

**KINGS LYNN FOODBANK**

**REPORT AND ACCOUNTS  
FOR THE YEAR ENDED  
31 MARCH 2017**

**Charity Registration: 1151936**

**KINGS LYNN FOODBANK  
TRUSTEES REPORT  
YEAR END 31 MARCH 2017**

**OBJECTIVES**

**The objectives of the charity are :-**

The prevention or relief of poverty in Kings Lynn and the surrounding area by providing food to local people who are in need of emergency supplies and by such other means as the trustees may determine.

Our vision is to end hunger and poverty in the UK. We know that it is improbable we can end all hunger and poverty but this is our goal.

Our mission is to bring communities together to end hunger and poverty in the UK by providing compassionate, practical help while challenging injustice.

The Kings Lynn Foodbank is a charity founded on Christian principles. We work with people of all faiths and none.

We rely on food donations to feed local people in crisis.

All food given out by the foodbank is donated. Supermarket collections are one of the main ways that food is donated. Care professionals such as doctors, health visitors, social workers, CAB and police identify people in crisis and issue them with a foodbank voucher.

In setting our objectives and planning our activities our trustees have given careful consideration to the Charity Commissions general guidance on public benefit.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is governed by constitution and is run as an unincorporated charity.

The management committee consisting of Chairperson, Treasurer, Secretary, and other trustees must meet at least 4 times a year.

The quorum for Management Committee meetings shall be 50% of the committee.

Voting at Management Committee meetings shall be by a show of hands, with the Chairperson having the deciding vote.

In order to achieve the objectives the trustees have the power to;

- Provide services and publicise its activities
- Raise funds and invite contributions.
- Employ paid or voluntary workers.
- Purchase, rent or lease property or equipment.
- Co-operate with other voluntary, charitable or statutory organisations.

**MEMBERSHIP AND AFFILIATIONS**

Kings Lynn Foodbank is affiliate with the Trussell Trust Charity and Churches Together in Kings Lynn.

**TRUSTEES**

The Charity Trustees during the year were:

Rev Kevan Douglas Crane  
Mr Ben Whitmore  
Mr Adam Whittle

**KINGS LYNN FOODBANK  
TRUSTEES REPORT  
YEAR END 31 MARCH 2017**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

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 England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of incoming resources and application of resources, including the income and expenditure, 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 judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and 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 business.

The trustees are responsible for keeping adequate accounting records that 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. 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 Board on 13/6/17 and signed on its behalf by



**Mr B Whitmore**

**Trustee**

**KINGS LYNN FOODBANK**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR END 31 MARCH 2017**

	2017 £	2017 £	2017 £	2016 £
	Restricted	Unrestricted	Total	
<b>INCOMING RESOURCES</b>				
<b>Donations &amp; Legacies</b>				
Donations	650	13,002	13,652	18,001
<b>Charitable Activities</b>				
Grants	13,000	-	13,000	9,421
Refund -Theft	-	-	-	377
<b>TOTAL INCOMING RESOURCES</b>	<b>13,650</b>	<b>13,002</b>	<b>26,652</b>	<b>27,799</b>
<b>RESOURCES EXPENDED</b>				
<b>Charitable Activities</b>				
Wages	6,720	7,721	14,441	15,520
Rent	600	200	800	3,000
Food	-	190	190	858
Events	2,657	138	2,795	1,270
Light & Heat	105	166	271	815
Insurance	301	426	727	582
Phone&Broadband	145	249	394	242
Admin Fees	-	44	44	44
Training Costs	-	-	-	75
Accountancy	-	638	638	525
Theft	-	-	-	377
Network Donation	-	360	360	360
Advertising	-	100	100	110
Subscriptions	-	162	162	120
Employee Expenses	-	106	106	385
Repairs & Maintenance	-	298	298	3,564
Printing, Postage & Stationery	-	687	687	891
General Expenses	-	281	281	260
Rates and Water	46	188	234	-
<b>TOTAL RESOURCES EXPENDED</b>	<b>10,574</b>	<b>11,954</b>	<b>22,528</b>	<b>28,998</b>
<b>NET INCOMING RESOURCES</b>	<b>3,076</b>	<b>1,048</b>	<b>4,124</b>	<b>(1,199)</b>
<b>TOTAL FUNDS BROUGHT FORWARD</b>	<b>3,843</b>	<b>11,875</b>	<b>15,718</b>	<b>16,917</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>6,919</b>	<b>12,923</b>	<b>19,842</b>	<b>15,718</b>

