

Charity registration number: 1129106

# North Bristol Foodbank

Annual Report and Financial Statements

for the Year Ended 31 March 2018

Simon Prys-Roberts FCCA  
PRWS (Bristol) Limited  
11 Alma Vale Road  
Clifton  
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# North Bristol Foodbank

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## North Bristol Foodbank

### Reference and Administrative Details

<b>Trustees</b>	Alan Seymour Michael Beaven Anthony Matthews Stewart North Jonathan Ford
<b>Principal Office</b>	286 Filton Avenue Horfield Bristol BS7 0BA
<b>Charity Registration Number</b>	1129106
<b>Bankers</b>	Co-operative Bank
<b>Independent Examiner</b>	Simon Prys-Roberts FCCA PRWS (Bristol) Limited 11 Alma Vale Road Clifton Bristol BS8 2HI

# North Bristol Foodbank

## Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2018.

### Structure, Governance & Management

#### Charity Document

The North Bristol Foodbank charity was started on 4 June 2014 and the trust deed was registered on 17 June 2014

#### Method of Appointment or Election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

#### Organisational Structure and Decision Making

The organisation and running of North Bristol Foodbank is the responsibility of the Trustees. The Trustees employ a foodbank manager (line managed by chair of trustees) and warehouse supervisor (line managed by foodbank manager) on a part time basis.

North Bristol is heavily reliant on large number of volunteers who assist with running of different aspects of the foodbank.

#### Charity Objectives

The relief and prevention of poverty in the North Bristol area for the benefit of the public by working with a network of care professionals to provide food parcels, items and related services including support and advice to any in need and delivering such services within a Christian ethos.

#### Aims of the Charity

Our foodbank is part of The Trussell Trust's network of 428 foodbanks, working to tackle food poverty and hunger in our local communities, as well as across the UK. Our aims are to alleviate poverty through provision of foodbank parcels to those in crisis. All clients are referred to us from care professionals working longer term with them. We also aim to signpost foodbank clients to other support and services available to help with immediate resolutions or long term solutions. Anyone in need can be referred to the foodbank.

#### Charitable Activities

North Bristol Foodbank exists to provide short term emergency food to an individual or family in crisis while a long term strategy is developed. Normally, enough food for 3 days (one voucher) should be sufficient to cover the immediate crisis, while the normal support agencies arrange to meet the client's needs. In the event that it takes a little longer then up to 3 more vouchers may be issued without further reference to the Foodbank Office. If the crisis is still not resolved (or re-occurs) we are happy for the distributor to contact us to discuss extension of cover for a longer period whilst problems are resolved.

North Bristol Foodbank primarily serves clients in Horfield, Lockleaze, Filton, Southmead, Patchway and Bradley Stoke areas of Bristol. There are also Trussell Trust foodbanks based in East Bristol and Bristol North West.

#### Provision of emergency food

- The foodbank has been established to provide short term, emergency food to individuals and families in crisis.
- Our food parcels include cereal, milk, fruit juice, soup, pasta, meat, fish, vegetables and pudding, providing balanced and nutritional meals for a minimum of three days. The quantity of food given is dependent upon the number of adults and children in the family.

# North Bristol Foodbank

## Trustees' Report

- Clients are consulted on their basic dietary requirements e.g. vegetarian, gluten free, baby food etc. Outside of these requirements, our parcels are prepared according to nutritional recommendations from the Trussell Trust (in consultation with dieticians) and according to our stock levels. We are unable to offer bespoke orders to individual clients.
- Food is donated by churches, individuals, companies, community groups or charities and by the public through collection days outside the major supermarkets in our local area. This is a project that involves the whole community! Currently, we have collection points at 3 major supermarkets in North Bristol where our volunteers pick up the food on a weekly basis.
- There is no charge for the food, but it is given on the understanding that it is not resold.

### Referral process for foodbank client

- Due to the nature of their work, we feel that our referral agencies (eg. GPs, health visitors, debt advice agencies, family support workers, community workers, social workers, citizen advice bureau, etc) are well placed to identify people in a genuine crisis, using their professional judgement.
- Registered referral agencies will hold a supply of red vouchers which can be issued directly to an individual or family that are assessed to be in a financial crisis leaving them with insufficient means to buy food.
- On receipt of a red voucher, the client should take it to their nearest foodbank centre - opening times and location(s) are listed on the voucher or our website.
- Volunteers at the foodbank outlets will then exchange the voucher for a 3 day food parcel which the client can carry away in supermarket-branded carrier bags, giving them a degree of anonymity. Our online database (provided and managed by Trussell Trust) is used to log names and addresses of the individual or family to safeguard against abuse of the foodbank process.
- In addition to giving food, foodbank outlet volunteers also offer a free cup of tea/coffee, a friendly chat and 'help in finding help' by directing clients toward further support services such as debt counsellors, advocacy, etc. In providing this 'signposting', we are happy to feedback to referring agency any assistance or advice we have provided within the bounds of client confidentiality. Each member of the foodbank outlet team has signed the foodbank's Confidentiality Agreement.

