

# Hertford & District Foodbank

Annual Report and Accounts

Year Ended 31<sup>st</sup> March 2022

Charity Number 1157028

## **Hertford & District Foodbank**

### **Trustees Report**

#### **Year Ended 31<sup>st</sup> March 2022**

##### **Trustees**

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

##### **Trustees**

Reverend David Ronco (Chair) (appointed 17 March 2022)

Reverend Andrew Clark (resigned 17 March 2022)

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 13<sup>th</sup> 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**

Most of the food given out by the foodbank is donated. Often this is from schools, churches, businesses, individuals, or through supermarket collections. Supermarket collections help foodbanks engage the public. This year fresh food has also been distributed, which is purchased weekly.

### **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 requirements are covered by vouchers which are issued by agencies electronically. These allow for three days' supply of emergency food to be distributed. 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 pandemic which has impacted us for most 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 continue to work tirelessly ensuring the work of the foodbank continues. Until recently distributions were on a delivery basis only, but presently are down to 50% with the other 50% being collected by clients at the Foodbank. The Trustees acknowledge the huge contribution to the work of the Charity made by all the volunteers. The current challenge is to expand the volunteer base as the foodbank gets back to more normal operating now Covid restrictions have been removed.

During the period we received donated food totalling 42,120kgs, (at a value of £73,710). Whilst this is less than last year it is still 40% higher than the year to 31 March 2020 - the start of the pandemic lockdowns. Equally demand stayed strong, with 3,258 clients needing help - only 10% less than last year's record level. The electric van, purchased in 2019 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 year.

During the year we distributed £1,140 (2021 £750) in emergency energy grants and £1,710 in fresh food vouchers as a supplement to the food normally given out. With the purchase of fresh food each week, the breadth and scale of support to clients in need has increased this year.

## **Financial Review**

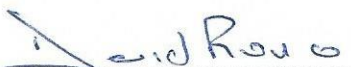
The Foodbank had a surplus of £13,436 in the period, bringing total funds to £80,655 of which £10,430 is represented by food stocks at 31<sup>st</sup> March 2022 and £70,225 in cash funds. Income was driven by another exceptional year of donations totalling £40,142 (2020/21 £48,337).

Food to the value of £79,271 (2020/21 £86,391) was distributed, including £13,524 sent to other foodbanks to balance stocks.

Cash expenditure was £32,730 comprising primarily food purchased of £5,046, a contribution of £1,300 to the United Reformed Church which houses the Foodbank, offsite storage of £2,100, warehouse materials of £1,506 and insurance premiums of £1,610. Trussell Trust provides, inter alia training, an operating manual, ongoing support, and an online stock control system. The Trust was able to waive any contribution expected in view of the substantial support they have received during this challenging period. The trustees awarded honorariums totaling £3,220 to a small number of volunteers who continue to shoulder exceptional workloads to ensure continuation of the foodbank's activities.

### **Public Benefit**

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

  
..... Chair of trustees

14 July 2022



# **HERTFORD & DISTRICT FOODBANK**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HERTFORD & DISTRICT FOODBANK FOR THE YEAR ENDED 31 MARCH 2022**

I report on the accounts of the charity for the year ended 31 March 2022 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**

**21 June 2022**

# Hertford & District Foodbank

## Statement of Financial Activities

Period Ended 31<sup>st</sup> March 2022

	Notes	Un- restricted funds £	Restricted funds £	<b>Total funds 2022 £</b>	Total funds 2021 £
<b>Incoming resources</b>					
Incoming resources from generated funds					
. Voluntary income	1	110,042	2,098	<b>112,140</b>	138,090
Incoming resources from charitable activities	2	-	-	-	
<b>Total incoming resources</b>		<u>110,042</u>	<u>2,098</u>	<b>112,140</b>	138,090
<b>Resources expended</b>					
Charitable activities	3	98,477	227	<b>98,704</b>	98,229
		<u>98,477</u>	<u>227</u>	<b>98,704</b>	98,229
<b>Net incoming resources</b>		11,565	1,871	<b>13,436</b>	39,861
Funds at the start of the year		65,742	1,477	<b>67,219</b>	27,358
<b>Funds at the end of the year</b>		<u>77,307</u>	<u>3,348</u>	<b>80,655</b>	67,219

