

# **Borehamwood Foodbank**

Charitable Incorporated Organisation

**Report and accounts for the year  
ending 31<sup>st</sup> January 2018**

Charity Registration Number 1155599

# Borehamwood Foodbank CIO

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# Borehamwood Foodbank CIO

## 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/ Hon. Treasurer
Mrs Helen Stammers	resigned 6 <sup>th</sup> June 2017
Rev Dominic McKenna	
Mrs Gloria Jeffs	Secretary
Mrs Lesley Selwyn	resigned 6 <sup>th</sup> June 2017
Janet Foster	resigned 28 <sup>th</sup> November 2017
Murray Devine	appointed 6 <sup>th</sup> June 2017

### 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

### 4. Financial Report

During the year to 31<sup>st</sup> January 2018 income received increased by £9,139 to £27,291 (2017 £18,052). The biggest increase was in Restricted Funds which were £8,159 against just £1,300 in 2017. These funds were especially useful in supporting our efforts to alleviate fuel poverty and the provision of family lunches. We also spent these funds on training of our trustees and volunteers. There remains £3,123 of the restricted Funds to be spent in 2018-9 mainly on self-help such as cooking courses.

Although there is a addition to the Surplus on the Income & Expenditure Account of £919 this is after the Committee decided to move a further £2,000 into the Reserve Account which, at £6,000 now stands at the Charities Commission recommended level of three months expenditure.

## **Borehamwood Foodbank CIO**

Cash at bank and in hand at 31 January 2018 was £25,778 which is an increase of £5,742 from the £20,036 of 31 January 2017.

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. We are also grateful to St. Teresa's Church which has provided us with a location and facilities as well as splendid help from its clergy and congregation.

### **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 because income now exceeds £25,000 in a year we are required to have an Independent Review. The Committee will appoint a suitably qualified person to perform this task.

This report was agreed by the Trustees on 8<sup>th</sup> May 2018 and is signed on their behalf.



Gloria Jeffs

Secretary

8<sup>th</sup> May 2018



# **Borehamwood Foodbank CIO**

## **Report of the Chair of Trustees**

The Foodbank has continued to be very busy and sadly still all too necessary in our society.

This year we have fed 2,596 people including 1000 children with three-day foodpacks and we have given out 22 Tonnes of food plus 530Kg though our Family lunches.

Over Christmas we gave out over 100 hampers of food and many toys and knitted goods that were generously donated to us alongside our foodpacks.

Clients come to us for many reasons, the main ones being Low income and Benefit delays. Many more people coming are now working but unable to make ends meet.

Universal credit is not fully rolled out in our area as yet and we expect to see an increase in need when this happens as clients are unable to manage - both the months wait in payments and then the management of a monthly sum.

The ongoing support of local people cannot be underestimated. We were donated almost 5 Tonnes of food in December from many individuals and groups and throughout the year this is also demonstrated by the incredible generosity seen in the overflowing Tesco collection box each week. This also helps us financially as Tesco donate 20% of the value of donated foods in money to our funds.

We also could not function without our amazing volunteer team who give freely of their time, energy and expertise. We can never thank them enough. We have held two volunteer socials where the trustees cater for the volunteers as a little thank you.

We have 61 referral agencies registered with us and 36 have used us this year. The biggest users by far being the Council and the Job centre.

Whilst giving out food to those in crisis is our main aim and focus we are increasingly seeking to move people into a better place where they no longer need our services.

We aim to signpost clients to other agencies who can help them further and we have actively engaged in training our volunteers to better equip them for the task.

We have been greatly helped by a Training grant from Hertsmere Borough Council. This enabled inhouse training for Distribution team, a Trustees away day and external training in a number of areas including First Aid, Food hygiene, Manual handling, Dealing with difficult customers, Safeguarding, Appraisal and fundraising.

Despite our best efforts some of our clients need longer term help and so we have introduced a Frequent User pack which is a simplified version where a client will not get hungry but also will be weaned off a dependency on us.

