



# **MALVERN HILLS FOODBANK**

## **Trustees' Annual Report and Financial Statements**

**For the year ended 30<sup>th</sup> September 2022**

# Malvern Hills Foodbank

## The Trustees' Annual Report and Financial Statements - Contents 30<sup>th</sup> September 2022

---

|              |                                   |
|--------------|-----------------------------------|
| Pages 1 to 4 | Trustees' Annual Report           |
| Page 5       | Statement of Financial Activities |
| Page 6       | Balance Sheet                     |
| Pages 7 to 9 | Notes to the Financial Statements |
| Page 10      | Independent Examiner's Report     |



# Malvern Hills Foodbank

## The Trustees' Annual Report / continued 30<sup>th</sup> September 2022

---

The Trustees are pleased to present their tenth annual report of the Malvern Hills Foodbank ("The Charity") for the year ended 30<sup>th</sup> September 2022.

### REFERENCE AND ADMINISTRATION INFORMATION

#### Address and Registration Details

Registered charity 1151964  
number:

Principal office: Unit 4, Spring Court, Spring Lane South, Malvern, WR14 1AT

Gift Aid: The Charity is registered with HM Revenue and Customs

#### Constitution

The Charity is constituted as a charitable association and it is registered as a charity with the Charity Commission in England and Wales.

#### Trustees

Unless otherwise stated, the following have served throughout the year and were Trustees as at 30<sup>th</sup> September 2022:

|                  |  |
|------------------|--|
| Peter Buchanan   | Chair                                  |
| Anne Garner      | Treasurer                              |
| Gillian Butler   | Retired 22 <sup>nd</sup> November 2021 |
| Stuart Edlington | Retired 22 <sup>nd</sup> November 2021 |
| Julie Elliot     | Appointed 11th April 2022              |
| Mike Hayes       |  |
| Amanda Hornsby   |  |
| Sandie Lillis    |  |
| Jane Marshall    | Appointed 22nd November 2021           |
| Mary Rowsell     | Appointed 22nd November 2021           |
| David Wareing    | Retires 28th November 2022             |
| Roger Watson     |  |
| Mary Williams    |  |

In accordance with the Charity constitution Amanda Hornsby, Roger Watson and Sandie Lillis retire by rotation at the annual general meeting and shall be eligible for re-election, by the members, at that meeting.

The Trustees have received notice that David Wareing will be retiring at the annual general meeting. David was a founder member of the Charity and he was also its first chairman. The Trustees wish to record their thanks and gratitude for the tremendous contribution David has made over the last ten years.

#### Trust Secretary

Katherine Osbourn

#### Bankers

HSBC Bank plc  
1 Church Street  
Malvern  
WR14 2AB

# Malvern Hills Foodbank

## The Trustees' Annual Report / continued 30<sup>th</sup> September 2022

---

### **Recruitment of Trustees**

New Trustees are initially approved by the Board of Trustees. In doing so they are focused on individuals who will maintain a balance of professional skills and experience, as well as being able to contribute towards the effective governance and operations of the Charity.

### **Organisational structure**

The Trustees have agreed to govern via a Board of Trustees and team leaders. The team leaders, currently six in number, are responsible for running their duty sessions. All of the operational responsibilities are shared between Trustees and non-trustees. The food is distributed not only from Unit 3 and 4, but also at The Lyttelton Well and the Upton Baptist Church. The trustees thank these organisations for their ongoing support.

### **OBJECTS AND ACTIVITIES**

#### **Objectives and public benefit**

The charity's objects are:

"The relief of hardship amongst people in the Malvern Hills district and the surrounding area, or in other parts of the United Kingdom, in such ways as the trustees from time to time think fit, in particular, but not exclusively by:

- a) providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty; and
- b) by such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services."

The trustees have due regard to the Charity Commission's public benefit guidance and this report demonstrates how the Charity has carried out those purposes during the year and continues to provide a public benefit to the local community.

#### **Activities and Trustees' Review**

The Charity is affiliated to the Trussell Trust whose guidelines are followed in the operations and procedures of the Charity. Due to the pandemic the Trussell Trust annual support visit has again been postponed. However, close links with Trussell Trust have been maintained through "cluster" meetings on zoom with the Area Manager and representatives from other Worcester Foodbanks. The Chairman and Treasurer met with Trussell Trust staff to discuss the award to us of a significant Financial Inclusion Grant. In addition, the Chairman has also met with the CEO of Trussell Trust and others at the Trust's South of England Strategic Consultative Group .

