

Borehamwood Foodbank

Charitable Incorporated Organisation

**Report and accounts for the year
ending 31st January 2016**

Borehamwood Foodbank CIO

Contents

| | |
|--------------------------------------|---|
| Report of the Trustees | 1 |
| Report of the Vice-Chair of Trustees | 3 |
| Balance Sheet | 6 |
| Income and Expenditure Report | 7 |
| Notes to the Accounts | 8 |

Report of the Trustees

1. Charitable Trustees

The charitable trustees are:

| | |
|---------------------|----------------|
| Miss Kristan Payne | Chair |
| Ms Judith Elders | Vice-Chair |
| Rev David Aplin | CIO Secretary |
| Mrs Helen Stammers | Hon. Treasurer |
| Rev Dominic McKenna | |
| Mrs Gloria Jeffs | |
| Mrs Lesley Selwyn | |

2. Registered Office

The Address registered with the Charity Commission is:

David Aplin
39 Elmsleigh Avenue
Kenton
Harrow
HA3 8HX:

Telephone: 020 8907 6246

Email: info@borehamwood.foodbank.org.uk

Website: Borehamwood.foodbank.org.uk

3. Bankers

HSBC Bank plc
69 Pall Mall
London
SW1Y 5EY

Borehamwood Foodbank CIO

4. Finance Report

During the year to 31st January 2016 income received rose to £22,624 (2015 £20,135). This is in line with our budget and is sufficient to allow some paid administration as well as extra initiatives to better serve the needs of our clients. We are concentrating on extra donations to buy perishables and basic foods not provided in sufficient amounts by the generous giving of foodstuffs etc. in the stores and via other gifts. Another area of fund-raising is special projects especially those that help alleviate food poverty.

Cash at bank and in hand at 31 January 2015 was £15,506 and this had increased to £18,598 by 31 January 2016.

We are deeply indebted to the generosity of the people and organisations of the area, to the continuing care of Caritas and the strong support of Tesco Stores plc.

5. Statement of Directors' responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements directors are required to:-

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business. The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

With these accounts we are implementing the accounting standard FRS 102 and the Charity SORP FRS 102. The implications of this are stated in our Accounting Policies.

6. Audit

The CIO is not required to have an audit but the accounts have been reviewed by Rev David Aplin BA FCCA.

This report was agreed by the Trustees at the meeting on 10th May 2016 and is signed on their behalf.

Revd David Aplin BA FCCA
CIO Secretary
10th May 2016

Borehamwood Foodbank CIO

Report of the Vice-Chair of Trustees

The Borehamwood Foodbank has continued to thrive this year. Our focus and core task has remained the same – to alleviate food poverty in our local community by the distribution of emergency food. The figures below give a picture of how we have met this task:

In the last year we have honoured 1011 vouchers, which have given 1338 adults and 955 children (2343 people in total) 3 days balanced diet.

46% of our voucher holders are single people, the majority being young men. 40% of our voucher holders are families with children, the other 14% being couples without children or others.

When we look at the age range of voucher holders we can see that we are still not addressing the needs of the elderly in our community.

The lead agency issuing vouchers is Hertsmere Borough Council, with the Job Centre running second. This reflects the issues that clients come to us with – homelessness and benefit delays. The impact of the roll out of Universal Credit continues to be noticeable.

Our operation is not possible without the generous donations of food and money that we consistently receive. Tesco is our main partner, and we continue to enjoy a great working relationship with Marion Naylor, Tesco Community Champion. We thank her for all her help, support and access to their resources.

It is of note that we receive donations from almost all the churches and synagogues in Borehamwood, Radlett and Shenley. A wide range of primary and secondary schools support us at Harvest, Lent and Mitzvah Day, and we have regular donations from local businesses such as Greggs. We are thrilled that this picture reflects how our projects pulls together a wide range of people in our community, in the processes of helping and caring for each other.

