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**HILLINGDON FOODBANK**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2016**

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**HILLINGDON FOODBANK**

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**CONTENTS**

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	Page
<b>Reference and administrative details of the charity, its trustees and advisers</b>	1
<b>Trustees' report</b>	2 - 4
<b>Independent examiner's report</b>	5
<b>Statement of financial activities</b>	6
<b>Balance sheet</b>	7
<b>Notes to the financial statements</b>	8 - 13

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**HILLINGDON FOODBANK**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2016**

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**Trustees**

Pastor Niyi Murele  
Deacon Oluwale Oguntoyinbo  
Canon Yemi Adedeji  
Pastor Babatunde Balogun

**Charity registered number**

1148148

**Principal office**

Unit 5, Swan Wharf Business Centre, Waterloo Road, Uxbridge, Middlesex, UB8 2RA

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## HILLINGDON FOODBANK

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2016

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The Trustees present their annual report together with the financial statements of Hillingdon Foodbank (the charity) for the ended 31 March 2016. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective 1 January 2015).

#### **POLICIES AND OBJECTIVES**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit and in particular to its supplementary public benefit guidance.

#### **VOLUNTEERS**

We had 38 consistent volunteers in 2015, 10 at our main centre and 28 at the rest of our seven centres. Also we do have some corporate organizations that came in on a one off basis to help out. Most of the warehouse volunteers were placed on the rota and their roles vary from sorting and dating food, food re-distribution and transportation.

#### **ACHIEVEMENTS**

Hillingdon Food bank has largely improved in its services to the Local community since moving to the new Location in Uxbridge in the last one year. we have received volunteer requests and donations from up to 18 co-operate organisations and societies in the last financial year and with the support of the Management, all the Volunteers across warehouse and various distribution centres we have been able to cope with the needs of the Borough.

This year, we improved the outlook of the warehouse and re-organised our admin department to provide bespoke services to our clients and partners. In the next quarter, we plan to improve our service delivery to a level of excellence by further equipping our warehouse, training volunteers in our distribution centres.

We established relationships with some big companies who were willing to render help to the foodbank. Nexen Petroleum, Heinz, Collette Travels, Glaxo Smithkline, Apple U.K. and Paraxell.

#### **REVIEW OF ACTIVITIES**

Food received valued at 27,284.99kg was significantly higher than the previous year where only 18,775.50kg of food was distributed. St Margaret's church is the highest distributor and this is mainly due to the proximity to the Uxbridge town centre and also the warehouse where clients have easier access to transport.

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## HILLINGDON FOODBANK

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### TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2016

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#### FUNDRAISING ACTIVITIES/INCOME GENERATION

The total amount of Food received from various donors including some of our major permanent collection points from April 2015 to March, 2016 is 57,111.40kg.

There was an increase in the donation figures this year compared to last year. Last year 14/15 the Hillingdon foodbank accounted for 26,950.40kg and this year 15/16 we accounted for 57,111.40kg which is over 100% improvement in food donations. This is largely due donations from Harvest festivals, annual supermarket collection and Christmas donations especially in the third quarter(Q3)- October to December 2016. In addition, the rise in figure can also be related to steady communication and awareness, more volunteer activity and a convenient location for the new warehouse in Uxbridge.

We currently have about 110 Voucher partners and have received three new voucher partner requests between January and March 2016. They are YMCA@Fusion, Catalyst Housing and Methodist Revival Church for all Nations.

We began publishing Newsletters in June 2015 to all our contacts, partners and volunteers in order to keep them informed of the foodbank activities and this is usually sent on a monthly basis.

The approach has changed from a "Voucher focus" system to a "client and the services they receive. Other features will include E-referral capability for local and regional referral partners (activation due: June 2016), Bespoke "More Than Food" modules to track client engagement, experience and outcome. This is projected for second half of 2016.

#### Structure, governance and management

#### CONSTITUTION

The principal object of the charity is to provide support to needy individuals and families by providing a basic need of life; Food. The charity was constituted by trust deed dated 1 April 2012.

#### METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

#### RISK MANAGEMENT

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

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**HILLINGDON FOODBANK**

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**TRUSTEES' REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2016**

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**TRUSTEES' RESPONSIBILITIES STATEMENT**

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Select jurisdiction requires the 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 the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

This report was approved by the Trustees on 24 January 2017 and signed on their behalf by:



.....  
**Pastor Babatunde Balogun**

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## HILLINGDON FOODBANK

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2016

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#### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HILLINGDON FOODBANK

I report on the financial statements of the charity for the year ended 31 March 2016 which are set out on pages 6 to 13.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's Trustees are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

#### BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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HILLINGDON FOODBANK

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**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 Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Act
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated: 25 January 2017

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HILLINGDON FOODBANK

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STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016

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	Note	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
<b>INCOME FROM:</b>				
Donations and legacies	2	<u>42,243</u>	<u>42,243</u>	<u>30,976</u>
<b>TOTAL INCOME</b>		<u>42,243</u>	<u>42,243</u>	<u>30,976</u>
<b>EXPENDITURE ON:</b>				
Direct charitable costs	3	<u>20,640</u>	<u>20,640</u>	<u>24,960</u>
Charitable activities	6	<u>3,562</u>	<u>3,562</u>	<u>4,356</u>
<b>TOTAL EXPENDITURE</b>		<u>24,202</u>	<u>24,202</u>	<u>29,316</u>
<b>NET INCOME</b>		<u>18,041</u>	<u>18,041</u>	<u>1,660</u>
<b>NET MOVEMENT IN FUNDS</b>		<u>18,041</u>	<u>18,041</u>	<u>1,660</u>
<b>RECONCILIATION OF FUNDS:</b>				
Total funds at 1 April 2015		<u>1,379</u>	<u>1,379</u>	<u>(281)</u>
<b>TOTAL FUNDS AT 31 MARCH 2016</b>		<u>19,420</u>	<u>19,420</u>	<u>1,379</u>

The notes on pages 8 to 13 form part of these financial statements.

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HILLINGDON FOODBANK

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BALANCE SHEET  
AS AT 31 MARCH 2016

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	Note	£	2016 £	£	2015 £
<b>FIXED ASSETS</b>					
Tangible assets	9		534		3,212
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		25,815		4,643	
<b>CREDITORS:</b> amounts falling due within one year	10	<u>(6,929)</u>		<u>(6,476)</u>	
<b>NET CURRENT ASSETS/(LIABILITIES)</b>			<u>18,886</u>		<u>(1,833)</u>
<b>NET ASSETS</b>			<u>19,420</u>		<u>1,379</u>
<b>CHARITY FUNDS</b>					
Unrestricted funds	11		<u>19,420</u>		<u>1,379</u>
<b>TOTAL FUNDS</b>			<u>19,420</u>		<u>1,379</u>

The financial statements have been prepared in accordance with the provisions applicable to small entities within the Charities Act 2011, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Trustees on 24 January 2017 and signed on their behalf, by:



.....  
**Pastor Babatunde Balogun**

The notes on pages 8 to 13 form part of these financial statements.

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## HILLINGDON FOODBANK

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

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#### 1. ACCOUNTING POLICIES

##### 1.1 Basis of preparation of financial statements

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 for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Charities Act 2011 and applicable regulations.

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

##### 1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

##### 1.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

##### 1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings..

##### 1.5 Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The trustees of RCCG - Kingsborough Family Ministries have pledged their financial support for the charity. For this reason they continue to adopt the going concern basis in preparing the financial statements.

##### 1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant and machinery	-	25% reducing balance
Motor vehicles	-	25% straight line
Computer equipment	-	25% reducing balance

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## HILLINGDON FOODBANK

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

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#### 1. ACCOUNTING POLICIES (continued)

##### 1.7 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.

##### 1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount repaid net of any trade discounts due.

##### 1.9 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### 1.10 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

##### 1.11 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

#### 2. INCOME FROM DONATIONS AND LEGACIES

	<b>Unrestricted funds 2016 £</b>	<b>Total funds 2016 £</b>	<i>Total funds 2015 £</i>
Donations	19,352	19,352	10,731
Grants	22,891	22,891	20,245
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Total donations and legacies	<b>42,243</b>	<b>42,243</b>	30,976

