

# **Borehamwood Foodbank**

Charitable Incorporated Organisation

**Report and accounts for the year  
ending 31<sup>st</sup> January 2017**

# Borehamwood Foodbank CIO

## Contents

Report of the Trustees	1
Report of the Chair of Trustees	3
Balance Sheet	5
Income and Expenditure Report	6
Notes to the Accounts	7

## Report of the Trustees

### 1. Charitable Trustees

The charitable trustees who served during the period 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	Secretary
Mrs Lesley Selwyn	
Janet Foster	appointed 14 June 2016

### 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](mailto:info@borehamwood.foodbank.org.uk)

Website: [Borehamwood.foodbank.org.uk](http://Borehamwood.foodbank.org.uk)

### 3. Bankers

HSBC Bank plc  
69 Pall Mall  
London  
SW1Y 5EY

# **Borehamwood Foodbank CIO**

## **4. Financial Report**

During the year to 31<sup>st</sup> January 2017 income received reduced by £4,572 to £18,052 (2016 £22,624). This is a bit less than our budget. Our expenditure on paid administration was also kept below budget to compensate for the reduction in income. 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 and fuel needs.

Cash at bank and in hand at 31 January 2017 was £20,036 which is an increase of £1,362 from the £18,674 of 31 January 2016.

During the year our stocks of food etc. have reduced by 29% from 6,421 Kg to 4,554 Kg emphasising the continued need to maintain collections.

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 on 5<sup>th</sup> May 2016 and is signed on their behalf.

Revd David Aplin BA FCCA  
CIO Secretary  
5<sup>th</sup> May 2017

# Borehamwood Foodbank CIO

## Report of the Chair of Trustees

The Foodbank has continued to provide for a very real need in Borehamwood and the surrounding area. We have a good number of faithful and well equipped volunteers. We have seen an increase in client numbers of 9% over the last year but we were very surprised to find an increase of 43% over Christmas 2016 compared to 2015 and of 79% in January 2017 compared to January 2016. This implies to us that while many are just managing they cannot cope with any extra costs for festive foods and gifts. This brings the total fed since we opened in April 2013 to 8590 not including our family lunches.

We are well reputed in the area and are well known locally. We regularly send articles to The Town Crier – our local town council magazine and we are represented at many local events.

**We have received several very generous donations and grants** for which we are very grateful. Caritas have given us a grant for five years for sustainability and this has enabled us to employ a part time member of staff, Kim Gray to administer our work.

**Food comes in from many sources** – individuals, churches, schools, synagogues, local businesses, the council and community groups. **Tesco** continues to support us and allow us to collect in store. They have a permanent food collection box by the exit which gives us a weekly donation which has increased considerably over the year. We are also allowed up to three major collections a year. Whilst Tesco have reduced their matched funding to 20% it is still very generous and gives us an income during the year.

The local schools have been very generous at Harvest and Lent especially and several schools sent groups of pupils to visit the Foodbank where they became volunteers for an hour helping to weigh, label and put away their donations. Our new storage unit is now full and space remains one of our biggest challenges.

**Since we opened we have collected 92 Tonnes** of food and have given out 87 Tonnes leaving 5 Tonnes in stock. We have now given out 3,721 **packs** of food, each of three days food for each person. **We aim to give a balanced diet. Breakfast** – cereals, milk, juice tea or coffee, **lunch** – baked beans, soups etc and 3 **main meals** of meat or fish with a tinned vegetables, potatoes, rice and pasta. Sponge puddings or fruit and custard and rice puddings etc. for after. We also give spreads, biscuits and a few extras or treats such as chocolate.

We now have a **freezer so that we can add bread and butter** to our packs. Much of our bread is generously donated by Greggs and Marks and Spencers and for our family lunches Wenzels of Radlett. We now also give eggs. These supplies are purchased as needed from our donations.

We accept items from the **allotments** in the summer. Many however are unsure how to cook the items – marrows etc – are new to many and fuel is an issue.

We have introduced a cookery section to our family lunches to teach the whole family cookery skills. These have been much enjoyed covering a number of ideas from scones to pasta bakes, crumbles to coleslaw etc.

We also give **toiletries** including toilet paper as many struggle to provide these as well. They are allowed to choose three items from our extra's box and also can take up to three extra food items from a variety of non-standard items that we are donated. Any food slightly out of date is donated to Stonham hostel and they have found this very helpful. We also, if requested, make up a special box to be given to those coming out of prison.

