

1. Annual Report: April 2022 - March 2023

Objectives and Activities

Everyday people in the UK go hungry for reasons ranging from loss of income to receiving an unexpected bill on a low income, at this time we were starting to see the full effects of the rise in the cost of living. Bognor Regis Foodbank provides a minimum of three days emergency food and support to people experiencing crisis in our local community. We also seek to provide additional support and signposting to other services, to support underlying causes for the crisis.

Bognor Foodbank relies on the generosity and support of the local community through volunteering, food donations and fundraising. Almost all the food we distribute is donated by the community through churches, schools, businesses, and supermarket collection baskets. We work in partnership with over 60 front-line care agencies who identify people in need and give them a voucher. These vouchers can then be exchanged for a food parcel containing three days worth of nutritionally-balanced food at our foodbank centre. We will often also provide toiletries, cleaning products and baby-related items, we are also from time to time able to provide seasonal fresh vegetables and fruit, as well as sign-posting or making referrals to sources for additional support.

Having navigated the pandemic over the past 3 years and recognising its indirect impacts as being ongoing for the foreseeable future. This has been exacerbated by the ongoing cost of living crisis. Therefore we are driven to pursue a strategy that sees clients being equipped with the resources and support networks that mean they should not need to rely on Foodbanks for their essentials.

The Bognor Regis Foodbank is a Christian organisation motivated by Jesus' teaching on poverty and injustice as taught in the Bible. We operate according to Biblical principles of compassion, honesty, integrity, openness, kindness and care of all people, regardless of background or belief. We believe in turning faith into practical action, living out God's love for the poor... 'For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.' Matthew 25:35-36 We believe that everyone has a basic right to have food on their plate, dignity, and hope for the future. To that end we are available to provide prayerful support.

From time to time, especially during the Harvest festival, Christmas period food donations increase due to generous donations being provided from Churches, schools, our special Tesco collection and others substantially increasing the overall stock we hold. This led to us taking on extra warehouse space to increase our storage capacity, for this period.

The Last Year

In the financial year 2022-23 the Foodbank provided food for 6171 people (3899 adults, 2272 children, a rise of 40% over the previous year) in Bognor Regis distributed 47.793 tonnes of food in response to referrals from agencies and care professionals from the town.

In addition to providing much needed food, Bognor Foodbank also provides volunteer work experience and fellowship. Our volunteers are the lifeblood of our service, as they faithfully contribute their time, energy and skills to the operations of the Bognor Foodbank, and serve our clients and community with a welcoming and sensitive service.

The Bognor Foodbank is a member of the Trussell Trust network of foodbanks and receives ongoing support and advice from the Trussell Trust. We also benefited from large grant funding from Trussell Trust to increase our signposting support by contracting with Citizen's Advice to provide a dedicated worker who supports our clients to maximise their income, manage their debts and offers housing support. We were very pleased to be able to host Aida Kaman in this important role. This has made an enormous difference to our clientele. An additional training grant from Trussell Trust enabled us to develop both our Trustee board and our regular volunteer team.

Bognor Foodbank was established by members of Opengate (now known as The Shore Community Church) and Vineyard Church in 2012 and continues to receive ongoing support from both of these churches and other churches in Bognor Regis. Both of these churches and others across Bognor Regis provide financial and in kind support to the project.

The Foodbank continues to be supported by West Sussex County Council, Arun District Council, Bognor Regis Town Council and a number of individual Parish councils who have contributed towards our overheads or specified projects which has enabled us to build our capacity to support our clients. We have also benefited considerably from public donations from individuals support either on an ongoing basis through standing orders or one off. For which we are always grateful.

Throughout this period we only had the services of our Project Manager Hannah Drury, for 4 months as she was on Official Leave and finally left us at the beginning of November 2022, we are grateful for the time that she spent with us and for the dedication that she showed to the Management of the Foodbank.

Throughout this time, we had the valued services of deputy managers Clare Ockwell and Paul Dickson, They both increased their hours and with the help of a number of volunteers were able to manage the gaps left by the absences of our project manager. We also took on Bev Chittenden as session coordinator for 12 hours per week from the 1st January which helped considerably.

We continue to use social media, our website and newsletters which are the special responsibility of Paul Dickson. We use this to spread the word about Bognor Foodbank, and put out appeals to support our food provision. It is important to us that we maintain varied stock to offer nutritionally balanced food parcels, and

these platforms help us to communicate any gaps on our shelves to our donors and the general public.

We renewed our contract with Stock Coordinator, Brett Stanley, in November 2022 making this a permanent position, recognising this role as continuing to be crucial in our weekly operations and safe distribution of food. Clare Ockwell remains Deputy Manager, with a particular responsibility for client support and wellbeing.

Plans for the New Financial Year

- To improve our client journey, we have identified a need to find larger premises, to create an improved working environment for everyone. Creating a practical, safe and dignified foodbank experience.
- This will enable our volunteers to have more space for in-depth conversations with our clients, without feeling cramped or rushed.
- Increase training opportunities by enabling our volunteers to be more confident as signposters.
- In addition this will negate the need for extra storage space offsite.
- Building closer connections with our referring agencies.
- Maintaining strong relationships with our local community, churches and other valued supporters.
- Recruiting a new Project Manager to develop and progress our Mission, Vision and Values.
- Building client involvement and offering more opportunities for them to improve their skills
- Continuing to engage with Trussell Trust and their national vision to end UK Hunger.