# Malvern Hills Foodbank

## The Trustees' Annual Report / continued 30<sup>th</sup> September 2022

---

### Achievements

|   | 2021 - 22 | 2020-21 |
|---|-----------|---------|
| Food parcels provided   | 5,411     | 4,308   |
| Food, toiletries and household goods donated by local people and organisations (kg) | 45,023    | 38,168  |
| Food, toiletries and household goods purchased with cash donations (kg)             | 8,512     | 4,619   |
| Food, toiletries and household goods distributed - voucher and non-voucher(kg)      | 53,871    | 46,381  |
| Fresh food vouchers (£)   | 20,340    | 32,355  |
| Fuel top up payments (£)  | 8,610     | 11,178  |
| Active Referral Agencies working as distributors of vouchers                        | 48        | 48      |
| Volunteers  | 74        | 35      |

The Charity has 48 registered referral agencies, of which 26 issued at least 1 voucher in the year. These agencies accounted for 1613 referrals and 4262 food parcels. In addition, 41 referral agencies, which are registered with other Trussell Trust food banks, issued vouchers which were fulfilled by Malvern Hills Foodbank. These agencies accounted for 489 referrals and 1149 food parcels. The main referral agencies which accounted for 1214 of all referrals were Citizens Advice South Worcestershire, Platform Housing Group, Maggs Day Centre and WCC Social Services.

We have only been able to achieve our objectives through the excellent support of Malvern and Upton Churches, the wider district Churches, and the local community. We thank them all for their donations of food and other items during these difficult times. In addition, we would like to record our thanks to Waitrose, Morrison's, the two Co-ops, Just So, Lidl, One Stop, Sainsbury, Tesco and Malvern Pet Supplies for their permanent collection points. These have not only increased donations but also have enabled us to communicate to the public the needs and reasons for having a food bank.

### FINANCIAL REVIEW

#### General

In addition to the receipt of donated food and other items the Charity has again received during the year overwhelming financial support from the local community. This continued support together with assistance from Trussell Trust has enabled the Charity to lease the adjacent property at Unit 3 Spring Lane from February 2022.

With the easing of the lockdown and the increasing demand for Foodbank support the Trustees have been concerned that the limited space at Unit 4 would not be adequate to provide clients with appropriate privacy and access to discreet signposting guidance. The availability of Unit 3 presented the opportunity for the Trustees to overcome these concerns. The dilapidated unit was transformed into three areas - a larger picking area to improve the working environment of volunteers preparing food parcels - a warm and welcoming client reception area - and a separate private office for confidential client meetings.

Trussell Trust are leading a national initiative, "Stop UK Hunger" with the objective to encourage foodbanks to provide enhanced services to help clients receive specialist advice in overcoming their difficulties. Unit 3 now provides that opportunity. Trussell Trust are funding the cost of CAB providing specialist personnel to be situated at Unit 3 to offer dedicated signposting and advice for clients. This support will also be available at Upton.

# Malvern Hills Foodbank

## The Trustees' Annual Report / continued 30<sup>th</sup> September 2022

---

This funding will be made available for a minimum of two years, possibly three. The CAB funding initiative commenced in October 2022.

The costs of transforming Unit 3 have been capitalised as leasehold improvements and will be written off over a three -year period.

In conjunction with the Unit 3 development, the Trustees are also encouraging clients to collect from the Foodbank rather than a delivery only service. This not only means clients can receive fresh foods but also it provides the opportunity to offer signposting support - a core part of the Charity objectives. This change has meant that the provision of vouchers for fresh food has ceased as well as the provision of fuel vouchers.

### Reserves policy

The Trustees have considered the need for a Reserves Policy. They have taken account of the uncertainty of receiving a sustainable level of donations compared to the largely fixed overhead expenditure, coupled with the Charity's objectives to provide where possible ongoing support for people in crisis. The Trustees consider it prudent therefore to continue to set aside reserves which approximate to the anticipated resource expenditure for a twelve-month period. With increased overhead costs mainly arising from Unit 3 the Trustees have increased the Reserve Fund to £40,000. The £5,000 reserve for fuel top ups is no longer required and has been written back to unrestricted funds.

### THE FUTURE

The Trustees continually review circumstances each year to assess if existing services could be improved upon. However, the acquisition of Unit 3 and the CAB arrangements will be the main focus for the next year.

The Trustees regret the need to have a charity such as Malvern Hills Foodbank but whilst there is a need the Trustees will continue to increase the awareness amongst the whole community to encourage the support required to enable the Charity to achieve its objectives.

Approved by the Trustees on 24 October 2022 and signed on their behalf by:

Peter Buchanan - Chair  
.....