Food (tins and dried goods) that is over 6 months past its 'Best Before' date is considered to be waste by the Foodbank but a local charity takes it and uses what it can for community meals.

One of the problems that we find is increasing is **fuel poverty**. People refuse or bring back things such as pasta and rice. As many only use a kettle now to cook, as fuel is too expensive, we have designed **kettle packs** and we have introduced **flask cookery**. Flasks can be used to cook rice and pasta and other simple dishes – using just a kettle and the flask. We also provide packs for the homeless which are items that can if needed be eaten cold. Our numbers of homeless clients has increased by over 100% this year. Over winter we have continued our 'Surviving Winter' project funded largely by Hertfordshire Community

## Borehamwood Foodbank CIO

Fund. This has enabled us to top up fuel cards, continue to give out our flasks and offer simple hot food on the spot to those who are hungry.

Our biggest number of vouchers come from Cowley Hill, approx. 28% closely followed by Brookmead at 26% and Hillside at 17%.

**The main reason** now is **Low income with an increase of 11% over the last year which has now overtaken Benefit delays**. This is of great concern as it means that many will not be able to cope long term. Zero hours contracts and those not receiving the living wage add to this problem. Sanctions also cause a lot of issues.

When we started we aimed to give out 3 vouchers per person max. in 6 months but in reality this has become commonly 4/5 vouchers as the benefit delays are longer than 10 days but also the low wage situation does not easily go away. We aim very much to be a crisis intervention and not a longer term solution but this is becoming increasingly difficult. We carefully monitor and follow up so that we know the circumstances of each case so we are responsible stewards of the resources we have been given.

Last year we very sadly lost our CAB worker as her central funding was removed and we did not succeed in our grant application to fund her ourselves. We still aim to signpost clients to agencies that can be of help to them and we are aiming to increase our training over the coming year.

We have 51 **voucher holders** at present and are steadily growing. These include some doctors, charities as well as many statutory agencies.

The Hertsmer council are our biggest voucher user, followed by Health visitors, Mental Health team, Job centre, BECC and Community Action Hertsmer. All these hold our Emergency Food boxes for use when our Foodbank is not open.

Our **family Lunch project** works very well. At our busiest we had 68 guests from 20 families. We received a grant of £1,000 from Hertfordshire Community Fund which we used to cover a good 2 course meal with fresh vegetables and meat or fish and a selection of fruit as well as a pudding.

We also give each family a bag of basic foods to help out for the holiday time. The feedback has been excellent from these events. This along with crafts and activities gives a welcome break during the holiday. We also now have a cookery emphasis during half terms and try to raise the skills levels of our families. We see changes in the families as they spend quality time and eat together.

We are now able to recover Gift Aid on donations and we have a text giving scheme. We hope to increase the number of people who give regularly by monthly direct debit as this is a great help when planning the future finances. We are part of the 'Give as you live' initiative.

We have Invited people to give their stories if they would like to so we can build up a picture of individual needs and give clients a chance to be listened to.

We have offered a Money Management course but found take up was quite small and this may be covered locally by other agencies. Our plans for this are on hold.

**Our thanks** go to all who have participated in the work here –all our volunteers are wonderful and do a great job. You are much appreciated.

### Our future plans include:

- Increasing our Training opportunities for volunteers both in house and using local agencies.
- Trying to include more fruit and vegetables (probably tinned) in our packs to improve a healthy diet.
- Seeking more trustees to help with the management of the Foodbank.
- Finding extra storage – possibly offsite especially at Christmas.

Kristan Payne (Chair)

5<sup>th</sup> May 2017

# Borehamwood Foodbank CIO

## Balance Sheet at 31 January

	Notes	2017 £	2016 £
<b>FIXED ASSETS</b>			
Tangible assets	3	2,069	2,339
<b>CURRENT ASSETS</b>			
Stocks	1H	0	0
Cards for Causes		140	0
Prepayment	5	314	240
Cash at bank		19,995	18,598
Cash in hand		41	76
		<u>20,490</u>	<u>18,913</u>
<b>CREDITORS (amounts falling due within one year)</b>			
Creditors and accruals	6	322	215
		<u>215</u>	<u>215</u>
<b>NET CURRENT ASSETS</b>		<b><u>20,168</u></b>	<b><u>18,698</u></b>
<b>TOTAL ASSETS</b>		<b><u>22,237</u></b>	<b><u>21,038</u></b>
<b>CAPITAL AND RESERVES</b>			
Reserve Fund	1D	4,000	4,000
Restricted funds	13	576	576
Surplus on Income & Expenditure Account	4	<u>18,237</u>	<u>14,462</u>
<b>TOTAL CAPITAL AND RESERVES</b>		<b><u>22,237</u></b>	<b><u>21,038</u></b>