Reserves Policy

In line with Charity Commission guidance, the Trustees have reviewed their policy on the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') and find that the charity should have: -

'Fixed reserves' (or an Emergency Operating Reserve) of 6 months of the operating costs (charitable expenses less food purchased) plus rationalisation costs, in general funds, to provide:

- Funds to restructure the charity in event of the income sharply dropping;
- A foundation for security of ministry and to meet contractual obligations;
- Sufficient time to "switch off" its activities; Bognor Foodbank is an organisation with local responsibilities, whose activities are not complex.

List of Trustees:

Rev. Tim Crook (Chair of Trustees);
Major Matt Butler, John Faulkner (Treasurer).

Statement of Trustees' Responsibilities

Charity and company law requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and resources expended for the period. In preparing those financial statements, the Board of Trustees should follow best practice and are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgments and estimates that are reasonable and prudent;
- Comply with applicable accounting standards subject to any material departures disclosed
- Explained in the financial statements; and

Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

Trustees Report

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and Companies Act 2006. 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 and to provide reasonable assurance that:

- Charity complies with relevant laws and regulations.
- The systems of internal control are designed to provide reasonable but not absolute assurance against material misstatement or loss. They include:
 - An annual budget approved by the Trustees;
 - Monthly consideration by the Trustees of: financial results and variances from budgets for both the year-to-date and month end; year end forecast of out turn;
 - Delegation of day-to-day management authority and segregation of duties; and identification and management of risks.
- The Board of Trustees, who are the directors for the purpose of company law, who served during the year and up to the date of this report are set out under Charity information and administrative details.

Approved by the /Trustees on

and signed on their behalf by

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Trustee

**Bognor Regis Foodbank
Statement of Income & Expenditure
for the year ended 31st March 2023**

Income

Trussel Trust	2,706.48
Grants	10,695.54
Restricted Grants	9,375.00
CAB (Trussel Trust Grant Financial Inclusion - Restricted)	25,606.52
Staff Training (Trussel Trust Capacity & Skills Grant - Restricted)	2,387.90
Donations - General	39,353.51
Gift Aid	2,345.52
Co-op	500.00
Rag Bag and Bags2School	383.00
Donations - Churches	9,765.45
Fundraising	0.00
Premises Hire	0.00
Bank Interest	98.45
Sales	0.00
Tescos Donations	586.99

103,804.36
Expenditure

Salaries and & National Insurance	33,057.38
Payroll and Accounts	1,650.00
Rent	8,000.04
Utilities	2,091.24
Room Hire	126.00
Telephone and Postage	947.70
Printing and Stationary	591.64
Insurance	1,583.85
Subscriptions and Fees	35.00
Computer Software and Equipment	162.19
Repairs & Maintenance	166.08
Refreshments	30.16
Sundry Equipment	0.00
Training	132.00
Consultancy	0.00
Miscellaneous	430.06
Hampers & Holiday Bags	946.95
Bank Charges	53.00
CAB (Trussel Trust Grant Financial Inclusion- Restricted)	12,803.26
Staff Training (Trussel Trust Capacity & Skills Grant - Restricted)	540.00
Storage Costs	5,033.00
Stock for clients - food/cleaning	968.09
Eat well spend less ingredients	0.00
Cleaning	84.34
	0.00

69,431.98
Net Income/(-Expenditure)

34,372.38

**Bognor Regis Foodbank
for the year ended 31st March 2023**

Cash at Bank b/f	48,047.35
Net cash at Bank for 2022/23	34,314.73
Cash at Bank @ 31.03.2023	<u>82,362.08</u>

Breakdown of Cash at Bank:

<i>Restricted Grant - CAB Trussel Trust Financial Inclusion</i>	12,803.26	
<i>Restricted Grant - Trussel Trust Capacity & Skills Grant</i>	1,847.90	
<i>Unspent Restricted Grants c/f</i>		<u>14,651.16</u>
<i>Cash at bank @ 31.03.2023</i>		<u>67,710.92</u>
Total Cash at Bank @ 31.03.2023		<u>82,362.08</u>

Cash in Hand b/f	677.79
Net cash in Hand for 2022/23	-610.34
Cash in Hand @ 31.03.2023	<u>67.45</u>

Net Income/Expenditure	<u>33,704.39</u>
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Year end adjustments	667.99
Net Income/Expenditure	<u>34,372.38</u>

less Unspent Restricted Grants c/f	14,651.16
Total Net Income/Expenditure	<u>19,721.22</u>

2022/23 - Current Assets

Cash at Bank b/f	48,047.35
Cash in Hand b/f	677.79
Stock b/f	7,890.00
Net sum in Bankuet Donations b/f	156.96
Total Current Assets b/f	<u>56,772.10</u>

Cash at Bank @ 31.03.2023	82,362.08
Cash in Hand @ 31.03.2023	67.45
Stock @ 31.03.2023	3,762.06
Net sum in Bankuet Donations @ 31.03.2023	391.32
Current Assets c/f	<u>86,582.91</u>

less Unspent Restricted Grants c/f	14,651.16
Total Current Assets c/f	<u>71,931.75</u>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

BOSNOR REGIS FOODBANK

On accounts for the year
ended

31st March 2023

Charity no
(if any)

1148187

Set out on pages

8-9

(remember: to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 03 2023.

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 Trust's accounts carried out under section 145 of the 2011 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

GUY

Date:

17/11/2023

Name:

GUY WITCHER

Relevant professional
qualification(s) or body

MAAT.