We are effective. We know that our food makes a significant difference to those who receive it. In December, one of our clients told us this:

"I wouldn't have survived....simple as that. Because of you my children have eaten. I can't wait to get back on my feet and give something back."

We are supported by the energy and dedication of a wonderful team of volunteers. They deserve a lot of credit for all the work they do, the time they give and the community they create.

We have remained committed to our Family lunches this year – 4 lunches were held in August 2015 as well as half terms and two during Easter 2016.

The grant we received from Lloyds Bank has been able to support these lunches up to Summer 2016. We have made grant applications for future funding, but in any event would

Borehamwood Foodbank CIO

seek to prioritise this activity. Family lunches are specifically aimed at helping to support children over a period when they do not have access to school meals. There is a growing awareness of food poverty over holiday periods, with Foodbanks nationally starting similar initiatives. We are very proud that we have delivered this scheme for 3 years from the inception of Borehamwood Foodbank, and have built a good community and reputation around these events.

We would like to specifically thank Penny Beral who heads the cooking, and gives each session a lot of care, thought and planning.

Going forward we have established a family lunches sub-committee, to be more efficient in our organisation. We also plan to have a more activity based cooking session for half term events, with lunches and activities for the longer holidays

In October 2015 two of our volunteers were trained to deliver a budgeting programme called Made of Money. We were fortunate enough to have this funded by Charitas. Made of Money is an 8 week budgeting and lifestyle programme that can be delivered as a whole or in smaller sections. In January 2016, the programme was successfully run, although it was also a learning curve for us in respect of the amount of work needed to engage and recruit participants. We hope that this programme will be run twice a year.

We have been aware that the outreach service provided to the Foodbank from Citizens Advice Bureaux (CAB) is due to expire in June 2016. The CAB outreach worker attends both our sessions and provides an invaluable safety net for clients who come to us in crisis. We are very saddened by the demise of the service. We have liaised with CAB concerning different models of welfare advice after June 2016, and at present hopeful that grant funding (see below) would at least be able to continue the service one day a week.

Since last autumn a considerable amount of the management energy has been put into improving our internal systems. This has particularly been in relation to our stock control. The trustees are now in a position to have a much clearer picture of current stock levels and as a consequence less money is being spent on additional stock. We are better able to adjust the food packs in relation to the trend of foods that we are receiving or identify items that can be allocated to family lunches. The permanent box at Tesco's has made a significant difference to the quantity of food we receive, and I cannot emphasise enough how heart-warming it is to see how anonymous members of our community consistently support us with food donations through this means.

The trustees have had a difficult issue to deal with in relation to our planning permission. In August 2015 our permission was up for renewal and temporary permission was granted with restrictive conditions. The goal of the trustees is to ensure the longevity of the Borehamwood Foodbank in its current setup. To do this we may need to apply for permanent planning permission but with the agreement that we make alterations to the appearance of the warehouse.

Borehamwood Foodbank CIO

In March 2016 we made an application for a grant to Comic Relief to support a More Than Food initiative. If granted this would pull together existing project such as our lunches, CAB worker, Made of Money and look at strengthening our existing signposting and distribution activities to ensure that we are meeting the needs of those who come to us in crisis.

These have been our headline activities. In addition we have:

- complied and distributed approx. 100 'Christmas hampers and gifts
- trialled a cookery course
- Introduced flask cookery for those who only have access to a kettle.
- attended and spoken at assemblies at local schools during harvest festivals
- held an open day during the town festival fortnight
- had a stall at a local Mencap walk
- been represented at the welcoming of 2 local vicars
- held an information morning at Tesco's
- had regular articles in the local newspapers and magazines including the Town Council and Borough Council Magazine
- Attended the national Trussell Trust conference
- Attended the launch of the All-Party Parliamentary Committee Report on Feeding Britain 2016

Judith Elders (Vice-Chair)