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 5<sup>th</sup> May 2017 and signed by:

Kristan Payne (Chair)  
Director

Helen Stammers (Hon. Treasurer)  
Director

The notes on pages 7 to 9 form part of the financial statements.

# Borehamwood Foodbank CIO

## Income & Expenditure Report for the year to 31st January 2017

	Notes	Year to 31 January 2017 £	Year to 31 January 2016 £
<b>INCOME</b>			
Restricted grants	10	1,300	2500
Unrestricted grants	11	5,000	5,000
Donations	12	11,480	14,547
Gift Aid		236	213
Gift Cards		0	0
Text Giving		37	72
Other funding		0	292
Bank interest		1	1
<b>Actual Income</b>		<u>18,052</u>	<u>22,625</u>
<b>add (deduct) Caritas income deferred</b>	5	<u>0</u>	<u>611</u>
<b>Income for period</b>		<u>18,052</u>	<u>23,236</u>
<b>EXPENDITURE</b>			
Membership of Trussell Trust		339	731
Foodbank costs		2,753	2,524
Salary costs		8,534	8,774
Equipment		1,355	1,794
Depreciation	3	270	270
Insurance		444	551
Office & Printing		671	535
Gift cards		38	61
Governance		239	410
Utilities		1,386	1,407
Marketing		138	310
Training and conferences		185	4
Sundries		509	2,610
<b>Total Expenditure</b>		<u>16,861</u>	<u>19981</u>
<b>Surplus (Deficit) for year</b>		<u>1,191</u>	<u>3,255</u>
Less transfer to Reserve Account		<u>0</u>	<u>(4,000)</u>
<b>Addition (deduction) to Cumulative Surplus</b>		<u>1,191</u>	<u>(745)</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 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.

### **C 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.

### **D Income recognition**

All income is recognised when received.

### **E 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.

### **F 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.

### **G 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 31<sup>st</sup> January 2017 our stocks amounted to



# Borehamwood Foodbank CIO

4,554 Kg (2016 was 6,421 Kg) which, using the Trussell Trust calculator, is worth approximately £7,650 (2016 £10,787)

## **H 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.

## **I 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.

## **J Key management**

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

## **2 Turnover**

2017	2016
£18,052	£23,236

## **3 Fixed assets**

	2017	2016
Cost price at start of year	£2,699	£2,699
Acquisitions	£0	£0
Cost price at end of year	£2,699	£2,699
Cumulative depreciation at start of year	£360	£90
Depreciation charge for year	£270	£270
Cumulative depreciation at end of year	£630	£360
Net Book Value at start of year	£2,339	£2,609
Net Book Value at end of year	£2,069	£2,339

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

## **4 Movement of funds during year**

	2017	2016
This is stated after charging:		
Depreciation	270	270
Auditor's fees	NIL	NIL

## **5 Prepayments**

	2017	2016
Trussell Trust subscriptions	240	240

## Borehamwood Foodbank CIO

Insurances	<u>74</u>	<u>0</u>
	<u>314</u>	<u>240</u>

### 6 Accruals

Leave pay accrued	0	170
Donation to St Teresa's Church for Q4 / leave 2016	<u>250</u>	<u>0</u>
	<u>250</u>	<u>0</u>

### 7 Benefits - trustees

No pecuniary or other benefit was received from the CIO by any trustee in respect of the years to 1<sup>st</sup> January 2017 and 2016 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 2017 and 2016 financial years.

