

## **Trustees Report Year end March 2018**

### **Objectives and Activities**

The Bognor Regis Foodbank is a Christian organisation motivated by Jesus' teaching on poverty and injustice as taught in the Bible. We operate according to Biblical principles of compassion, honesty, integrity, openness, kindness and care of all people, regardless of background or belief. We believe in turning faith into practical action, living out God's love for the poor... 'For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.' Matthew 25:35-36 We believe that everyone has a basic right to have food on their plate, dignity, and hope for the future.

Every day people in the UK go hungry for reasons ranging from loss of income to receiving an unexpected bill on a low income. Bognor Foodbank provides a minimum of three days emergency food in the form of a food parcel. We also provide additional support and signposting to other services where people are experiencing crisis. These include successfully applying for supported housing for the homeless, obtaining vouchers for electricity and gas for families, supporting young people who are estranged from their families, working closely with local agencies especially mental health, substance misuse and those specifically for young people.

In the financial year 2017-18 the Foodbank provided food for 2333 people (1649 adults, 658 children) in Bognor Regis distributing 24582kg of food through referrals from agencies and care professionals from the town.

In addition to providing much needed food, Bognor Foodbank also provides volunteer work experience and fellowship. Many volunteers have been former recipients of help from the Foodbank now wanting to give something back.

The Bognor Foodbank is a member of the Trussell Trust network of foodbanks and receives ongoing support and advice from the Trussell Trust. The Foodbank pays an annual licence fee to use the name, logo and brand of 'Bognor Regis Foodbank'.

Bognor Foodbank was established by members of Opengate Church and Vineyard Church and continues to receive ongoing support from both of these churches and other churches in Bognor Regis. Both of these churches provide financial and in kind support to the project.

The Foodbank continues to be supported by West Sussex County Council who contribute towards the cost of the rent of its premises. At the beginning of

April we received a substantial grant from The Roddick Foundation. We are not, however eligible to apply for another grant for 2018/19.

In addition to seeking funds from grant holders, funds have been raised from a Plant Sale, a Quiz and by selling items in the shop.

At the end of May 2017 Sandie Bolton retired from her post as Joint Co-ordinator and Sue White, the other Joint Co-ordinator, took over the full position. Sandie remained as a valuable member of the Trustees.

### **Plans for the New Year**

We will continue to raise funds by selling goods. A fund-raising "Singalong" is planned for the Summer. The Foodbank continues to look for ways that it can support those in need over and above providing them with a food parcel. We have started to develop greater links with other agencies in Bognor and plan to develop these links further, so that we can signpost clients to the most useful agencies.

### **Reserves Policy**

In line with Charity Commission guidance, the Trustees have reviewed their policy on the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') and find that the charity should have: -  
'Fixed reserves' (or an Emergency Operating Reserve) of 3 months of the operating costs (charitable expenses less food purchased) plus rationalisation costs, in general funds, to provide:

- Funds to restructure the charity in event of the income sharply dropping;
- A foundation for security of ministry and to meet contractual obligations;
- Sufficient time to "switch off" its activities; Bognor Foodbank is an organisation with local responsibilities, whose activities are not complex.

The charity has received a commitment from West Sussex County Council to contribute £7,500 towards the lease costs on its premises for the next year.

The Roddick Foundation will not be donating to the Foodbank this year as they have a maximum of 3 donations to the same charity. Replacing these funds will be part of the financial planning for the coming year.

### **Statement of Trustees' Responsibilities**

Charity and company law requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and resources expended for the period. In preparing those financial statements, the Board of Trustees should follow best practice and are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgments and estimates that are reasonable and prudent;
- Comply with applicable accounting standards subject to any material departures disclosed
- Explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

## **Trustees Report**

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- Charity complies with relevant laws and regulations.
- The systems of internal control are designed to provide reasonable but not absolute assurance

against material misstatement or loss. They include:

- An annual budget approved by the Trustees;
- Monthly consideration by the Trustees of: financial results and variances from budgets for both the year-to-date and month end; year end forecast of outturn;
- Delegation of day-to-day management authority and segregation of duties; and
- Identification and management of risks.

The Board of Trustees, who are the directors for the purpose of company law, who served during the year and up to the date of this report are set out under Charity information and administrative details.

Approved by the /Trustees on .....

and signed on their behalf by

.....

Trustee

**Bognor Regis Foodbank**  
**Statement of Income & Expenditure**  
**for the year ended 31st March 2018**

**Income**

Trussel Trust	2,590.77	
Grants	22,500.00	
Donations - General	4,389.82	
Donations - Churches	4,200.00	
Rag Bag and Bags2School	584.00	
Sales	802.40	
Fundraising	1,319.62	
Premises Hire	480.00	
Other Income	40.79	
Donated Goods	0.00	
	0.00	
		<b><u>36,907.40</u></b>

**Expenditure**

Salaries and & National Insurance	11,710.06	
Payroll and Accounts	415.20	
Rent	8,000.00	
Utilities	1,016.49	
Telephone and Postage	714.17	
Printing and Stationary	324.10	
Insurance	1,003.39	
Subscriptions and Fees	395.00	
Computer Software and Equipment	82.55	
Other Expenditure	20.26	
Refreshments	107.90	
Stock for clients - food/cleaning	57.76	
Eat well spend less ingredients	79.99	
Cleaning	26.05	
Fundraising Costs	95.28	
Repairs & Maintenance	525.60	
	0.00	
		<b><u>24,573.80</u></b>

<b>Net Income/(Expenditure)</b>		<b><u>12,333.60</u></b>
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**Bognor Regis Foodbank  
for the year ended 31st March 2018**

Cash at Bank b/f	5,476.68
Cash in Hand b/f	308.21

<b>Cash at Bank @ 31.03.2018</b>	<b>18,442.19</b>
<b>Cash in Hand @ 31.03.2018</b>	<b>195.48</b>

Net cash at Bank for 2017/18	12,965.51
Net cash in Hand for 2017/18	-112.73
Net Income/Expenditure	<u>12,852.78</u>

Year end adjustments	-519.18
<b>Net Income/Expenditure</b>	<b><u>12,333.60</u></b>

**2017/18 - Current Assets**

Cash at Bank b/f	5,476.68
Cash in Hand b/f	308.21
Stock b/f	3,641.84
	<u><b>9,426.73</b></u>

Cash at Bank @ 31.03.2018	18,442.19
Cash in Hand @ 31.03.2018	195.48
Stock @ 31.03.2018	4,800.62
	<u><b>23,438.29</b></u>

**Bognor Regis Foodbank – Financial Statements for the year ended 31 March 2018.**

I report on the accounts of Bognor Regis Foodbank for the year ended 31 March 2018.

The trustees are responsible for the preparation of the accounts. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

It is my responsibility to:

Prepare the financial statements

State whether particular matters have come to my attention, including consideration of any unusual items or disclosures in the accounts, seeking explanations from the trustees concerning any matters.

Confirm whether the accounts present a 'true and fair view' of the transactions during the year

Review of accounting records kept by the organisation and a comparison of the accounts presented with these records

In connection with my examination, no matter has come to my attention



C S Tyler

04.12.2018