



Norwich Foodbank		Charity No (if any)	1143528	CC17a
Annual accounts for the period				
Period start date	1st Nov 2016	To	Period end date 31-Oct-17	

## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year	Total last year
			Unrestricted funds	income funds	Endowment funds		
			£	£	£	£	£
			F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>							
Incoming resources from generated funds			-	-	-	-	-
Voluntary income		S01	65,205	-	-	65,205	56,444
Activities for generating funds		S02	-	-	-	-	-
Investment income		S03	58	-	-	58	68
Incoming resources from charitable activities		S04	-	-	-	-	-
Other incoming resources		S05	-	-	-	-	-
<b>Total incoming resources</b>		S06	65,263	-	-	65,263	56,512
<b>Resources expended (Notes 4-8)</b>							
Costs of Generating Funds			-	-	-	-	-
Costs of generating voluntary income		S07	-	-	-	-	-
Fundraising trading costs		S08	-	-	-	-	-
Investment management costs		S09	-	-	-	-	-
Charitable activities		S10	54,209	522	-	54,731	54,272
Governance costs		S11	-	-	-	-	-
Other resources expended		S12	-	-	-	-	-
<b>Total resources expended</b>		S13	54,209	522	-	54,731	54,272
<b>Net incoming/(outgoing) resources before transfers</b>		S14	11,054	- 522	-	10,532	2,240
<b>Gross transfers between funds</b>		S15			-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		S16	11,054	- 522	-	10,532	2,240
<b>Other recognised gains/(losses)</b>							
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
<b>Net movement in funds</b>		S19	11,054	- 522	-	10,532	2,240
<b>Total funds brought forward</b>		S20	31,160	522	-	31,682	29,442
<b>Total funds carried forward</b>		S21	42,214	-	-	42,214	31,682



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Norwich Foodbank

**On accounts for the year  
ended**

31<sup>st</sup> October 2017

**Charity no  
(if any)**

1143528

**Set out on pages**

1 and 2

(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.

**Signed:**

*John Easton*

**Date:**

1 June 2018

**Name:**

Mr John Easton

**Relevant professional  
qualification(s) or body  
(if any):**

ICPA DMS

<b>Address:</b>	5 Park Avenue
	Barford. Norfolk
	NR9 4BA

**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.**



**Annual Report and Financial Statements 31st October 2017**

**BALANCE SHEET as at 31<sup>st</sup> October 2017**

	Notes	Total funds This Year	Last Year
<b>Current Assets</b>			
HSBC current account	8	2,483	1,010
HSBC instant access deposit	8	19,731	20,672
HSBC 6 month deposit bond	8	20,000	10,000
Voluntary Norfolk Float	8	3,140	3,140
<b>Total current assets</b>		<b>45,354</b>	<b>34,822</b>

Representing

<b>Total unrestricted funds</b>	<b>32,044</b>	<b>34,300</b>
<b>Total restricted funds</b>	<b>13,310</b>	<b>522</b>

Restricted funds at 31<sup>st</sup> Oct 2017 were

Safer Norfolk Fund

Norfolk Community Foundation (fuel poverty) 3,000

FISH various donations less expended 5,310 522

Geoffrey Watling for office expenses 5,000

Total balance remaining at 31<sup>st</sup> Oct 2017 £13,310 £522

There were no outstanding debtors or creditors at this date.



## **Annual Report and Financial Statements 31st October 2017**

### **Statement of Financial Activities (including Receipts and Payments Account) for the year ending 31<sup>st</sup> October 2017**

	Notes	Total unrestricted and restricted funds This Year	Last Year
<b>Incoming Resources</b>			
Church and School Donations	3	8,144	2,878
Grants	9	14,158	14,320
CAF grants and donations	9	10,587	
Corporate Donations	9	3,040	7,493
Investment income	4	58	68
Cash gifts	3	5,228	4,171
Christmas card sales	3	1,059	829
Gift Aided donations	3	9,102	9,764
Internet giving	3	6,467	3,584
Tesco TopUp from Trussell	9	3,892	6,686
Bishops Garden income	3		2,298
Theatre Royal collection	3		1,211
Gift Aid rebate	3		3,035
Fundraising and events	3	1,229	
Other (Students Union)	3	2,299	175
<b>Total incoming resources</b>		<b>65,263</b>	<b>56,512</b>
<b>Resources expended</b>			
Charitable activities	6	54,731	54,272
<b>Net surplus (deficit) for the period</b>		<b>10,532</b>	<b>2,240</b>
<b>Fund brought forward from 2017</b>		<b>34,822</b>	<b>32,582</b>
<b>Fund carried forward at end of year</b>		<b>45,354</b>	<b>34,822</b>
Represented by:			
HSBC current account	8	2,483	1,009
HSBC instant access deposit	8	19,731	20,673
HSBC 6 month deposit bond	8	20,000	10,000
Voluntary Norfolk Float	8	3,140	3,140



## **Trustees' Report and Financial Statements 31 October 2017**

### **Notes to the accounts**

#### **1 Accounting Policies**

In preparing the accounts the following accounting policies have been complied with:

- a) The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities: Statement of Recommended Practice" published in March 2005 and applicable accounting standards and of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller entities ( April 2008)
- b) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- c) All incoming resources are included in the statement of financial activities as they are received.
  - i) Income received by way of grants is included when received. Future grants conditional on the delivery of specific performance by the charity are noted in the trustees' report.
  - ii) Donated services, facilities and services provided by volunteers are not included in this financial statement.
  - iii) Investment income is included when received.
- d) Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.
  - i) There are no costs associated with generating funds.
  - ii) Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
  - iii) All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are apportioned on an appropriate basis as set out in the notes.