# Hertford & District Foodbank

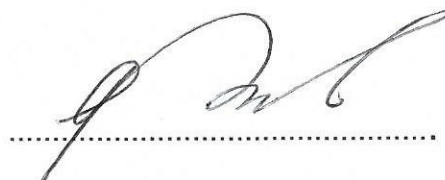
## Balance Sheet

At 31<sup>st</sup> March 2022

	Notes	2022 £	2022 £	2021 £	2021 £
<b>Current assets</b>					
Stock	5	<b>10,430</b>		14,604	
Cash at bank and in hand	6	<b><u>70,225</u></b>		<u>52,615</u>	
			<b><u>80,655</u></b>		<u>67,219</u>
 <b>Total net assets</b>					
			<b><u>80,655</u></b>		<u>67,219</u>
 <b>Represented by:</b>					
<b>Funds and reserves</b>					
Restricted funds			<b>3,348</b>		1,477
Unrestricted funds			<b><u>77,307</u></b>		<u>65,742</u>
			<b><u>80,655</u></b>		<u>67,219</u>

Approved on 14 July 2022

..... 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 £	<b>Total 2022 £</b>	Total 2021 £
Donations in money	38,044	2,098	<b>40,142</b>	48,337
Donations in kind - food	71,998		<b>71,998</b>	89,753
	<b>110,042</b>	<b>2,098</b>	<b>112,140</b>	138,090

### 2 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	<b>Total 2022 £</b>	Total 2021 £
Fundraising	-	-	-	-
	-	-	-	-
	-	-	-	-

### 3 Cost of charitable activities

	Unrestricted funds £	Restricted funds £	<b>Total 2022 £</b>	Total 2021 £
Premises	1,300		<b>1,300</b>	1,300
Hoddesdon storage fees	2,100		<b>2,100</b>	1,158
Donation to Trussell Trust	-		-	360
Warehouse materials	1,279	227	<b>1,506</b>	1,179
Administration and general	1,228		<b>1,228</b>	941
Stock purchases	5,046		<b>5,046</b>	
Food issued	65,747		<b>65,747</b>	68,185
Food donated to other centres	12,899		<b>12,899</b>	16,403
Energy grants	1,140		<b>1,140</b>	750
Grant for food at Christmas Alone	625		<b>625</b>	1,803
Insurance	1,610		<b>1,610</b>	1,584
Purchase of electric van	-	-	-	-
Electricity for van	573		<b>573</b>	316
Honorariums	3,220		<b>3,220</b>	3,250
Fresh food vouchers	1,710		<b>1,710</b>	1,000
	<b>98,477</b>	<b>227</b>	<b>98,704</b>	98,229

### 4 Staff costs

	<b>2021 £</b>	2021 £
Staff costs during the year were as follows:		
Wages and salaries	<b>0</b>	0
Social security costs	<b>0</b>	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

	2022 £	2021 £
Food	10,430	14,604
	<u>10,430</u>	<u>14,604</u>

## 6 Cash at bank and in hand

	2022 £	2021 £
Bank account	70,009	52,480
Stewardship online giving account	-	-
Petty cash	216	135
	<u>70,225</u>	<u>52,615</u>

## 7 Movements in funds

	At 1 April 2021 £	Incoming resources £	Outgoing resources £	At 31 March 2022 £
<b>Restricted funds</b>				
Energy grants	-	-	-	-
Ware foodbank project	<u>1,477</u>	<u>2,098</u>	<u>(227)</u>	<u>3,348</u>
Total restricted funds	<b>1,477</b>	<b>2,098</b>	<b>(227)</b>	<b>3,348</b>
<b>Unrestricted funds</b>				
General Fund	<b>65,742</b>	<b>110,042</b>	<b>(98,477)</b>	<b>77,307</b>
	<u>67,219</u>	<u>112,140</u>	<u>(98,704)</u>	<u>80,655</u>