**KINGS LYNN FOODBANK  
STATEMENT OF ASSETS AND LIABILITIES  
YEAR END 31 MARCH 2017**

	2016 £	2015 £
<b>CURRENT ASSETS</b>		
Debtors	-	-
Cash at bank and in hand	19,842	15,718
<b>TOTAL CURRENT ASSETS</b>	<u>19,842</u>	<u>15,718</u>
<b>NET ASSETS</b>	<u><u>19,842</u></u>	<u><u>15,718</u></u>
<b>FUNDS OF THE CHARITY</b>		
Unrestricted Funds	12,923	11,875
Restricted Funds	6,919	3,843
	<u><u>19,842</u></u>	<u><u>15,718</u></u>

Approved by the Board of Trustees on...31/6/17...and signed on its behalf by;



..... - B Whitmore  
Trustee

**KINGS LYNN FOODBANK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR END 31 MARCH 2017**

**1. Principal Accounting Policies**

**1.1 Basis of Preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.
- and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

**1.2 Change in basis of accounting**

There has been no change to the accounting policies since last year.

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years.

**2. Accounting Policies**

**2.1 Incoming Resources**

All income is recognised in full in the Statement of Financial Activities in the year in which it is received.

No income is shown net of expenditure.

**2.2 Fund Accounting**

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

Restricted funds are funds which are used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost 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 of the financial statements.

**2.3 Resources Expended**

All expenditure is included on a payments basis and is recognised when payment has been made.

The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

**KINGS LYNN FOODBANK**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR END 31 MARCH 2017**

**3. Staff Costs and Numbers**

	2017	2016
Salaries	13,615	14,991
Social Security	826	529
	<b>14,441</b>	<b>15,520</b>

There were two employees in the year.

No employee received remuneration of more than £60,000.

Trustees are not remunerated. No expenses are reimbursed to Trustees.

**4. Control**

The charity is controlled by its board of trustees.

**6. Restricted Funds**

	B/fwd	Income	Expenditure	Transfers	Bal C/fwd
Dulverton Trust	181	-	181	-	-
Downham Market	550	650	-	-	1,200
Eat Well Spend Less	727	-	612	-	115
Food in School Holidays	1,385	-	1,262	-	123
Bernard Matthews FISH	1,000	-	940	-	60
Shelroy Charitable Trust	-	2,000	1,989	-	11
Love Norfolk	-	3,000	3,000	-	-
Silke Purse Fund	-	2,500	321	-	2,179
Dulverton Trust	-	5,000	2,269	-	2,731
Goodman Trust		500	-	-	500
	<b>3,843</b>	<b>13,650</b>	<b>10,574</b>	<b>-</b>	<b>6,919</b>

<b>Dulverton Trust</b>	- to contribute towards the set up costs for new distribution centre
<b>Downham Market</b>	- only for the use of Downham Market Foodbank
<b>Eat Well Spend Less</b>	- to implement the 'More than Food' activity
<b>Food in School Holidays</b>	- to provide FISH events during 2016 to help prevent child hunger
<b>Bernard Matthews FISH</b>	- to provide 10 events during 2016 each catering for approx 25 children where social workers, schools and other frontline agencies will issue invitations.
<b>Shelroy Charitable Trust</b>	- to contribute towards the running costs of the foodbank
<b>Love Norfolk</b>	- to contribute towards the staffing costs of the foodbank
<b>Silke Purse Fund</b>	- to provide FISH (Food (and Fun) in School Holidays) events during 2017.
<b>Dulverton Trust</b>	- to contribute towards the staffing costs of the foodbank
<b>Goodman Trust</b>	- to contribute towards the staffing costs of the foodbank

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
KINGS LYNN FOODBANK  
YEAR ENDED 31 MARCH 2017**

I report on the accounts of Kings Lynn Foodbank for the year ended 31 March 2017, which are set out on pages 1 and 3.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

**Respective Responsibilities of Trustees and Examiner**

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

It is my responsibility to :-

examine the accounts under section 145 of the Charities Act;

to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Companies Act; and

to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

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

**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:
  - a) to keep accounting records in accordance with section 130 of the Charities Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Kezia Benefer FCCA  
Hayhow and Co  
Chartered Certified Accountants  
and Business Advisers  
19 King Street  
King's Lynn  
Norfolk**

Date: 26 June 2017

Signed.....