

Annual Report

YEAR 2016-17

"The foodbank was a lifesaver." Your support is helping us to change lives.

The trustees declare that they have approved the trustees' report

Tel: 07796 448 205

St Bernards Church Hall, Burnage
Lane, Burnage, Manchester M19 1DR

Website:
www.burnage.foodbank.org.uk
Email: info@burnage.foodbank.org.uk

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Charity Information

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St Bernards Church Hall, Burnage Lane, Burnage, Manchester M19 1DR

Email: info@burnage.foodbank.org.uk

Website www.burnage.foodbank.org.uk

Registration No. 1169272

Trustees

Name	Position	Date acted for
Rachel Mann	Chair of Trustees	6 Months
Keeley Bartlett	Treasurer/Trustee	6 Months
Robert Lock	Secretary/Trustee	6 Months
Jane Franklin	Trustee	6 Months
Steve Bourke	Trustee	6 Months
Margaret Witty	Project Manager	



Charity Summary

Burnage Foodbank was opened in October 2014 as a Franchise of Trussell Trust. It has two Distribution Centres, which operate on a Tuesday afternoon at St Nicholas Church Hall and a Friday afternoon at St Bernards Church Hall, distributing donated food supplies to those in an emergency.

The donated food is stored in the warehouse facility in the basement of St Bernards Church Hall with a smaller stock facility within St Nicholas Church Hall.

There are two Centre Managers, who report to the main Project Manager - Margaret Witty. A Management Committee regularly meet to discuss and deal with operational matters.

The Trustees meet every 6 weeks to discuss areas of focus with regular reports from the Treasurer and the Project Manager.



Our Objectives

The main objective of the Foodbank is: The relief of hardship amongst people in Burnage and the surrounding area in such ways as the trustees think fit, but not exclusively:

- providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities and other organisations working to prevent or relieve poverty
- such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services
- and to provide such services with a Christian ethos, supported by churches together in Burnage. It is not the purpose of Burnage Foodbank to promote Christianity, but many of its volunteers are drawn from the churches of Burnage, at whose initiative the foodbank was set up, and it delivers its services in accordance with Christian principles.

Our Activities

Activities of the Foodbank are providing food to individuals or families in a crisis/emergency. The Foodbank works with frontline agencies such as local schools and Housing associations, who hold vouchers, which are used to refer people whom they assess as facing financial crisis. We have two Centers set up on a Tuesday & Friday where people who come with a referral voucher can get 3 days nutritionally balanced food. Whilst their voucher is being processed and their food packed, our foodbank volunteers will sit and chat with clients over a hot drink and a biscuit. This enables them to hear clients' stories and signpost them to agencies who can continue with or offer additional support and help the client work towards resolving the underlying cause of the crisis.

We have two volunteers from the Greater Manchester Law Centre who specialise in benefit information who attend both the centres.

The core process for providing emergency food is as follows:

Schools, churches, businesses and individuals donate non-perishable in-date food to the foodbank.

We have regular collections throughout the year and a permanent collection point at our local Tesco. Donated food is then delivered to the warehouse where volunteers check that it is in date and sort the food into crates ready for distribution. The food collected at Tesco is



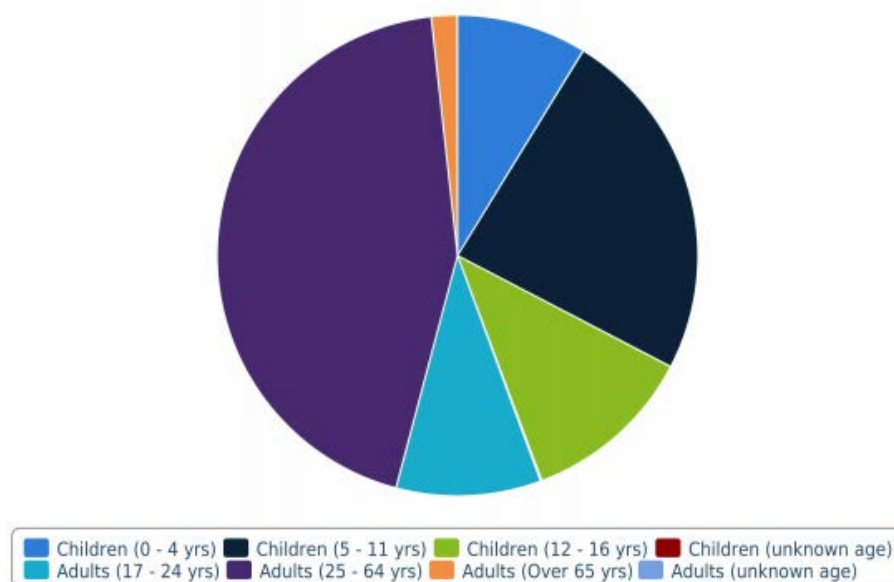
weighed-in and the weight is recorded and sent to Tesco Head office and they add on 20% in cash which we receive as a lump sum.