**Malvern Hills Foodbank**  
**Statement of Financial Activities**  
**Year ended 30<sup>th</sup> September 2022**

---

|   | <b>Note<br/>s</b> | <b>2022</b>    | <b>2021</b>    |
|---|-------------------|----------------|----------------|
|   |                   | <b>£</b>       | <b>£</b>       |
| <b>Incoming resources:</b>                |                   |                |                |
| Financial donations                       |                   | 88,329         | 70,399         |
| Gift aid                                  |                   | 12,423         | 8,967          |
| Membership fees                           |                   | 40             | 7              |
| MHDC grants re rent                       |                   | 1,875          | 1,875          |
| Local Authority Covid support grants      |                   | -              | 15,950         |
| Dividends from Reserve Policy deposits    |                   | 50             | -              |
| Bank interest                             |                   | 16             | 5              |
|   |                   | -----          | -----          |
| Financial Income                          |                   | 102,733        | 97,203         |
| Valuation of donations in kind            | 1                 | 106,704        | 81,168         |
|   |                   | -----          | -----          |
| <b>Total of incoming resources</b>        |                   | <b>209,437</b> | <b>178,371</b> |
|   |                   | -----          | -----          |
| <b>Resources expended:</b>                |                   |                |                |
| Per summary                               | 3                 | 90,865         | 90,747         |
| In kind donations distributed             |                   | 106,704        | 81,168         |
|   |                   | -----          | -----          |
| <b>Total of resources expended</b>        |                   | <b>197,569</b> | <b>171,915</b> |
|   |                   | -----          | -----          |
| <b>Net increase in resources</b>          |                   | <b>11,868</b>  | <b>6,456</b>   |
| Unrestricted funds brought forward        |                   | 54,071         | 47,615         |
| Transfer to Reserve Policy Fund net       |                   | (10,000)       | -----          |
|   |                   | -----          | -----          |
| <b>Unrestricted funds carried forward</b> |                   | <b>55,939</b>  | <b>47,615</b>  |
|   |                   | -----          | -----          |

# Malvern Hills Foodbank

## Balance Sheet

As at 30<sup>th</sup> September 2022

---

|                                     | Note<br>s | 2022   |        | 2021   |        |
|-------------------------------------|-----------|--------|--------|--------|--------|
|                                     |           | £      | £      | £      | £      |
| <b>Tangible fixed assets:</b>       | 4         |        | 19,943 |        | 1,351  |
| <b>Current assets:</b>              |           |        |        |        |        |
| Reserve Policy Fund deposit account |           | 40,125 |        | 25,075 |        |
| Bank balance - current account      |           | 8,512  |        | 5,422  |        |
| Bank balance - deposit account      |           | 15,091 |        | 40,074 |        |
| Debtors - gift aid rebate           |           | 12,306 |        | 8,842  |        |
| Food and fuel vouchers              |           | 567    |        | 3,577  |        |
| Sundry debtors                      |           | 250    |        | 200    |        |
|                                     |           | -----  |        | -----  |        |
|                                     |           | 76,851 |        | 83,190 |        |
| Less: Sundry creditors              |           | (780)  |        | (395)  |        |
|                                     |           | -----  |        | -----  |        |
| <b>Net current assets</b>           |           |        | 76,071 |        | 82,795 |
|                                     |           |        | -----  |        | -----  |
| <b>Total net assets</b>             |           |        | 96,014 |        | 84,146 |
|                                     |           |        | -----  |        | -----  |
| <b>FUNDS OF THE CHARITY:</b>        |           |        |        |        |        |
| Unrestricted funds:                 | 5         |        | 55,939 |        | 54,071 |
| Reserve Policy Fund                 |           |        | 40,075 |        | 25,075 |
| Fuel top up fund                    |           |        | -      |        | 5,000  |
|                                     |           |        | -----  |        | -----  |
| <b>Total funds</b>                  |           |        | 96,014 |        | 84,146 |
|                                     |           |        | -----  |        | -----  |

Approved by the Trustees on 24 October 2022 and authorised to sign on their behalf by:

Peter Buchanan - Chair.....

Anne Garner - Treasurer.....



# Malvern Hills Foodbank

## Notes to the Financial Statements 30<sup>th</sup> September 2022

---

### 1. ACCOUNTING POLICIES

#### **Audit**

The Charity is not required to have a statutory audit since income and total assets are below the required thresholds.

#### **Income**

Voluntary income, including donations gift aided, are recognised as income when received. Where applicable, gift aid income tax recoverable, is recognised when the recovery is receivable.

Donations in kind given for distribution are recognised as incoming resources only when distributed with an equivalent amount being included as resources expended. The valuation of such donations is based on Trussell Trust guidelines.

No value is attributable to time donated by volunteers as it would be totally impracticable to record and value such time.

#### **Tangible fixed assets and depreciation**

Tangible fixed assets are capitalised at cost, or at fair value to the Charity if donated, if they have a useful life of more than one year.

Depreciation is provided on a straight- line basis in order to write off the assets over their effective useful life. Equipment is depreciated at 20%. Leasehold improvements for Unit 3 are written off over the 3 year lease period.