We also see a great need for fuel as many have to choose between 'Heat or Eat' especially in the Winter months. We have received donations and a grant from Hertfordshire Community foundation that has enabled us to give small fuel payments to those in fuel poverty. This is done by placing the payment directly onto their fuel key.

## Borehamwood Foodbank CIO

Our Family lunches continue to be very successful and we have been generously funded for the next three years by Caritas so that we can extend the range of activities done and the food that we can give for families to take home to help them in the school holidays.

We always seek to give fresh foods - fruit and vegetables as part of our meal and to take home. The generosity of our greengrocer has not gone unnoticed.

We also recognise the need to encourage and teach people to cook from scratch and to use their limited resources. To this end we have continued our Kettle packs and Flask cookery that enable those in a hotel room or with no oven to cook a hot meal.

We have Cookery Lunches where families learn to cook dishes themselves before eating them and these have proved very popular.

With the generous funding from 'Tesco bags of Hope' project and the proceeds of a turkey raffle held by one of our volunteers we are looking to hold more classes for single people and also to carry out demonstrations and samplings of different foods in the near future.

Earlier in the year we were given the opportunity to collect money at Kings Cross station once a month on 'Foodbank Friday'. This is not the easiest of tasks but we have a small band of volunteers who have raised over £2,500. We could extend our times of collection and raise a lot more with a bigger team. We are especially seeking local companies and organisations who might sponsor a month and release some of their staff to help us.

It would also make a great day out for a group of friends - lunch and shop and then give us a couple of hours help.

2017/8 has been a very busy and successful year for the Foodbank and we thank everyone who has contributed to it.

In April of this year we will have completed 5 years of serving the community. We do not see this as a cause of celebration but we do see it as a real community success in local people helping local people. We will be looking to find ways of making this known with our thanks.



Kristan Payne (Chair)  
25<sup>th</sup> February 2018



# Borehamwood Foodbank CIO

## Report of the Independent Review

Independent Examiner's Report to the Trustees of Borehamwood Foodbank CIO

I report on the accounts for the period 1 February 2017 to 31 January 2018 set out on pages seven to twelve.

Respective responsibilities of trustees and examiner. The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:-

- examine the accounts under Section 145 of the 2011 Act - to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and - to state whether particular matters have come to my attention.

Basis of the independent examiner's report:-

My examination was carried out in accordance with the 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 you as 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 statements below.

Independent examiner's statement. In connection with my examination, no matter has come to my attention:-

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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)

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.



Howard Browne FFA  
64(A) Parchmore Road  
Thornton Heath  
Surrey CR7 8LW

# Borehamwood Foodbank CIO

## Balance Sheet at 31 January

	Notes	2018	2017
<b>FIXED ASSETS</b>		£	£
Tangible assets	1H & 3	<u>2,799</u>	<u>2,069</u>
<b>CURRENT ASSETS</b>			
Stocks	1G	0	0
Cards for Causes		7	140
Prepayment	5	327	314
Cash at bank		25,627	19,995
Cash in hand		<u>150</u>	<u>41</u>
		<u>26,111</u>	<u>20,490</u>
<b>CREDITORS (amounts falling due within one year)</b>			
Creditors and accruals	6	<u>631</u>	<u>322</u>
		<u>631</u>	<u>322</u>
<b>NET CURRENT ASSETS</b>		<u>25,480</u>	<u>20,168</u>
<b>TOTAL ASSETS</b>		<u>28,279</u>	<u>22,237</u>
<b>CAPITAL AND RESERVES</b>			
Reserve Fund	1D	6,000	4,000
Restricted funds	13	3,799	0
Surplus on Income & Expenditure Account	4	<u>18,480</u>	<u>18,237</u>
<b>TOTAL CAPITAL AND RESERVES</b>		<u>28,279</u>	<u>22,237</u>


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 8<sup>th</sup> May 2018 and signed by:

  
Judith Elders (Acting Chair)  
Director

  
Rev David Aplin BA FCCA (CIO Secretary/Acting Treasurer)  
Director

The notes on pages 8 to 11 form part of the financial statements.