## **Trustees' Report and Financial Statements 31 October 2017**

### **2 Taxation**

The charity is exempt from taxation on its income and gains where they are applied for charitable purposes. Irrecoverable VAT is included in the cost of goods and services on which it was charged.

<b>3 Voluntary Income</b>	<b>Year to 31st October 2017</b>	<b>Previous Year</b>
	<b>£</b>	<b>£</b>
Cash donations	5,228	4,171
Donations from Churches	7,395	2,325
Personal donations	9,102	9,764
School donations	750	554
Christmas card sales	1,059	829
Local Giving & BTwebsite	6,467	3,584
Bishops garden		2,298
Theatre Royal collection		1,211
Fundraising and events	1,229	
Students Union donation	2,299	
<b>Total</b>	<b><u>33,529</u></b>	<b><u>24,736</u></b>

### **4 Interest income**

HSBC bank deposit account	58	68
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### **5 Food Donations**

Donations of food given without charge to the charity have been measured by weight and have an estimated monetary value of £193,003 (2016 £182,276) being 114,203 kilos (2016 101,902 kilos) at a value of £1.69 per kilo.

Food distributed to beneficiaries had an estimated monetary value of £204,098 (2016 £183,294) being 120,768 kilos (2016 108,458 kilos) at £1.69 per kilo.

Closing stocks of 16,209 kilos (2016 22,774 kilos) have an estimated value of £27,393 (2016 £38,488).





## **Trustees' Report and Financial Statements 31 October 2017**

### **6 Charitable expenditure**

	Support Costs	Other direct costs	Total funds	Previous Year
	£	£	£	£
<b>Resources expended</b>				
Insurance	620		620	887
Warehouse supplies, pest control		1,967	1,967	1,472
Big Box Storage		356	356	457
Bishops garden expense				646
Office supplies and utilities	1,969		1,969	955
Office rent	8,805		8,805	8,805
Audit costs	(225)		(225)	225
Christmas card printing	564		564	510
Gifts and donations	93		93	42
Car mileage and travel	2,019		2,019	2,935
Other Office Expenses	982		982	1,749
Advertising (inc website)	396		396	558
Volunteers supper	778		778	774
Computers and internet		520	520	110
Mobile 'phone	72		72	56
Trussell Trust subscription	360		360	360
Sub to Voluntary Norfolk etc	144		144	229
Fish Club expenses		3,121	3,121	2,160
Other restricted funds expended				290
Volunteer expenses	278		278	
Wages paid (inc pension)	31,554		31,554	30,554
Other misc	358		358	498
	<b><u>48,767</u></b>	<b><u>5,964</u></b>	<b><u>54,731</u></b>	<b><u>54,272</u></b>

### **7 Trustee and employee information**

- No trustees received any remuneration or benefits.
- There were one part time and one full time paid employees during this period.
- There were 170 unpaid volunteers during this period.

## **8 Balance Sheet**

The assets of Foodbank are the HSBC bank accounts, a stock of food and a refundable float of £3,140 with Voluntary Norfolk to finance the monthly salary bill. There were no debtors or creditors at 31<sup>st</sup> October 2017. All purchases of equipment and supplies have been immediately expensed and have no residual value. Stocks of food are considered to have no realisable value.

## **9 GRANTS AND CORPORATE DONATIONS**

The following were received.	This Year	Last Year
Henderson Trust	250	11,396
Norfolk Consolidated Charities	297	555
Geoffrey Watling	5,000	
Norfolk Community Fund	3,300	1,000
Trussell Trust Tesco top up	3,892	6,834
Medenta Labs	600	
Tindal Radio Trust		500
Pelcomp Software Ltd		750
AVIVA		5,000
Smithfield Foods	296	568
Greggs grant (for FISH)	2,000	869
Masonic Charitable (for FISH)	2,000	
Other grants for FISH	1,310	
CAF anonymous payments	10,587	
John Lewis department store	1,023	
Strategy & Policy Consultants	750	
Norwich Rotary	100	500
Other Corporate donations	272	528
<b>Total</b>	<b>31,677</b>	<b>28,500</b>

The trustees acknowledge their responsibility for preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of the Charity Commissioners and the Registrar of Companies  
The accounts were approved by the trustees on and signed on their behalf by:

Mark Fairweather-Tall, Chair of Trustees

Trustee