### 10 Restricted funds received

Hertfordshire Community Foundation (to provide lunches)	£1,000
Hertfordshire Community Foundation (to provide fuel for heating and cooking)	£300

### 11 Other grants

Caritas for continuing operations	£5,000
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### 12 Major donations

Tesco Top-Up	£2,936
Tried and Trusted	£500
Memorial donations	£700

### 13 Use of restricted funds

	HCC fresh foodsetc.	HCF lunches	HCF fuel	Total
Balance b/f	£576	£0	£0	£576
Amount received	£0	£1,000	£300	£1,300
Expenditure	<u>(576)</u>	<u>(1,000)</u>	<u>(300)</u>	<u>(1,876)</u>
Balance of grant c/f	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£0</u>



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' annual report (including Directors' report) for the period**

**From: Period start date 1 February 2016 To: Period end date 31 January 2017**

**Charity name: Borehamwood Foodbank**

**Charity registration number: 1155599**

**Company number:**

### **Objectives and activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To relieve those in need in Borehamwood and throughout the borough of Hertsmere by:</p> <ul style="list-style-type: none"><li>• Providing emergency food packs of dried and tinned foods sufficient for 3 days to ensure a healthy and balanced diet and services as may be of help.</li><li>• To provide other such items as may be of help such as toiletries, children's toys, and household items as they are available.</li><li>• To provide a listening ear for those who would like one.</li><li>• To signpost clients to other agencies that may be able to help them further.</li></ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The Foodbank provides food for those in crisis for a variety of reasons; the main ones being benefit delays, benefit changes and low incomes.</p> <p>We give a foodpack containing three days of emergency food with a balanced diet for each person in the family unit. We also give extras such as toiletries and we now provide bread, butter and eggs purchased from cash donations.</p> <p>Clients receive a warm welcome and a cup of tea or coffee and a chat. Wherever possible volunteers signpost clients to other agencies that may be of help.</p> <p>We also run family lunches to help in the school holidays providing crafts and activities followed by a 2 course lunch free of charge and a bag of food to take home.</p> <p>We have run training on home budgeting and cooking economically</p>
Statement confirming whether the trustees have had regard to the guidance	Para 1.18	Borehamwood Foodbank meets the definition of a public benefit entity under FRS 102

issued by the Charity Commission on public benefit		
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Borehamwood Foodbank does not make grants nor distribute money. It provides food and other essentials to needy individuals and families.
Policy on social investment including program related investment	Para 1.38	Borehamwood Foodbank retains small reserves in a liquid form to meet emergencies. Otherwise its policy is to use monies available to the fullest extent for needy people.
Contribution made by volunteers	Para 1.38	The value of the work performed by our volunteers without charge is not incorporated into the financial statements. Although the value is considerable it is excluded due to the difficulty of valuing it reliably.
Other		

## Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Foodbank provides food for those in crisis for a variety of reasons; the main ones being benefit delays, benefit changes and low incomes.</p> <p>We give a foodpack containing three days of emergency food with a balanced diet for each person in the family unit. We also give extras such as toiletries, bread, butter and eggs purchased from cash donations and fresh fruit and vegetables when available from local allotments..</p> <p>Clients receive a warm welcome and a cup of tea or coffee and a chat. Wherever possible volunteers signpost clients to other agencies that may be of help.</p> <p>We run family lunches to help in the school holidays providing crafts and activities followed by a 2 course lunch free of charge and a bag of food to take home. We also run cookery classes for all the</p>
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		<p>family which have proved very popular.</p> <p>We have found increasingly that clients do not have fuel to cook food - some returning it. We now provide small fuel grants and advise on flask and kettle cooking to reduce costs. In winter this becomes more acute and this year we received a grant to cover winter fuel.</p> <p>We are increasing our volunteer training programme in a number of areas such as Food Hygiene, First Aid, Manual Handling and Signposting as sadly lost our CAB worker. This will help us to better serve our clients.</p> <p>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:</p> <p>In the last year we have honoured 1002 vouchers, which have given 1354 adults and 1145 children (2499 people in total) 3 days balanced diet. 46% of our voucher holders are single people, the majority being young men. 42% of our voucher holders are families with children, the other 12% being couples without children or others.</p> <p>The lead agency issuing vouchers is Hertsmere Borough Council, with the Job Centre 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 and is expected to be worse in September 2018 when our area is due to convert totally. We have also seen an increased use by the Mental Health team and other statutory agencies such as social workers, health visitors and schools workers.</p> <p>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.</p> <p>We have remained committed to our Family lunches this year. We have adapted these to cover family cookery and healthy eating. We have held six lunches and three cookery sessions over the year. 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</p>
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		<p>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 4 years from the inception of Borehamwood Foodbank, and have built a good community and reputation around these events. We usually have about 60 guests each time. The Family lunch team do a wonderful job and the lunches could not continue without them. We are very saddened by the demise of the service CAB services and sadly we have been unable to secure funding to date to restart this.</p> <p>The permanent box at Tesco's has made a significant difference to the quantity of food we receive, and I cannot emphasize enough how heart-warming it is to see how anonymous members of our community consistently support us with food donations through this means.</p> <p>These have been our headline activities. In addition we have:</p> <ul style="list-style-type: none"> <li>• compiled and distributed approx. 100 'Christmas hampers and gifts</li> </ul> <p>Introduced flask cookery for those who</p> <ul style="list-style-type: none"> <li>• only have access to a kettle.</li> <li>• attended and spoken at assemblies at local schools during harvest festivals</li> <li>• had regular articles in the local newspapers and magazines including the Town Council and Borough Council Magazine</li> <li>• Attended the national Trussell Trust conference and regional conferences</li> <li>• Provided a number of individuals and families with fuel for cooking and heating to reduce the choice of Heat or Eat.</li> </ul>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We have striven to obtain permanent planning permission for the foodbank. Permission would only be granted if we timber clad our premises (converted containers). A donor provided both material and men to do this and permanent permission has now been granted.
Performance of fundraising activities against objectives set	Para 1.41	Cash donations are less than in previous years as we have lost the benefit of 'newness' but we are exploiting other fundraising methods including social media to make up the shortfall

