



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report

Period covered by report: From 1 April 2022 to 31 March 2023

Charity name: Bishop's Stortford Food Bank

Charity address: The Methodist Church, 34b South Street, Bishop's Stortford, Hertfordshire CM23 3AZ

Charity registration number: 1154800

Objectives and Activities: Our objectives are as stated in our constitution:

The prevention or relief of poverty in Hertfordshire and Essex in particular, but not exclusively, by providing emergency food supplies and related provisions to individuals in need and to charities or other organisations working to prevent or relieve poverty.

In working to fulfil our objectives during the year, the Food Bank's main activities involve the distribution of food items and supermarket vouchers to clients referred by other partner agencies. Clients may also self-refer in the first instance and are signposted to other agencies where further support is indicated. Food can either be collected in person by clients or delivered by a team of volunteer drivers. The Food Bank also provides assistance to those in fuel poverty by purchasing credit on the card or key of the client's pre-payment gas/electricity meter. The Food Bank has also been able to provide white goods for clients.

The Trustees take into account the commission's public benefit guidance when making any relevant decision.

Achievements and Performance: During the twelve months covered by the report the Food Bank again met a much higher level of demand than in previous years. The numbers of referrals received, and the total numbers of people fed, were both greater than the preceding twelve month period, which in turn was significantly busier than the year before that, and the year before that. This trend reflects the national picture for Foodbanks.

To cope with the increasing demand, the Food Bank has raised its profile in the community to ensure that the donation of food items by members of the public and high levels of financial support continue, and also that adequate volunteer numbers are maintained. In previous years, the donation of food items in supermarkets had been largely sufficient to meet the demand, but this year insufficient food was donated to meet the increased demand. However, the money donated to the Food Bank by schools, churches, businesses and individual members of the public has allowed the shortfall to be met by buying in additional items for our clients as well as

allowing the foodbank to fund vouchers so that clients can purchase fresh produce and other items according to their own choice and need.

Financial Review of the Year: Income in the year ended March 2023 amounted to £148,000, the highest the foodbank has ever seen. All of our income arises from donations and during this year we were humbled by the local community's response to the growing need for our services.

Costs have increased due to both the increased use of the Food Bank and the increases in underlying costs, with expenditure for the year at £89,000. Recurring costs increased by approximately 50% compared to the previous year and cost increases are budgeted to continue into future years.

Overall, the year to 31 March 2023 saw net receipts of nearly £60,000 with reserves at 31 March 2023 standing at £124,000. Reserves at the year-end were in excess of the policy of approximately one year's regular expenditure, however, Trustees expect that reserves will be needed to fund future deficits as donations fall and costs to continue to increase. This expectation has been evidenced in current year position to date with provisional accounts showing net expenses of £26,000 for the first 9 months of the year to 31 March 2024.

Structure, Governance and Management: The Food Bank is established as a CIO under a constitution document and is governed by a Board of Trustees who hold formal meetings, which have an agenda and full minutes, approximately once every two or three months. In addition to a Chair and Deputy Chair, the Trustees have appointed a Treasurer, and a Community and Schools Ambassador. Trustees are appointed by the existing Trustees under the terms of the constitution and have been appointed on the basis of their background, interests and expertise and as well as attending Trustee meetings and working in sub groups set up to consider specific areas of policy / strategy, they assist directly by contributing to a number of operational and promotional activities.

Trustees acting during the year and at the date of approval of this report:

Bill Macdonald (Chair)
Jim Tatchell (Treasurer)
Norma Symonds (resigned September 2023)
Jane Towns
Christine Haynes
Alison Jones
Ian Williams
Louise Taub (Secretary)
Gillian Turner (appointed May 2022)
Hana Hainsby (appointed September 2023)

During the period covered by this report, the Food Bank employed two part time members of staff – a Manager and a Deputy Manager – to manage the operational activities of the Food Bank.

The Food Bank could not operate without its loyal and hard working volunteers who have continued to ensure that the ever increasing demands are met, sometimes in difficult circumstances, with efficiency and cheerfulness.

Signed on Behalf of the Trustees

Jim Tatchell

Date 29/1/2024



Receipts and payments accounts

CC16a

For the period
from

Period start date
01-Apr-22

To

Period end date
31-Mar-23

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	142,575	3,409	-	145,984	65,294
Gift aid	1,962	-	-	1,962	1,286
Other income	135	-	-	135	
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	144,672	3,409	-	148,081	66,580
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	144,672	3,409	-	148,081	66,580
A3 Payments					
Direct costs	58,951	3,409	-	62,360	39,188
Contributions to other agencies	500	-	-	500	1,010
General office costs	3,056	-	-	3,056	3,082
Staff costs	20,335	-	-	20,335	19,708
Insurance	527	-	-	527	426
Accountancy services	288	-	-	288	216
Bank fees	72	-	-	72	96
Premises	1,300	-	-	1,300	21,650
Sub total	85,030	3,409	-	88,439	85,376
A4 Asset and investment purchases, (see table)					
Laptop	479	-	-	479	
	-	-	-	-	
Sub total	479	-	-	479	-
Total payments	85,509	3,409	-	88,918	85,376
Net of receipts/(payments)	59,163	0	-	59,163	18,796
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	65,031	-	-	65,031	65,031
Cash funds this year end	124,194	0	-	124,194	46,235

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash	124,194	-	-
		-	-	-
		-	-	-

Total cash funds		124,194	-	-
(agree balances with receipts and payments account(s))		OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Additional notes:

1. The CIO has not given any guarantees. There is no potential liability under a guarantee outstanding at the date of the statement of assets and liabilities

2. The CIO has no debt outstanding. At the date of the statement of assets and liabilities there is no debt owed by the CIO which is secured by an express charge on any assets of the CIO.

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
Jim Tatchell	J Tatchell	29/1/2024



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Bishop's Stortford Food Bank

On accounts for the year
ended

31st March 2023

Charity no
(if any)

1154800

Set out on pages

Attached 2 pages – Receipts and Payments Accounts

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

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

As the charity trustees of the Trust, 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 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 (~~other than that disclosed below *~~) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records
- 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 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:

Date:

23/01/2024

Name:

JEREMY PIZZARDI

Relevant professional
qualification(s) or body
(if any):

FCCA (CHARTERED CERTIFIED ACCOUNTANT)

Address:

5 Ducketts Wharf, South Street
Bishop's Stortford,
Hertfordshire, CM23 3AR

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.