We also have individual and corporate donors who regularly contribute both money and food. The funds donated enable us to continue the work we do.

Core Statistics

As part of our ongoing work to help the wider community we record some statistics which we review quarterly. Our final review showed that during 2016 – 17 1,151 people have been fed, 638 of them were adults and 512 children. We have a total of 62 referral agencies in the surrounding area who issue our vouchers to those in a crisis or emergency.

Looking at our statistics regularly gives us an indication of where to focus our efforts throughout the year and even for the following years projects. An indicator identified in the 2016 -17 statistics is the age groups of the people we are feeding. You will be able see from the chart below there is a very small section highlighted orange. Only 1.7% of the 1151 people fed in the last year were aged 65 and over. This is something we are going to focus our time on, we want to understand the reasons behind this and whether there is something we can do to engage more and understand the age group. Along with this our statistics record other areas of focus such as; crisis types, ethnic groups, vouchers by ward and family types.





Our Achievements

Thank you Project

At the beginning of our financial year we wanted to let our referral agencies and volunteers know we were grateful for their hard work throughout the three years we've been going. Without their support, we wouldn't be able to practice as efficiently and effectively as we do. We devised a 'thank you' project for our volunteers and referrers offering a light lunch on us, a presentation and some related games.

Marketing Project

As an objective to raise awareness of who we are and where we are, we knew we needed to work on our marketing. We have re-established and updated our website, re-designed our pamphlets and we now have pop-up banners that show who we are and what we do clearly when at our external fundraising events.

Our Inspection

As previously mentioned the foodbank is a franchise of Trussell Trust, with this we pay an annual fee and are regularly in contact regarding the relevant aspects. With this we have a regular Quality Assurance inspection. In May 2016, we had the inspection of the Warehouse, the two centres' and how we practice where we received fantastic reviews. Being extremely impressed with what and how we do things some of the comments included: ...

From the Quality Assurance Report May 2016:

'Burnage foodbank operates to a high standard, fostering a caring and compassionate atmosphere for clients and a safe and happy environment for volunteers. Support from the local community continues to grow and the foodbank is regarded as a credible and valuable project to residents, voucher holders, organisations and business.'



Financial Report

Our Reserves Policy

We have a Reserves Policy in place that is reviewed annually around October.

The money set out in reserve is 3,000.00 GBP this is the foodbank's financial dependency funds for 10-12 months. Many of the reserves set out can only be spent when the financial position of the charity is classed as poor. The money set aside in Reserve is not to be spent on projects. The financial position of the charity is reviewed annually along with the reserves policy. However, this can be reviewed at any point by the trustees if necessary.

Our current financial status for April 2017 is Satisfactory. The Foodbanks main sources of income are donations, grants and Tesco collections. We are aware that there is never a guarantee that our funds will continue so our money must be spent wisely. On all our projects undertaken this year we have saved money. The money given to us allows us to provide for the surrounding community and we want to ensure what money goes in comes back out to those who need it.

The foodbank does not own or lease properties as they are kindly provided by the churches. As a result of this we do not have any debts. This also means we do not have any large assets other than our goods (; such as laptops/stock -food/equipment items).



Over the next year

Over the next year, we will set new targets and work in order to improve and our work as a foodbank within the Burnage community for examples:

- Fundraising and Marketing Team: Last year we had a marketing focus that looked at our presentation when raising awareness. This year we are going to be setting up a team that focuses on marketing and fundraising the team will be creating and planning events that will enable us to continue to raise awareness and looking at those who need it but are unaware or lack confidence.
 - As shown earlier, statistically older people do not attend the foodbank and our objectives are to explore the reasons for this. In conjunction with the newly established Age Friendly Burnage who are looking at the resources available to older people in Burnage.
 - As a result of our core statistics this year we are looking into our marketing language whereby we aim to have Urdu and Arabic leaflets, posters and other forms of information.
- Thank You Project: this is something we will establish as an annual event for those people that make referrals to the foodbank. This enables us to offer a working lunch and the opportunity to promote the work of the foodbank. The Thank You project is also for the volunteers to meet socially and get some feedback.
- Training: We are aiming to have majority of our centre volunteers' first-aid trained. This will be combined with the existing Moving and Handling and Safeguarding Training that all volunteers undertake when they start.
- Last year we updated the design of the foodbank pamphlets, posters and website. This year we aim to update our computer hardware at the centers as they are in constant use.