#### **Stock**

Stocks of donated goods held at the year-end are not valued within the financial statements. The notional valuation of stock was £13,376 (2021: £12,740)

#### **Funds**

Unrestricted funds are funds which can be utilised at the discretion of the trustees. Funds held in reserve funds are not restricted as such but earmarked to fund specific initiatives or to provide sufficient funds to enable the Charity to fulfil its objectives over a twelve-month period.

# Malvern Hills Foodbank

## Notes to the Financial Statements / continued 30<sup>th</sup> September 2022

---

### 2. TRUSTEE AND VOLUNTEER PAYMENTS

The Charity operates solely by unpaid volunteers. The Trustees and the volunteers receive no remuneration or expenses other than reimbursement only in respect of direct expenses incurred on behalf of the Charity. The foodbank owes a debt of gratitude to its loyal volunteers and thank them all for their help and support.

### 3. SUMMARY OF RESOURCES EXPENDED

|  | <b>2022</b>   | <b>2021</b>   |
|--|---------------|---------------|
|  | <b>£</b>      | <b>£</b>      |
| Food and sundries for distribution       | 24,576        | 13,875        |
| Fresh food vouchers                      | 20,340        | 32,355        |
| Fresh food vouchers for special projects | -             | 8,075         |
| Fuel top up payments                     | 8,610         | 11,178        |
| Bags and boxes                           | 1,587         | 669           |
| Rent and service charge                  | 10,885        | 7,800         |
| Light, heat and water                    | 1,998         | 775           |
| Bank charges                             | 110           | -             |
| Printing, stationery and consumables     | 1,304         | 1,632         |
| Sundry equipment and repairs             | 1,486         | 712           |
| Insurances                               | 701           | 478           |
| Miscellaneous                            | 1,169         | 1,013         |
| Protective clothing and PPE              | 2,029         | 550           |
| Cleaning                                 | 3,074         | 2,540         |
| Telephone and broadband                  | 508           | 696           |
| Community Action delivery costs          | 6,500         | 7,715         |
| Depreciation of equipment                | 1,668         | 684           |
| Amortisation of leasehold improvements   | 4,320         | -             |
|  | <hr/>         | <hr/>         |
| <b>Total resources expended</b>          | <b>90,865</b> | <b>90,747</b> |
|  | <hr/>         | <hr/>         |

# Malvern Hills Foodbank

## Notes to the Financial Statements / continued 30<sup>th</sup> September 2022

---

### 4. TANGIBLE FIXED ASSETS

|   | Equipment | Leasehold<br>Improvements | Total   |
|---|-----------|---------------------------|---------|
|   | £         | £                         | £       |
| <b>Cost</b> as at 1 <sup>st</sup> October 2021                      | 14,458    | -                         | 14,458  |
| Additions   | 5,116     | 21,964                    | 27,080  |
| Contribution from Malvern Town Council                              | -         | (2,500)                   | (2,500) |
|   | -----     | -----                     | -----   |
| <b>Cost</b> as at 30 <sup>th</sup> September 2022                   | 19,574    | 19,464                    | 39,038  |
|   | -----     | -----                     | -----   |
| <b>Depreciation/Amortisation</b> as at 1 <sup>st</sup> October 2021 | 13,107    | -                         | 13,107  |
| Charge for the year   | 1,668     | 4,320                     | 5,988   |
|   | -----     | -----                     | -----   |
| <b>Depreciation</b> as at 30 <sup>th</sup> September 2022           | 14,775    | 4,320                     | 19,095  |
|   | -----     | -----                     | -----   |
| <b>Net book value</b> 30 <sup>th</sup> September 2022               | 4,799     | 15,144                    | 19,943  |
|   | -----     | -----                     | -----   |
| <b>Net book value</b> 30 <sup>th</sup> September 2021               | 1,351     | -                         | 1,351   |
|   | -----     | -----                     | -----   |

### 5. RESTRICTED FUNDS

Included in financial donations are restricted funds comprising fresh food vouchers £9,174 and fuel top up funds £1,638, a total of £10,812. In addition Malvern Town Council donated £2,500 towards the cost of refurbishing Unit 3. These restricted funds have been fully expended during the year. All other donations are unrestricted. As at the 30<sup>th</sup> September 2022 there are no restricted funds to carry forward. (2021 £nil)

# **Malvern Hills Foodbank**

## **Independent Examiner's Report**

### **30<sup>th</sup> September 2022**

---

#### **Independent Examiner's Report**

I report to the Trustees on my examination of the financial statements of the Malvern Hills Foodbank for the year ended 30<sup>th</sup> September 2022

#### **Responsibilities and basis of report**

As the Trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ("the Act")

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have considered 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 financial statements do not accord with those records; or
3. The financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 order to enable a proper understanding of the financial statements to be reached.

Signed:.....

Name: Christopher Price  
Address: Malvern Worcestershire

Date: .....