

Tewkesbury Foodbank

Registered Charity No 1151000

TRUSTEES' ANNUAL REPORT and ACCOUNTS for the Year 1st April 2018 to 31st March 2019

Contents	Page
Trustees' Annual report for the Year and declaration	2-4
Receipts and Payments Accounts	5
Statement of Assets & Liabilities	6-7
Summary of Funds and Notes to the Account	8-9
Independent Examiners Declaration	10-11

Tewkesbury Foodbank

Trustees' Annual Report

Registered Charity No 1151000

Charity's Principal Address 76 Church Street
Tewkesbury
Gloucestershire
GL20 5RX

Trustee Name	Office (if any)	Dates acted if not for the whole year
Carolyn Seaton	Chair	
Wendy Ruffle	Deputy Chair	
Michael Waldron		
Gordon Sandford		
Helen Hill		
Suzanne Grindrod	Treasurer	

w.e.f. 24th July 2018

Independent Examiner of Accounts Mrs Melanie Kisby
Bankers Lloyds Bank 66 Church Street, Tewkesbury
19 High Street Tewkesbury

Structure, Governance and Management

Tewkesbury Foodbank's Trust Deed is dated 23rd January 2013.
The Trust Deed states that there should be a minimum of 5 trustees.
New trustees are appointed by existing trustees.
The charity has a Steering Group, of which all trustees are members who meet on a quarterly basis and jointly with the Team Leaders on a bi-monthly basis.
Tewkesbury Foodbank is affiliated to the Trussell Trust Registered Charity which itself helps administer over 400 Foodbanks in the UK through its network.
We continue to attend the local Financial Inclusion Project, an initiative set up by our local Borough Council five years ago.

We have the following policies/training in place: -

Safeguarding Vulnerable Beneficiaries

Volunteer Management

Health & Safety

First Aid

Manual Handling

The Trustees regularly review the major risks to which the Charity is exposed and has systems established to mitigate those risks. All procedures are reviewed periodically to ensure that they still meet the needs of the organisation.

The trustees give their time voluntarily and receive no remuneration.

Objectives and Activities

Our governing document states *"To provide emergency food aid to people in Tewkesbury and surrounding areas in need, hardship or distress. (Beneficiaries) are referred to us by authorised partner agencies. To supply goods to beneficiaries either directly or through agency partners approved by the Trustees. Goods to include (but not limited to) food, including tinned and dried food to ensure a healthy balanced and nutritious diet sufficient for three days at a time. Also, clothes, furniture and toys. To do anything consistent with the primary purpose of the charity, namely in the last 12 months, including (but not limited to) the provision of signposting and other advisory services."*

All our activities are funded by goodwill donations of food, money and fundraising and we operate entirely on a volunteer basis.

The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The focus of our activities remains on providing three days' worth of food for those in food crisis for whatever reason. Our clients are assessed through one of over eighty independent partner bodies and then referred to us via a voucher system.

During this assessment either at the time or through a subsequent "drop-in" visit, clients will be signposted to relevant agencies. This together with our supplementary offer of also providing fresh food and/or Gas & Electricity top ups now form a very important part of our "More Than Food" ethos and benefits all clients irrespective of their circumstances.

We are grateful to all of our volunteers, past and present, new and established for their ongoing commitment to the Foodbank and the compassion that is shown to our clients. The mixture of time, energy and expertise has enabled us to expand the ways in which we can support our clients.

Achievements and Performance

We are now in our third year at our new premises and this has been made possible by the continuing significant ongoing financial support of a local company who have agreed to continue supporting us for a fourth year.

We continue to review our opening hours after twelve months and we now open for four days a week for a total of twelve hours. We still continue to offer an "out of hours" emergency service ensuring that our clients are not restricted to our opening hours to receive food and support.

During this financial year we have provided emergency food aid through our voucher system to 1511 people (945 adults and 566 children) which is almost a 50% increase on last year which was 1048 people.

We now partner with 84 referral agencies as at 31st March 2019 and whilst not all are active, we are confident that we are able to "touch" all of our local community.

We were able to continue with our Christmas blessings initiative. This year we were able to provide fresh meat vouchers, redeemable at a local butcher, together with vouchers for fresh vegetables and fruit and a parcel of seasonal foods, toiletries etc. Our thanks go to Bookworm Charity Bookshop who have continued to support us and have again provided the funds for the Christmas meat vouchers. In total 113 adults and 129 children were recipients of this initiative; this is a significant increase compared to last year which was a total of around 200.

Our School Holiday Meals Scheme continues to offer support to those in need, identified through our local schools. A total of 65 vouchers were issued, feeding 101 Adults and 165 children. The families received donated eggs, fruit, vegetable and meat vouchers as well as food from Tesco through our Fare share agreement.

Some of the Churches ran School Holiday Clubs and this year we provided them with fresh fruit, fruit juice and cereals as well as purchasing extra food from our Lloyds Grant.

