



MALVERN HILLS FOODBANK

Trustees' Annual Report and Accounts

Year ended 30th September 2018



Malvern Hills Foodbank

The Trustees' Annual Report and Accounts - Contents 30th September 2018

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Malvern Hills Foodbank

The Trustees' Annual Report 30th September 2018

The Trustees are pleased to present their sixth annual report of the Malvern Hills Foodbank ("The Charity") for the year ended 30th September 2018.

Reference and administration information

Registered charity number: 1151964
Principal office: Unit 4, Spring Court, Spring Lane South, Malvern, WR14 1AT
Gift Aid: The Charity is registered with HM Revenue and Customs

Constitution

The Charity is constituted as a charitable association and it is registered as a charity with the Charity Commission in England and Wales.

Objectives

The charity's objects are the relief of hardship amongst people in the Malvern Hills district and the surrounding area, or in other parts of the United Kingdom, in such ways as the trustees from time to time think fit, in particular, but not exclusively by:

- a) Providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty; and
- b) By such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

Trustees

Unless otherwise stated, the following have served throughout the year and were Trustees as at 30th September 2018:

Peter Buchanan	Chair
Anne Garner	Treasurer
Gillian Butler	
Stuart Edlington	
Graham Hamblin	
Mike Hayes	
Joan Palmer	Retired 23 July 2018
Judy Turner	
David Wareing	
Mary Williams	

In accordance with the Constitution Stuart Edlington, Graham Hamblin and Judy Turner retire by rotation at the annual general meeting and shall be eligible for re-election, by the members, at that meeting.

Malvern Hills Foodbank

The Trustees' Annual Report / continued
30th September 2018

Recruitment of Trustees

New Trustees are initially approved by the Board of Trustees. In doing so they are focused on individuals who will maintain a balance of professional skills and experience, as well as being able to contribute towards the effective governance and operations of the Charity.

Organisational structure

The Trustees have agreed to govern via a Board of Trustees and team leaders. The team leaders, currently eight in number, are responsible for running their duty sessions. All of the operational responsibilities are shared between Trustees and non-trustees. The food is distributed not only from Unit 4, but emergency boxes are given out at The Lyttelton Well, the Malvern children's centre, and the Upton children's centre. The trustees thank these organisations for their ongoing support.

Trustees' review

The Charity is affiliated to the Trussell Trust whose guidelines are followed in the operations and procedures of the Charity. During the year Trussell Trust carried out their annual Quality Assurance survey and we were pleased to receive once again many commendations, as well as one or two minor recommendations. In particular we were very pleased to note the summary report which stated inter alia:-

"The foodbank is very well managed by the Trustee Board and the Team Leaders. It operates in a professional way and procedures are closely followed to ensure that the clients are well supported and cared for."

During the year the reception area had a major revamp including structural changes that have resulted in a 25% increase in capacity. These changes mean that clients not only have a more welcoming ambience but if need be a secluded area for privacy.

Also during the year a number of our Trustees and volunteers attended various Trussell Trust meetings and seminars in order to continue with the development of our knowledge and experience of running a food bank.

With the tremendous hard work of all the volunteer helpers the Malvern Hills Foodbank has distributed 1,542 food parcels during the year (2016-17: 1,493). Donations of food amounted to 19,117kg and we bought in 3,327kg of shortage items giving a total of 22,444kg (2016-17: 21,066kg). Using an average cost as advised by Trussell Trust, the notional value of the donated goods totalled £33,454 (2016-17: £31,263). At the 30th September 2018 the notional value of goods held in stock totalled £6,826 (2016-17: £8,271).

We have only been able to achieve our objectives through the excellent support of Malvern and Upton Churches, the wider district Churches, and the local community, for all of the donations of food and other items that have kept our shelves stocked. In addition we would like to record our thanks to Waitrose, the two Co-ops, and Just So, for their permanent collection points. These have not only boosted our supplies but also have enabled us to communicate to the public the needs and reasons for having a food bank.

Malvern Hills Foodbank

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In addition to the receipt of food donations the Charity has received during the year excellent financial support as can be seen from the attached Statement of Financial Activities. The Trustees do not, however, take for granted that financial support will always be forthcoming, particularly with the current uncertain economy.

Whilst we now have over 50 referring agencies, in the year 50% of referrals were made by just two of these: Malvern Hills CAB and Fortis Living. The majority of clients, 54%, redeemed just one voucher and 34% redeemed two or three. Of the other 12% in a few exceptional cases we have worked with the relevant agencies to help alleviate the clients' difficulties.

Reserves policy

The Trustees have considered the need for a Reserves Policy. They have taken account of the uncertainty of receiving a sustainable level of donations compared to the largely fixed overhead expenditure, coupled with the Charity's objectives to provide where possible ongoing support for people in crisis. The Trustees consider it prudent therefore to continue to set aside reserves which approximate to the anticipated resource expenditure for a twelve month period. As such the sum of £25,000 has been deposited with the Castle & Crystal Credit Union.

The future

Having now firmly established ourselves at Unit 4 we are better placed to consider increasing our services to all areas of the Malvern Hills district. As part of our strategy matters under consideration include:

- The additional Tuesday afternoon opening piloted from September 2017 has proved a great success and the Trustees are pleased to confirm that this initiative will continue for the foreseeable future.
- Following communications with clients and their support partners it is clear that the dilemma of "heat or eat" problems is on the increase with many of our clients. The Trustees have decided therefore to pilot a "Fuel Top Up Scheme" for the winter period to March 2019. The scheme will be closely monitored by the service providers. Funds of £5,000 have been set aside for this initiative from this year's surplus. This is only possible because of the overwhelming generosity of the Malvern Hills people.