### Foodbank Volunteers

Our paid staff (foodbank manager and warehouse supervisor) manage teams of volunteers who sort and date donated food, and who work in the individual foodbank outlets.

## Achievements & Performance

### Overview

This year has once again been a busy and challenging year at North Bristol Foodbank with providing the services that we do on a weekly basis alongside staffing changes and increased demand of the use of the foodbank. This report will show the significant public benefit of the North Bristol Foodbank with all the work that it is doing and in partnership with many other organisations to meet the real need of food poverty across North Bristol.

This need has been met by increased food donations and financial giving from supporters, churches, businesses and one-off income from other sources.

# North Bristol Foodbank

## Trustees' Report

Currently, we have 4 outlets where clients can pick up foodbank parcels. These are running for 2 hour sessions per week at the Greenway Centre in Southmead, Revive Charity shop in Filton, St James Church in Lockleaze and Ebenezer Church in Horfield. Towards the end of the year, we have been in discussion with a new outlet in Patchway at St Chad's Church which we hope to open soon. Between 1st April 2017 and 31st March 2018, 4152 three day emergency food supplies were provided to local people in crisis by North Bristol Foodbank, compared to 3740 in the previous year. This is an increase of 11%. Of this number, 1664 went to children. The main reasons for the local increase is due to people struggling with continued issues with benefit payments and low paid work. Our statistics at the end of this report will show more details.

During this year, we have also continued to raise the profile of the foodbank and issues around food poverty in local news and on social media.

Finally, towards the end of this financial year, our foodbank manager has been working on preparation towards the changes of GDPR being introduced, so that we are fully compliant.

### Staffing

During this financial year, we had a couple of staffing changes. Kate Lees finished her role as our first part time warehouse supervisor as she was leaving Bristol. We were grateful for all the systems and structure that she brought into place for our storage facility. We recruited Gail Chandler as her replacement who started in July and continued to build on where Kate left off.

Our foodbank manager, Jon Dobson, finished his role as manager due to a move to Liverpool in December 2017. He was replaced by Matt Dobson who was shortlisted and interviewed for the role during the Autumn term. There was a handover of just over one month which enabled Jon to pass on a lot of knowledge and experience in our busiest time of the year.

### Food Donations and Storage.

We continue to be grateful for the rent-free storage facility provided at the old Sea Mills Children Centre for the food that has been donated to the foodbank. Towards the end of the financial year, we were informed that this location would not be available and we have had the support again from Bristol City Council (who owned this property) to finding an alternate solution and we will be moving into Romney House in Lockleaze on 11 April 2018. Plans made for the logistics of this move.

During this financial year we have received 53658.6kg of donated food and other items. The breakdown of the donations here –

Event	Weight (Kg)
Christmas	3930.50 (7.33%)
Easter	6.00 (0.01%)
Harvest Festival	5347.20 (9.97%)
Normal	4025.72 (76.46%)
Supermarkets	3349.20 (6.24%)
<b>Totals</b>	<b>53658.60</b>

The amount of food that was given out was 47724.8kg. This is through our foodbank outlets to clients but also has been to support other foodbanks across the city who were in need of extra items at different points during this year.

We have permanent collection points at Sainsbury Filton, Tesco Golden Hill and Waitrose Henleaze supermarkets which are collected from each week as well as a number of locations in local shops, schools, charities, businesses and churches. We continue to be amazingly encouraged by the support of the local communities in North Bristol.

We also had the opportunity to do assemblies and foodbank collections in 24 North Bristol primary and secondary schools during the Harvest season. We had 3,479kg of food items donated through the Harvest collections.

# North Bristol Foodbank

## Trustees' Report

### Volunteers and Training

We have a constant flow of volunteers who are involved on a regular basis in warehouse, outlets and supermarket collections. They are all appropriately trained. On a regular basis, we have had between 80-100 volunteers on a weekly basis.

During this year, we have provided Everyday First Aid training and Mental Health training sessions which were well attended and helpful for volunteers. We intend to keep up the momentum with these events. This includes providing training around signposting – Trussell Trust are soon to be releasing some training materials on basic signposting, which could be used. Also, some volunteers suggested some training around particular needs for clients from ethnic minorities, e.g. communicating well and providing appropriate food.

### More than Food

We are continuing to promote CAP Money Courses at the Horfield outlet, which are organised by our local partners, Ebenezer Church.

