1,544
Insurance	-	889	889	1,083
Independent examination fees	-	600	600	600
<b>TOTAL PAYMENTS</b>	<u>57,985</u>	<u>85,913</u>	<u>143,898</u>	<u>164,106</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<u>29,751</u>	<u>- 19,228</u>	<u>10,523</u>	<u>80,352</u>



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PROJECT FOOD CIO

STATEMENT OF ASSETS AND LIABILITIES  
FOR THE YEAR ENDED 31 MARCH 2021

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	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Cash funds</b>				
Bank accounts	65,315	24,814	90,129	79,245
Petty cash	569	-	569	930
<b>TOTAL ASSETS</b>	<u>65,884</u>	<u>24,814</u>	<u>90,698</u>	<u>80,175</u>

The accounts were approved by the Trustees on 24.1.22 and signed on their behalf by: SARAH BANKS

  
S Banks  
Chair of Trustees