The Trustees regret the need to have a charity such as Malvern Hills Foodbank but whilst there is a demand the Trustees will continue to increase the awareness amongst the whole community to encourage the continual supply of foodstuffs and support to enable the Charity to achieve its objectives.

Approved by the Trustees on 5th November 2018 and signed on their behalf by:

Peter Buchanan - Chair

Malvern Hills Foodbank

**Independent Examiner's Report
30th September 2018**

Independent Examiner's Report

In accordance with the Charity Commission's requirements on Charity Reporting and Accounting, I have independently examined the accounts of the Malvern Hills Foodbank for the year ending 30th September 2018. The accounts comprise the Statement of Financial Activities, the Balance Sheet, and related Notes to the Accounts set out on pages 5 to 8. I can confirm that the Accounts are in accordance with the accounting records and from information and explanations given to me.

Approved on 11th October 2018

..... Christopher Price

Malvern Hills Foodbank

Statement of Financial Activities

30th September 2018

	<i>Year to 30/9/18</i>		<i>Year to 30/9/17</i>	
INCOMING RESOURCES:	£	£	£	£
Donations		30,374		15,184
Gift aid		2,972		2,089
Membership fees		10		1
MHTC & MHDC Grants - re rent		-		2,668
Dividend - Castle & Crystal		3		-
		<hr/>		<hr/>
Total incoming resources		33,359		19,942
RESOURCES EXPENDED:				
Food and sundries	5,668		3,671	
Bags and boxes	443		284	
Rent	7,500		7,500	
Service charge	300		300	
Light and heat	728		535	
Franchise fee	360		360	
Printing, stationery and consumables	1,518		1,850	
Sundry equipment and repairs	464		337	
Insurances	588		588	
Miscellaneous and protective clothing	380		261	
Water rates	217		290	
Telephone	159		169	
Motor Expenses	329		172	
Courses and conferences	30		162	
Depreciation of equipment	2,252		2,435	
Loss on disposal of equipment	187		-	
Refurbishment of premises	4,678		-	
		<hr/>		<hr/>
Total Resources Expended		25,801		18,914
		<hr/>		<hr/>
Fuel top up fund		7,558		1,028
		(5,000)		-
		<hr/>		<hr/>
NET INCREASE IN RESOURCES		2,558		1,028
		=====		=====

Malvern Hills Foodbank

Balance Sheet as at 30th September 2018

	30/9/18		30/9/17	
	£	£	£	£
TANGIBLE FIXED ASSETS: note 2		2,660		3,157
CURRENT ASSETS				
Reserve Policy Fund Deposit Account	25,003		20,000	
Bank balance	19,389		17,034	
Debtors - gift aid rebate	2,976		2,081	
Sundry debtors	60		60	
	<u>47,428</u>		<u>39,175</u>	
Less: Sundry creditors	(268)		(70)	
	<u>47,160</u>		<u>39,105</u>	
NET CURRENT ASSETS		47,160		39,105
		<u>49,820</u>		<u>42,262</u>
		=====		=====
NET ASSETS		49,820		42,262
		=====		=====
FUNDS OF THE CHARITY:				
		£		£
Unrestricted funds:				
Brought forward		22,262		26,234
Increase for the year		2,558		1,028
Transfer to Reserves Policy		(5,003)		(5,000)
		<u>19,817</u>		<u>22,262</u>
Carried forward		19,817		22,262
Reserve Policy Fund		25,003		20,000
Fuel top up fund		5,000		-
		<u>49,820</u>		<u>42,262</u>
TOTAL FUNDS		49,820		42,262
		=====		=====

Approved by the Trustees on 5th November 2018 and authorised to sign on their behalf by:

..... Peter Buchanan - Chair

..... Anne Garner - Treasurer

Malvern Hills Foodbank

Notes to the Accounts 30th September 2018

1. ACCOUNTING POLICIES

Audit

The Charity is not required to have a statutory audit since income is below the required threshold.

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the Charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the Charity of the service or facility received.

Tangible fixed assets

Tangible fixed assets are capitalised at cost, or at the value to the Charity at the date gifted, if they have a useful life of more than one year.

Depreciation

Depreciation is provided on a straight line basis in order to write off the assets over their effective useful life at the following rate:

Equipment	20%.
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Stocks

Donated stocks of foodstuffs and sundries received and distributed are not included in Incoming Resources or Resources Expended and consequently no value is attributed to any donated stock held at the year end.

Reserves policy

To take account of the uncertainty of receiving a sustainable level of donations, sufficient funds are set aside equivalent to the anticipated resource expenditure for approximately a twelve month period.

Malvern Hills Foodbank

Notes to the Accounts / continued 30th September 2018

2. TANGIBLE FIXED ASSETS

	£
Cost as at 1 st October 2017	12,175
Additions	1,942
Elimination on disposal	(935)
	<hr/>
Cost as at 30 th September 2018	13,182
	=====
Depreciation as at 1 st October 2017	9,018
Charge for the year	2,252
Elimination on disposal	(748)
	<hr/>
Depreciation as at 30 the September 2018	10,522
	=====
Net book value 30 th September 2018	2,660
	=====
Net book value 30 th September 2017	3,157
	=====

3. RESTRICTED FUNDS

No restricted funds were received during the year.

4. TRUSTEE AND VOLUNTEER PAYMENTS

The Charity operates solely by unpaid volunteers. The average number of volunteers during the year totalled 52. The Trustees and the volunteers receive no remuneration or expenses other than reimbursements only in respect of direct expenses incurred on behalf of the Charity. There are no specific costs of governance.