In 2015, of the total income from donations and legacies, *NIL* was to unrestricted funds and *NIL* was to restricted funds

**HILLINGDON FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016**

**3. DIRECT CHARITABLE COSTS**

	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Foodbank purchases	497	497	-
Rent	-	-	800
Light & heat	-	-	1,109
Business & Water rates	-	-	60
Motor expenses	1,168	1,168	3,590
Staff costs - wages and NI	16,297	16,297	16,880
Depreciation	2,678	2,678	2,521
	<b>20,640</b>	<b>20,640</b>	<b>24,960</b>

In 2015, of the total Direct charitable costs, *NIL* was to unrestricted funds and *NIL* was to restricted funds.

**4. DIRECT COSTS**

	Other resources expended £	Total 2016 £	Total 2015 £
Vouchers	<b>1,500</b>	<b>1,500</b>	-

**5. SUPPORT COSTS**

	Cost of generating funds £	Total 2016 £	Total 2015 £
Travelling	-	-	418
Postage & stationery	132	132	964
Telephone & internet	-	-	410
Equipment hire	-	-	334
Cleaning	-	-	350
Sundry expenses	-	-	1,498
	<b>132</b>	<b>132</b>	<b>3,974</b>

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HILLINGDON FOODBANK

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016

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6. GOVERNANCE COSTS

	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Accountancy fees	650	650	200
Other professional fees	-	-	80
Computer costs	122	122	-
Volunteer costs	-	-	102
Insurance	799	799	-
Subscriptions	360	360	-
Subtotal	<u>1,931</u>	<u>1,931</u>	<u>382</u>
Other governance costs	(1)	(1)	-
	<u>1,930</u>	<u>1,930</u>	<u>382</u>

7. NET INCOMING RESOURCES/(RESOURCES EXPENDED)

This is stated after charging:

	2016 £	2015 £
Depreciation of tangible fixed assets: - owned by the charity	2,678	2,521
Governance Internal audit costs	<u>650</u>	<u>200</u>

During the year, no Trustees received any remuneration (2015 - £NIL).

During the year, no Trustees received any benefits in kind (2015 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2015 - £NIL).

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HILLINGDON FOODBANK

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016

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8. STAFF COSTS

Staff costs were as follows:

	2016 £	2015 £
Wages and salaries	<u>16,297</u>	<u>16,880</u>

The average monthly number of employees was: 1 (2015: 1) and the average monthly number of employees during the year expressed as full time equivalents was as follows (including casual and part-time staff):

	2016 No.	2015 No.
Staff	<u>1</u>	<u>1</u>

No employee received remuneration amounting to more than £60,000 in either year.

9. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Computer equipment £	Total £
<b>Cost</b>				
At 1 April 2015 and 31 March 2016	<u>83</u>	<u>10,000</u>	<u>650</u>	<u>10,733</u>
<b>Depreciation</b>				
At 1 April 2015	7	7,500	14	7,521
Charge for the year	<u>19</u>	<u>2,500</u>	<u>159</u>	<u>2,678</u>
At 31 March 2016	<u>26</u>	<u>10,000</u>	<u>173</u>	<u>10,199</u>
<b>Net book value</b>				
At 31 March 2016	<u>57</u>	<u>-</u>	<u>477</u>	<u>534</u>
At 31 March 2015	<u>76</u>	<u>2,500</u>	<u>636</u>	<u>3,212</u>

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HILLINGDON FOODBANK

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016

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9. TANGIBLE FIXED ASSETS (continued)

10. CREDITORS:  
Amounts falling due within one year

	2016 £	2015 £
Other taxation and social security	205	213
Other creditors	6,524	6,063
Accruals and deferred income	200	200
	<u>6,929</u>	<u>6,476</u>

11. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
<b>Unrestricted funds</b>				
Other General funds	<u>1,379</u>	<u>42,243</u>	<u>(24,202)</u>	<u>19,420</u>

12. RELATED PARTY TRANSACTIONS

There were no related party transactions between the charity and its trustees or associates during the year (2015: NIL)