Investment performance against objectives	Para 1.41	NA
Other		

## Financial review

Review of the charity's financial position at the end of the period	Para 1.21	<p>During the year to 31<sup>st</sup> January 2017 income received reduced by £4,572 to £18,052 (2016 £22,624). This is less than our budget. Our expenditure on paid administration was also kept below budget to compensate for the reduction in income. 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 and fuel needs.</p> <p>Cash at bank and in hand at 31 January 2017 was £20,036 which is an increase of £1,362 from the £18,674 of 31 January 2016.</p> <p>During the year our stocks of food etc. have reduced by 29% from 6,421 Kg to 4,554 Kg emphasising the continued need to maintain collections. Demand increased significantly around the end of 2016.</p> <p>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.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>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.</p>

Amount of reserves held	Para 1.22	£4,000 (2016: £4,000)
Reasons for holding zero reserves	Para 1.22	NA
Details of fund materially in deficit	Para 1.24	NA
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	NA

### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Hertfordshire Community Foundation Caritas Tesco (Top-up scheme) Members and public both cash and items
Investment policy and objectives including any social investment policy adopted	Para 1.46	We do not have sufficient funds to invest
A description of the principal risks facing the charity	Para 1.46	Demand outstripping resources especially with the roll out of Universal Credit
Other		



## Structure, governance and management

Description of charity's trusts:		NA
Type of governing document: for example, <a href="#">trust deed</a> , <a href="#">memorandum and articles of association</a> etc	Para 1.25	Trust Deed
How is the charity constituted? for example <a href="#">limited company</a> , <a href="#">unincorporated association</a> , <a href="#">CIO</a>	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	All trustees are appointed by the voting of foodbank members. Each member is a representative of a church within the Elstree and Borehamwood Christian Council of Churches. Up to one third of trustees may be from outside the member churches and we seek to maintain this proportion,

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have sought and obtained fundraising for trustee training in 2018 as the charity seeks to broaden its management structure
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Borehamwood Foodbank is part of the Trussell Trust, a nationwide network of foodbanks.
Relationship with any related parties	Para 1.51	It is overseen by the Elstree and Borehamwood Christian Council who have provided support, publicity and many volunteers. New churches are joining the Christian Council broadening our support.
Other		

## Reference and administrative details

Charity name	Borehamwood Foodbank
Other name the charity uses	
Registered charity number	1155599
Charity's principal address	291 Shenley Road Borehamwood Hertfordshire WD6 1TG



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

## Additional information (optional)

### Names and addresses of advisers (optional information)

Type of adviser	Name	Address
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### Name of chief executive or names of senior staff members (optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

The management of Borehamwood Foodbank is performed by the trustees and the one paid staff member does not hold a senior management role

## Other optional information

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## Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)		
Full name(s)	Kristan Payne	David Gareth Aplin
Position (for example Secretary, Chair, etc)	Chair	CIO Secretary
Date	10 <sup>th</sup> October 2017	