A grant of £2000 was received from Gloucestershire Community Fund "Surviving Winter Campaign" in 2017, with specific criteria, supporting 255 adults and children over the two year period through the cold weather and at other instances of fuel crisis. This meant that they did not have to choose whether to "Eat or

Heat". A total of £2370 was spent of which £1540 was specifically from the grant. We expect a similar amount to be spent in this new financial year.

Trussell Trust have successfully partnered with Asda and have set up a grant programme, providing funds to Foodbanks over a three-year period. Through this grant programme we were able to successfully receive funds to purchase a newer van in January this year. We have already seen a reduction in our fuel costs and ongoing repairs compared to our old van. We were able to return our old van to the Wheels Project, a Charity in Bristol, who kindly donated it to us the year before.

Acquiring this new van prompted us to review our Warehouse and Centre stock layout. A team of volunteers reorganized the warehouse and this layout was mimicked at the Centre. This has resulted in fewer stock transfers from the Warehouse.

We continue to fundraise mainly thanks to the continued support of Tewkesbury Abbey. We ran numerous events in the Touching Souls Tea Room throughout the year.

The Cheltenham Music Festival holds concerts in the Abbey in July and we provide refreshments annually at these events. This provides us with extra income and positive publicity.

FINANCIAL REVIEW

We currently hold funds of £55821 and a Food stock Valued at £9605 and Fixed Assets valued at £ 15857 after depreciation.

Our funds include grants received when funds are designated. Currently £25615 Premises, £1680 Energy, £1605 Mace (butchers), £2160 Woody's (Fruit and Veg), £ 1077 Lloyds, Food Essentials £1748 and Asda £693 (see page 9). A detailed explanation of these funds is on pages 10-11.

The Foodbank is currently dependent on regular Personal and Business donations to sustain our activities. When our major funding contract ends, we will see our income stream reduce by £6000 per year.

Our Premises reserve currently stands at £25615 including £18000 set aside per our reserves policy. This amount represents the funding deficit we expect to see and will replace that income for the next year. This will continue to ensure that we will have financial stability and the means for development of our principal activity.

The level of reserves is reviewed at the Steering Group /Trustee meetings to ensure that the funds are adequate to fulfil our continuing financial obligation.

FUTURE PLANS

We are currently in the process of becoming a "hub" for the Gloucestershire Credit Union. This will involve promoting it to our clients if it is a suitable option for them and assisting them with online application forms. We will not be handling money.

We are now seeing more clients who are currently homeless and now have agreements in place with the Touching Souls Tea Rooms at Tewkesbury Abbey and Priors Park Neighborhood Project who have agreed to provide these clients with a hot meal should the need arise. This is operated through a voucher system.

The Trustees declare that they have approved the trustee's report above.
Signed on behalf of the charity's trustees.

Signature	<i>Caroline Seaton</i>	<i>Helen Hull</i>
Full name	CARRIE SEATON	Helen Hull
Position	Chair of Trustees	Treasurer
Date	29.05.19.	29th May 2019

Receipts and Payments Account

	General funds	Designated funds	Restricted funds	Total funds	Prior year total funds
Receipts					
Donations and legacies	21,697.04	8,983.43	40,183.50	70,863.97	40,925.17
Income from charitable activities	2,271.34			2,271.34	2,223.02
Total receipts	23,968.38	8,983.43	40,183.50	73,135.31	43,148.19
Payments					
Raising funds	402.51			402.51	50.00
Expenditure on charitable activities	9,097.02	9,293.42	31,821.78	50,212.22	33,537.10
Total payments	9,499.53	9,293.42	31,821.78	50,614.73	33,587.10
Surplus for the year	14,468.85	(309.99)	8,361.72	22,520.58	9,561.09
Transfers					
Gross transfers between funds - in					19,698.38
Gross transfers between funds - out					(19,698.38)
Excess of receipts over payments before other gains / losses	14,468.85	(309.99)	8,361.72	22,520.58	9,561.09
Net movement in funds after transfers	14,468.85	(309.99)	8,361.72	22,520.58	9,561.09
Total funds brought forward	13,041.71	32,515.60	13,206.60	58,763.91	49,202.82
Total funds carried forward	27,510.56	32,205.61	21,568.32	81,284.49	58,763.91
Represented by					
Unrestricted					
General fund	27,510.56			27,510.56	13,041.71
Designated					
Fresh Meat Vouchers for Kevin Mace		2,060.00		2,060.00	1,790.00
LLOYDS GRANT		1,077.05		1,077.05	1,602.78
PREMISES		25,615.00		25,615.00	25,495.00
TESCO FOOD FUND		1,748.56		1,748.56	1,951.25
WOODY'S		1,705.00		1,705.00	1,676.57
Restricted					
Asda grant for purchase of MC17EPO			10,282.97	10,282.97	
ENERGY VOUCHERS			1,680.00	1,680.00	2,876.61
Food stock			9,605.35	9,605.35	10,329.99

