



Charity Name <b>Community Emergency Foodbank</b>	No (if any) 1153907
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**CC16a**

## Receipts and payments accounts

For the period from	Period start date 06/04/2016	To	Period end date 05/04/2017
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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 £
<b>A1 Receipts</b>					
Donations	30,575	-	-	30,575	43,819
Oxford City Council grant	-	5,000	-	5,000	4,500
Sovereign grant	-		-	-	1,000
Gift aid	2,647		-	2,647	700
Other income	583		-	583	218
			-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>33,805</b>	<b>5,000</b>	<b>-</b>	<b>38,805</b>	<b>50,237</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>33,805</b>	<b>5,000</b>	<b>-</b>	<b>38,805</b>	<b>50,237</b>
<b>A3 Payments</b>					
Fund raising costs-mailshots		-	-	-	744
Direct costs-food	1,085		-	1,085	1,082
Rent	1,463	488	-	1,950	1,470
Telephone	294	266	-	560	628
Insurance	1,130	239	-	1,369	737
Motor exps	1,159	697	-	1,856	3,315
Salaries	6,231	5,630	-	11,861	10,991
Admin exps	2,376	872	-	3,248	3,773
<b>Sub total</b>	<b>13,737</b>	<b>8,193</b>	<b>-</b>	<b>21,930</b>	<b>22,740</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	21,264	-	-	21,264	30,325
	-	-	-	-	
<b>Sub total</b>	<b>21,264</b>	<b>-</b>	<b>-</b>	<b>21,264</b>	<b>30,325</b>
<b>Total payments</b>	<b>35,001</b>	<b>8,193</b>	<b>-</b>	<b>43,194</b>	<b>53,065</b>
<b>Net of receipts/(payments)</b>	<b>- 1,196</b>	<b>- 3,193</b>	<b>-</b>	<b>- 4,388</b>	<b>- 2,828</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	19,005	-	-	19,005	21,833
<b>Cash funds this year end</b>	<b>17,809</b>	<b>- 3,193</b>	<b>-</b>	<b>14,617</b>	<b>19,005</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	14,617	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>14,617</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	Plant & machinery	25,465	-	-
	Office equipment	94	-	-
	Motor vehicles	1,250	-	-
	Gift aid claim	496	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	Hargreavehale	Unrestricted	25,415	33,849
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Bruce Fairbairn	06/11/2017	



<b>Trustees' Annual Report for the period</b>							
<b>From</b>	Period start date			<b>To</b>	Period end date		
	Date 06	Month 04	Year 2016		Day 05	Month 04	Year 2017

## Section A Reference and administration details

<b>Charity name</b>	Community Emergency Foodbank
<b>Other names charity is known by</b>	CEF
<b>Registered charity number (if any)</b>	1153907
<b>Charity's principal address</b>	Rectory farm House
	2 Church Street
	Bladon Woodstock
	<b>Postcode</b> OX20 1RS

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Bruce Fairbairn	Chair		
2	Mrs Elaine Parsons			
3	Mrs Lucinda Lewis-Crosby			
4	Claire Lewis			
5	Mr Tom Benyon			
6	Mr Mark Harris			
7	Mrs Sue Wingfield Digby			
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 23 September 2013
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in April

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To provide emergency non-perishable food to people in Oxford who are struggling financially to put food on the table. All recipients of food parcels have to be referred by statutory or non-statutory organisations working in the city of Oxford.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The CEF goal is to alleviate hunger in Oxford City by seeking and collecting food which is then distributed from St Francis church, Hollow Way and Littlemore Baptist Church, Church lane. We serve those referred to us by GPs, health visitors, the CAB, clergy, community workers, and police etc. – any professionals who are likely to come into contact with people in real need.

Despite our Welfare System in this country many thousands of people still go hungry through debt, sickness, sudden job loss, addiction, marriage breakdown or simply delays in benefit.

**What do we want to achieve?**

To provide three days nutritionally balanced emergency food-aid for people in crisis identified and referred by frontline voucher distributors. To work with statutory and non-statutory service providers e.g. GPs, Health Visitors, Social Workers, Probation Officers, CAB, Clergy, Community Workers etc. – any professionals who are likely to come into contact with people in real need, who will be able to refer people for a maximum of three vouchers (there will be exceptions to this, cases to be negotiated on an individual basis).

To signpost service users to other agencies appropriate to their needs i.e. Citizens Advice Bureau, housing departments, social services, Age Concern, Sure Start, probation services.

To provide a hot drink and snack and an opportunity to talk to a listening ear in a comfortable setting.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

**Annual report for the Community Emergency Food-bank (CEF)**  
**2016/17**

I am pleased to report for the year 2016/2017 CEF:

- Has fed in excess of 3,000 impoverished people, which is broadly similar to 2015/16.
- Distributed 35,000 items of food.
- Works with 30 committed volunteers as well as extra help in times of warehouse overload.
- Is linked with additional CEF café at Littlemore Baptist Church which opens between 10-11.30 on Thursdays.
- A member of staff went on a sponsored walk from Hull to Liverpool and raised in excess of £475.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We hold £14,617 cash in the bank and £33,849 in investments, all of which are unrestricted funds. These funds are held to cover at least 6 months operating expenditure due to lack of donations and any unforeseen expense that may occur.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Bruce Fairbairn	Elaine Parsons
Position (eg Secretary, Chair, etc)	Chair	
Date	06/11/2017	



# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name Community Emergency  
Food Bank

On accounts for the year  
ended

05/04/2017

Charity no  
(if any)

1153907

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

**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 Charities 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 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 the 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 (other than that disclosed below \*)

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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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 accounts to be reached.

\* Please delete the words in the brackets if they do not apply.



<b>Signed:</b>	Sharon Webb	<b>Date:</b>	06/11/2017
<b>Name:</b>	Sharon Webb		

<b>Relevant professional qualification(s) or body (if any):</b>	FMAAT
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279 Thorney Leys
Witney Oxon
OX28 5PH

**Address:**

**Section B Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**