# Borehamwood Foodbank CIO

## Income & Expenditure Report for the year to 31st January 2018

	Notes	Year to 31 January 2018 £	Year to 31 January 2017 £
<b>INCOME</b>			
Restricted grants	10	8,159	1,300
Unrestricted grants	11	0	5,000
Donations	12	18,332	11,480
Gift Aid		800	236
Text Giving		0	37
Other funding		0	0
Bank interest		0	1
<b>Income for period</b>		<u>27,291</u>	<u>18,052</u>
<b>EXPENDITURE</b>			
Membership of Trussell Trust		360	339
Foodbank costs		5,400	2,753
Salary costs		9,124	8,534
Equipment		309	1,355
Depreciation	3	270	270
Insurance		517	444
Office & Printing		946	671
Gift cards		0	38
Governance		660	239
Utilities		1,396	1,386
Marketing		0	138
Training and conferences		1,318	185
Sundries		950	509
<b>Total Expenditure</b>		<u>21,249</u>	<u>16,861</u>
<b>Surplus (Deficit) for year</b>		<u>6,042</u>	<u>1,191</u>
Less transfer to Reserve Account		2,000	0
Increase in Restricted Funds		3,800	0
<b>Addition (deduction) to Cumulative Surplus</b>		<u>242</u>	<u>1,191</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 2018 our stocks amounted to



## Borehamwood Foodbank CIO

5,834 Kg (2017 was 4,554 Kg) which, using the Trussell Trust calculator, is worth approximately £9,800 (2017 £7,650)

### 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

2018	2017
£27,291	£18,052

## 3 Fixed assets

	2018	2017
Cost price at start of year	£2,699	£2,699
Acquisitions	£1,000	£0
Cost price at end of year	£3,699	£2,699
Cumulative depreciation at start of year	£630	£360
Depreciation charge for year	£270	£270
Cumulative depreciation at end of year	£900	£630
Net Book Value at start of year	£2,069	£2,339
Net Book Value at end of year	£2,799	£2,069

Tangible assets purchase this year are a storage unit and its electrical wiring costing £1,000. A further £455 needs to be spent to provide a suitable fence.

## 4 Movement of funds during year

	2018	2017
This is stated after charging:		
Depreciation	270	270
Independent Review fees (estimated)	150	NIL

## Borehamwood Foodbank CIO

	2018	2017
<b>5 Prepayments</b>		
Trussell Trust subscriptions	240	240
Insurances	<u>87</u>	<u>74</u>
	<u>327</u>	<u>314</u>

### 6 Accruals

Leave pay accrued	127	72
Pension accrued	104	0
Provision for Independent Review	150	0
Donation to St Teresa's Church for Q4 / leave 2016	<u>250</u>	<u>250</u>
	<u>631</u>	<u>322</u>

### 7 Benefits - trustees

No pecuniary or other benefit was received from the CIO by any trustee in respect of the years to 31<sup>st</sup> January 2018 and 2017 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 2018 and 2017 financial years.

### 10 Restricted funds received

Hertfordshire Community Foundation  
(to provide fuel for heating and cooking)

Hertsmere  
(for staff and volunteer training)

St. John's Southworth  
(to provide family lunches)

Groundwork  
( to provide training in economical cooking for families and singles and ingredients, recipe packs, ingredients, equipment and fuel for cooking)

### 11 Other grants

Caritas for continuing operations

### 12 Major donations

Tesco Top-Up via The Trussell Trust  
The Aldenham Foundation  
Redmill



## Borehamwood Foodbank CIO

### 13 Use of restricted funds

	HCF fuel	Hertsmere training	St John's lunches	Groundwork cooking	Total
Balance b/f	£0	£0	£0	£0	£0
Amount received	£1,300	£1,450	£2,484	£2,925	£8,159
Expenditure	<u>£1,300</u>	<u>£1,318</u>	<u>£265</u>	<u>£1,477</u>	<u>£4,360</u>
Balance of grant c/f	<u>£0</u>	<u>£132</u>	<u>£2,219</u>	<u>£1,448</u>	<u>£3,799</u>