Declaration

The trustees declare that they have approved the trustees' report

Signed on behalf of all the trustees

Signature _____

Full name _____

Position _____

Date _____



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
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Receipts and payments accounts

CC16a

For the period from	Period start date 20/09/2016	To	Period end date 31/03/2017
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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	857.04	-	-	857.04	1,000.00
Trusell Trust/Tesco collections	1,632.28	-	-	1,632.28	2,500.00
Other (Anonymous)	640.88	-	-	640.88	2,500.00
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,130.20	-	-	3,130.20	6,000.00
A2 Asset and investment sales, (see table).					
N/A	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,130.20	-	-	3,130.20	6,000.00
A3 Payments					
Annual Franchise Fee	360.00	-	-	360.00	360.00
PL Insurance	-	-	-	-	175.00
Petty Cash	645.44	-	-	645.44	1,125.50
Van Hire	162.75	-	-	162.75	600.00
Marketing Strategy	250.50	-	-	250.50	900.00
Contribution	-	-	-	-	-
Thank you Project	60.00	-	-	60.00	-
Bank Fees	25.00	-	-	25.00	-
	-	-	-	-	-
	1,503.69	-	-	1,503.69	3,160.50
Sub total	-	-	-	-	-
A4 Asset and investment purchases, (see table)	-	-	-	-	-
N/A	-	-	-	-	-
	-	-	-	-	-
Sub total	1,504	-	-	1,503.69	3,160.50
Total payments	1,626.51	-	-	1,626.51	2,839.50
Net of receipts/(payments)	-	-	-	-	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	1,626.51	-	-	1,626.51	2,839.50
Cash funds this year end	-	-	-	-	-

Statement of assets and liabilities at the end of

Categories

B1 Cash funds

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Monies held in the Bank Account	6,782.13	-	
Monies held in Reserve (see Reserve Policy)	-	3,000.00	3,000
	-	-	-
Total cash funds	6,782.13	3,000.00	3,000.00
(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	Agreement Error

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Stock Value (weight converted in value)	9,000.00	-	8,936.53
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
N/A		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
2 x Laptop computers	Unrestricted Funds	-	100.00
other equipment		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
N/A		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval

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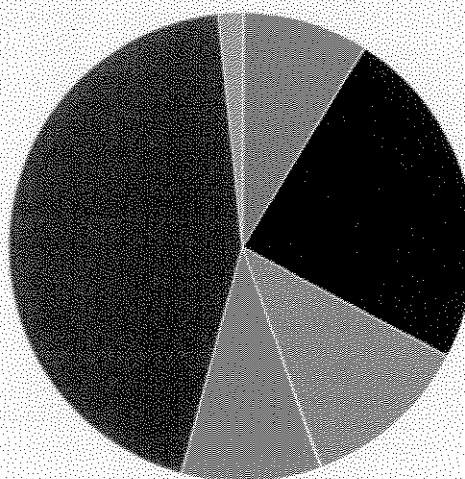
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Children (0 - 4 yrs)	Children (5 - 11 yrs)	Children (12 - 16 yrs)	Children (unknown age)
Adults (17 - 24 yrs)	Adults (25 - 64 yrs)	Adults (Over 65 yrs)	Adults (unknown age)



Our Achievements

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Declaration

The trustees declare that they have approved the trustees' report

Signed on behalf of all the trustees

Signature

Rachel Mann

Full name

RACHEL MANN

Position

Chair

Date

30.06.2017



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	to (if any)
--------------	-------------

Receipts and payments accounts

CC16a

For the period from	Report period ends	To	Financial year ends
	20/09/2018		31/03/2017

Section A Receipts and payments

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	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,130.20	-	-	3,130.20	6,000.00
A2 Asset and investment sales, (see table).					
N/A	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,130.20	-	-	3,130.20	6,000.00
A3 Payments					
Annual Franchise Fee	360.00	-	-	360.00	360.00
PL Insurance	-	-	-	-	175.00
Petty Cash	645.44	-	-	645.44	1,125.50
Van Hire	162.75	-	-	162.75	600.00
Marketing Strategy	250.50	-	-	250.50	900.00
Contribution	-	-	-	-	-
Thank you Project	60.00	-	-	60.00	-
Bank Fees	25.00	-	-	25.00	-
	-	-	-	-	-
Sub total	1,503.69	-	-	1,503.69	3,160.50
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	-	-	-	-	-
Sub total	-	-	-	-	-
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A6 Cash funds last year end	1,626.51	-	-	1,626.51	2,839.50
Cash funds this year end	-	-	-	-	-

Statement of assets and liabilities at the end of

Categories

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	-	-	-
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(agree balances with receipts and payments account(s))			

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Stock Value (weight converted in value)	9,000.00	-	8,936.53
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
N/A		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
2 x Laptop computers	Unrestricted Funds	-	100.00
other equipment		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
N/A		-	-
		-	-
		-	-
		-	-
		-	-

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

Signature	Print Name	Date of approval