10th May 2016

Borehamwood Foodbank CIO

Balance Sheet at 31 January

| | Notes | 2016 £ | 2015 £ |
|--|-------|----------------------|----------------------|
| FIXED ASSETS | | | |
| Tangible assets | 3 | 2,339 | 2,609 |
| CURRENT ASSETS | | | |
| Stocks | 1H | 0 | 0 |
| Debtors | | 0 | 0 |
| Prepayment | 5 | 240 | 669 |
| Cash at bank | | 18,598 | 14,461 |
| Cash in hand | | 76 | 45 |
| | | <u>18,914</u> | <u>15,175</u> |
| CREDITORS (amounts falling due within one year) | | | |
| Creditors and accruals | 6 | 215 | 0 |
| | | <u>215</u> | <u>0</u> |
| NET CURRENT ASSETS | | <u>18,698</u> | <u>15,175</u> |
| TOTAL ASSETS | | <u>21,039</u> | <u>17,784</u> |
| CAPITAL AND RESERVES | | | |
| Reserve Fund | 1D | 4,000 | 0 |
| Restricted funds | 13 | 576 | 67 |
| Surplus on Income & Expenditure Account | 4 | <u>16,462</u> | <u>17,717</u> |
| TOTAL CAPITAL AND RESERVES | | <u>21,038</u> | <u>17,784</u> |

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and Companies Act 2006 .The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies' regime.

The financial statements on pages 6 to 10 were approved by the committee on 10th May 2016 and signed by:

Kristan Payne (Chair)
Director

Helen Stammers (Hon. Treasurer)
Director

The notes on pages 8 to 10 form part of the financial statements.

Borehamwood Foodbank CIO

Income & Expenditure Report for the year to 31st January 2016

| | Notes | Year to 31 January 2016 £ | Year to 31 January 2015 £ |
|---|-------|---------------------------------------|------------------------------------|
| INCOME | | | |
| Restricted grants | 10 | 2,500 | 5,069 |
| Unrestricted grants | 11 | 5,000 | 350 |
| Donations | 12 | 14,547 | 14,620 |
| Gift Aid | | 213 | 0 |
| Gift Cards | | 0 | 80 |
| Text Giving | | 72 | 0 |
| Other funding | | 292 | 0 |
| Bank interest | | 1 | 16 |
| Actual Income | | <u>22,625</u> | <u>20,135</u> |
| add (deduct) Caritas income deferred | 5 | <u>611</u> | <u>733</u> |
| Income for period | | <u>23,236</u> | <u>20,868</u> |
| EXPENDITURE | | | |
| Membership of Trussell Trust | | 731 | 733 |
| Foodbank costs | | 2,524 | 2,536 |
| Salary costs | | 8,774 | 6,812 |
| Equipment | | 1,794 | 1,260 |
| Depreciation | 3 | 270 | 90 |
| Insurance | | 551 | 393 |
| Office & Printing | | 535 | 645 |
| Gift cards | | 61 | 80 |
| Governance | | 410 | 393 |
| Utilities | | 1,407 | 654 |
| Marketing | | 310 | 302 |
| Training and conferences | | 4 | 100 |
| Sundries | | 2,610 | 17 |
| Total Expenditure | | <u>19,981</u> | <u>14,015</u> |
| Surplus (Deficit) for year | | <u>3,255</u> | <u>6,853</u> |
| Less transfer to Reserve Account | | <u>(4,000)</u> | <u>0</u> |
| Addition (deduction) to Cumulative Surplus | | <u>(745)</u> | <u>6,853</u> |

Borehamwood Foodbank CIO

1 Accounting Policies

A Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and Companies Act 2006.

Borehamwood Foodbank CIO meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

B Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No restatement was required.

C Preparation of the accounts on a going concern basis

Borehamwood Foodbank is mostly dependent upon volunteers and there is one part-time paid worker. The buildings used by the foodbank are owned and there are no commitments to pay rent or service charges to Saint Teresa's Roman Catholic Church where the foodbank is located. We do however make voluntary contributions to defray some costs incurred on our behalf by the church.