The 'Eat Well Spend Less' cooking course has been designed by the Trussell Trust to help people on low incomes eat well and also tackles issues such as food safety, budgeting, nutrition and shopping habits. Each week the group got to grips with two recipes (one savoury and one sweet) with discussions and activities based on that week's theme. We have just finished our second Eat Well Spend Less cooking course - 7 attendees and 5 that completed on the first course, 4 attended and 3 completed on the second course. It was great to see some dedicated volunteers lead these courses.

We are also in an Energy bank pilot offering support with saving money on bills, looking at energy efficiency and dealing with utilities debts. A few of our volunteers have been trained in supporting clients with this 'more than food' initiatives. We have also been working on partnerships around holiday hunger which is a growing concern about how families with children on 'free school meals' struggle hugely during the school holidays. A 'Make Lunch' holiday club is going to be starting in Lockleaze this summer and we are looking at how we can support with some food.

Finally, volunteers from Merlin Housing, Co-op and other local volunteers helped us make 160 Christmas hampers for local families referred to us who needed extra support over Christmas.

### 5k Partnership

5K Partnership exists to help partner organisations fight food poverty across the city of Bristol more effectively. North Bristol Foodbank is one of the organisations at the heart of this partnership and by working together we can develop a cost-effective and co-ordinated approach to supporting people in need. During this year, we received a donation that was passed on to us by 5k Partnership. A new citywide initiative called Feeding Bristol is being launched soon which will bring together many projects and stakeholders who are working in the area of food poverty – we will see how that develops and will continue to build on where 5k Partnership has been but also links with Bristol City Council and other organisations around wider poverty issues. South Bristol independent foodbanks are discussing whether to join the Trussell Trust to try and sure up donations. We are still providing a number of these independent foodbanks with some surplus food, which has helped build good relationships in that part of the city.

## North Bristol Foodbank

### Statement of Trustees' Responsibilities


The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the 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 the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and 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 business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees 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.

Approved by the trustees of the charity on 24 May 2019 and signed on its behalf by:



Stewart North  
Trustee



## North Bristol Foodbank

### Independent Examiner's Report to the trustees of North Bristol Foodbank

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2018 which are set out on pages 8 to 14.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of North Bristol Foodbank you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the North Bristol Foodbank's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of North Bristol Foodbank as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....  
Simon Prys-Roberts  
PRWS (Bristol) Limited  
ACCA

11 Alma Vale Road  
Clifton  
Bristol  
BS8 2H1

24 May 2019

## North Bristol Foodbank

### Statement of Financial Activities for the Year Ended 31 March 2018

	Note	Unrestricted funds £	Total 2018 £
<b>Income and Endowments from:</b>			
Donations and legacies		127,892	127,892
<b>Expenditure on:</b>			
Charitable activities	3	(111,744)	(111,744)
Total expenditure		(111,744)	(111,744)
Net movement in funds		16,148	16,148
<b>Reconciliation of funds</b>			
Total funds brought forward		21,336	21,336
Total funds carried forward	11	37,484	37,484
	Note	Unrestricted funds £	Total 2017 £
<b>Income and Endowments from:</b>			
Donations and legacies		24,698	24,698
<b>Expenditure on:</b>			
Charitable activities		(26,546)	(26,546)
Other expenditure		(589)	(589)
Total expenditure		(27,135)	(27,135)
Net movement in funds		(2,437)	(2,437)
<b>Reconciliation of funds</b>			
Total funds brought forward		23,774	23,774
Total funds carried forward	11	21,337	21,337


All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2017 is shown in note 14.

**North Bristol Foodbank**  
**(Registration number: 1129106)**  
**Balance Sheet as at 31 March 2018**

	Note	2018 £	2017 £
<b>Current assets</b>			
Stocks	8	10,384	-
Debtors	9	396	-
Cash at bank and in hand		<u>27,620</u>	<u>21,336</u>
		38,400	21,336
<b>Creditors: Amounts falling due within one year</b>	10	<u>(916)</u>	-
Net assets		<u>37,484</u>	<u>21,336</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>37,484</u>	<u>21,336</u>
<b>Total funds</b>	11	<u>37,484</u>	<u>21,336</u>

The financial statements on pages 8 to 14 were approved by the trustees, and authorised for issue on 24 May 2019 and signed on their behalf by:

  
 .....  
 Stewart North  
 Trustee

# North Bristol Foodbank

## Notes to the Financial Statements for the Year Ended 31 March 2018

### 1 Accounting policies

#### Statement of compliance

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 the Charities Act 2011.

#### Basis of preparation

North Bristol Foodbank 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 notes.

#### Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured. Donations of food are valued by weight at average retail cost per kg

#### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

## North Bristol Foodbank

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Office equipment	25% of cost per year on a straight line basis
Motor vehicles	25% of cost per year on a straight line basis

#### Stock

Stocks of food are valued by weight at average retail cost per kilogram, unless this is greater than net realisable value. Cost is determined using the first-in, first-out (FIFO).

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

## 2 Income from donations and legacies

	Unrestricted funds	Total 2018	Total 2017
	General £	£	£
Donations and legacies;			
Donations from companies, trusts and similar proceeds	126,467	126,467	23,376
Gift aid reclaimed	1,425	1,425	1,322
	<u>127,892</u>	<u>127,892</u>	<u>24,698</u>

## North Bristol Foodbank

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 3 Expenditure on raising funds

#### 4 Expenditure on charitable activities

	Unrestricted funds	Total 2018	Total 2017
Note	General £	£	£
Food distribution	83,518	83,518	-
Staff costs	23,051	23,051	20,898
Allocated support costs	4,275	4,275	5,648
Governance costs	900	900	-
	111,744	111,744	26,546

£110,844 (2017 - £Nil) of the above expenditure was attributable to unrestricted funds and £Nil (2017 - £Nil) to restricted funds.

#### 4 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 5 Staff costs

The aggregate payroll costs were as follows:

	2018 £	2017 £
<b>Staff costs during the year were:</b>		
Wages and salaries	22,994	20,898
Pension costs	57	-
	23,051	20,898

No employee received emoluments of more than £60,000 during the year

#### 6 Independent examiner's remuneration

	2018 £
Examination of the financial statements	900

## North Bristol Foodbank

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 7 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 8 Stock

	2018 £
Stocks	10,384

#### 9 Debtors

	2018 £
Prepayments	396

#### 10 Creditors: amounts falling due within one year

	2018 £
Pension scheme creditor	16
Accruals	900
	916

#### 11 Funds

	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Balance at 31 March 2018 £
<b>Unrestricted funds</b>				
<i>General</i>				
General fund	21,336	127,892	(111,744)	37,484
	Balance at 1 April 2016 £	Incoming resources £	Resources expended £	Balance at 31 March 2017 £
<b>Unrestricted funds</b>				
<i>General</i>				
General fund	23,774	24,698	(27,136)	21,336
	23,774	24,698	(27,136)	21,336

#### 12 Related party transactions

There were no related party transactions in the year.

## North Bristol Foodbank

### Statement of Financial Activities by fund for the Year Ended 31 March 2018

	Total Unrestricted funds 2018 £	Unrestricted funds 2017 £
<b>Income and Endowments from:</b>		
Donations and legacies	127,892	24,698
Total income	127,892	24,698
<b>Expenditure on:</b>		
Charitable activities	(111,744)	(26,546)
Other expenditure	-	(589)
Total expenditure	(111,744)	(27,135)
Net income/(expenditure)	16,148	(2,437)
Net movement in funds	16,148	(2,437)
<b>Reconciliation of funds</b>		
Total funds brought forward	21,336	23,774
Total funds carried forward	37,484	21,337



## North Bristol Foodbank

### Detailed Statement of Financial Activities for the Year Ended 31 March 2018

	Total 2018 £	Total 2017 £
<b>Income and Endowments from:</b>		
Donations and legacies (analysed below)	127,892	24,698
Total income	<u>127,892</u>	<u>24,698</u>
<b>Expenditure on:</b>		
Charitable activities (analysed below)	(111,744)	(26,546)
Other expenditure (analysed below)	-	(589)
Total expenditure	<u>(111,744)</u>	<u>(27,135)</u>
Net income/(expenditure)	<u>16,148</u>	<u>(2,437)</u>
Net movement in funds	16,148	(2,437)
<b>Reconciliation of funds</b>		
Total funds brought forward	21,336	23,774
Total funds carried forward	<u>37,484</u>	<u>21,337</u>

## North Bristol Foodbank

### Detailed Statement of Financial Activities for the Year Ended 31 March 2018

	Total 2018 £	Total 2017 £
<i>Donations and legacies</i>		
Donations	126,467	23,376
Gift aid	1,425	1,322
	127,892	24,698
<i>Charitable activities</i>		
Value of food given out	(83,518)	-
Wages	(22,994)	(20,898)
Advertising	-	(88)
Accountancy	(541)	(524)
Bank charges	(106)	-
Printing, postage and stationery	(150)	(81)
General expenses	(1,019)	(1,013)
Insurance	(1,188)	(1,598)
Motor expenses	(911)	(1,127)
IT software and consumables	-	(36)
Staff training	-	(66)
Pension costs	(57)	-
Subscriptions	(360)	(1,115)
Accountancy	(900)	-
	(111,744)	(26,546)
<i>Other expenditure</i>		
Depreciation expense	-	(589)
	-	(589)