D Reserves Policy

In common with many charities the trustees have considered it prudent to set aside a part of the accumulated surplus to pay outstanding commitments particularly salaries, and to enable the closure of the foodbank in an orderly manner including clearing the site of concrete bases for our buildings. Thanks to the generosity of funders, the general public and our hard-working volunteers we do not see closure being forced upon us for financial reasons nor, regrettably any diminution in the needs for our services.

E Income recognition

All income is recognised when received.

F Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

G Volunteers and donated services and facilities

The value of the work performed by our volunteers without charge is not incorporated into these financial statements. Although the value is considerable it is excluded due to the difficulty of valuing it reliably.

Borehamwood Foodbank CIO

H Stock

Stocks of food and other distributed items are not valued due to the difficulty of valuing them reliably and consistently. In addition these stocks are restricted to foodbank distribution and have no realisable value. At 31st January 2016 our stocks amounted to 6421 Kg which, using the Trussell Trust calculator, is worth approximately £10,787.

I Tangible fixed assets

Individual fixed assets costing over £500 are capitalised at cost. Depreciation is charged at rates between 10% and 33.3% depending upon the likely life of the asset.

J Funds accounting

Restricted funds are monies where the donor requires that the donation must be spent on a particular purpose and is returnable if unspent in a set period of time.

K Key management

The key management functions are performed by the officers and other members of the committee.

2 Turnover

| 2016 | 2015 |
|---------|---------|
| £23,236 | £20,868 |

3 Fixed assets

| | 2016 | 2015 |
|--|--------|--------|
| Cost price at start of year | £2,699 | £0 |
| Acquisitions | £0 | £2,699 |
| Cost price at end of year | £2,699 | £2,699 |
| Cumulative depreciation at start of year | £90 | £0 |
| Depreciation charge for year | £270 | £90 |
| Cumulative depreciation at end of year | £360 | £90 |
| Net Book Value at start of year | £2,609 | £0 |
| Net Book Value at end of year | £2,339 | £2,609 |

Tangible assets are the purchase and erection of a food storage shed

4 Movement of funds during year

| | 2016 | 2015 |
|--------------------------------|------|------|
| This is stated after charging: | | |
| Depreciation | 270 | 90 |
| Auditor's fees | NIL | NIL |

Borehamwood Foodbank CIO

| | 2016 | 2015 |
|-----------------------------|------|------|
| 5 Prepayments | | |
| Trusell Trust subscriptions | 120 | 611 |

6 Accruals

| | | |
|--|-----|---|
| Leave entitlement not taken at end of year | 170 | 0 |
|--|-----|---|

7 Benefits - trustees

No pecuniary or other benefit was received from the CIO by any trustee in respect of the years to 1st January 2016 and 2015 other than the reimbursement of agreed and approved expenses, wholly, exclusively and necessarily for the benefit of the CIO.

8 Insurance

An insurance policy is in place to protect the trustees, or any of them, against personal liability arising from their actions as Trustees of the CIO.

9 Paid employees

The CIO has had one part-time paid employee throughout 2015 and 2016 financial years.

10 Restricted funds received

| | |
|--|--------|
| Hertfordshire County Council (to buy fresh food and non-food items supplied to clients) | £2,500 |
|--|--------|

11 Other grants

| | |
|-----------------------------------|--------|
| Caritas for continuing operations | £5,000 |
|-----------------------------------|--------|

12 Major donations

| | |
|-------------------------------------|--------|
| Tesco Top-Up (30% of items donated) | £7,280 |
| Tried and Trusted | £1,500 |
| Durkin Ltd. | £1,000 |

13 Use of restricted funds

| | Shed | HCC fresh foodsetc. | Total |
|----------------------|-----------|------------------------|-------------|
| Balance b/f | £67 | £0 | £67 |
| Amount received | £0 | £2,500 | £2,500 |
| Expenditure | -£67 | -£1,924 | -£1,991 |
| Balance of grant c/f | <u>£0</u> | <u>£576</u> | <u>£576</u> |