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Fixed assets - Tangible assets						
VAN -	2,410.00		9,590.00		12,000.00	
window & Door Blinds -	130.50				130.50	174.00
CCTV system -	112.50				112.50	150.00
radio -						22.49
GAZEBO -	835.30				835.30	1,113.74
CENTRE FURNITURE -	630.91				630.91	362.23
fire extinguishers -	106.65				106.65	142.20
desktop computer -	601.86				601.86	802.48
MIRCOWAVE -	22.50				22.50	30.00
SHELVING/RACKING FOR CENTRE -	322.20				322.20	
OFFICE PRINTER -	333.28				333.28	444.37
PROJECTOR -	253.12				253.12	337.50
HT LAPTOP1 -	63.28				63.28	84.37
WEIGHING SCALES -	116.71				116.71	155.62
OFFICE LAPTOP -	139.21				139.21	185.62
SAFEGUARDING TABLET -	105.46				105.46	140.62
FINANCE LAPTOP -	84.37				84.37	112.49
Totals	6,267.85		9,590.00		15,857.85	4,257.73
Current assets - Cash at bank and in hand						
CURRENT ACCOUNT -	369.42	3,839.45	1,327.97		5,536.84	3,625.48
SAVINGS ACCOUNT -	20,654.98	28,347.00	1,000.00		50,001.98	40,036.03
ENERGY VOUCHERS -			45.00		45.00	165.00
PETTY CASH -	218.31	19.16			237.47	349.68
Totals	21,242.71	32,205.61	2,372.97		55,821.29	44,176.19
Current assets - Stocks and work in progress						
FOOD STOCK -			9,605.35		9,605.35	10,329.99
Totals			9,605.35		9,605.35	10,329.99
Grand total	27,510.56	32,205.61	21,568.32		81,284.49	58,763.91

Analysis of receipts and payments

	Unrestricted	Designated	Restricted	Endowment	Total This year	Last year
INCOME AND ENDOWMENTS						
Donations and legacies						
FI1 - FOOD VALUATION			27,452.11		27,452.11	15,591.30
I01 - REGULAR BUSINESS DONATIONS	514.00	6,000.00			6,514.00	6,586.00
I02 - REGULAR PERSONAL DONATIONS	3,651.00	120.00	120.00		3,891.00	3,707.00
I03 - AD HOC BUSINESS DONATIONS	5,771.10		12,278.00		18,049.10	3,646.71
I04 - AD HOC PERSONAL DONATIONS	6,856.79	1,910.18	333.39		9,100.36	4,514.98
I05 - DONATIONS FROM CHARITIES & ORGANISATIONS	2,287.00	870.00			3,157.00	2,909.84
I06 - MONEY COLLECTION BOXES	70.45				70.45	50.58
I07 - DONATION FROM CHURCHES	748.40				748.40	1,888.16
I08 - GIFT AID	1,775.98	83.25			1,859.23	1,195.37
I10 - ENERGY VOUCHER DONATIONS						

I11 - TESCO FOOD TOP					818.45
I12 - JUST GIVING					
I14 - INTEREST	22.32			22.32	16.78
I15 - WOODY'S & MACE					
Total	21,697.04	8,983.43	40,183.50	70,863.97	40,925.17

Income from charitable activities

I09 - FUNDRAISING	2,271.34			2,271.34	2,223.02
I13 - MISCELLANEOUS					
Total	2,271.34			2,271.34	2,223.02
INCOME TOTAL	23,968.38	8,983.43	40,183.50	73,135.31	43,148.19

EXPENDITURE

Raising funds

E05 - JUST GIVING					
E13 - FUNDRAISING	402.51			402.51	50.00
Total	402.51			402.51	50.00

Expenditure on charitable activities

E01 - IT EQUIPMENT	415.78			415.78	835.34
E02 - UTILITIES	1,517.38			1,517.38	1,650.04
E03 - PREMISES, FIXTURES & FITTINGS	1,800.00	6,000.00		7,800.00	8,166.14
E04 - VEHICLE COSTS	837.74		1,995.03	2,832.77	2,362.61
E06 - PUBLICITY & ADVERTISING	364.60			364.60	608.25
E07 - CENTRE SUNDRIES	2,139.50			2,139.50	886.01
E08 - STAFF COSTS	507.98			507.98	22.00
E09 - INSURANCE	344.44			344.44	338.27
E10 - HOLIDAY CLUBS		525.73		525.73	267.80
E11 - ENERGY VOUCHERS			1,650.00	1,650.00	885.00
E12 - TRAINING					337.80
E14 - FRANCHISE FEE	360.00			360.00	360.00
E15 - FOOD TOP UPS (Non-Voucher)		202.69		202.69	994.18
E16 - MISCELLANEOUS	39.98			39.98	173.60
E17 - FOOD EXTRAS		2,565.00		2,565.00	41.00
E18 - PRINTING (In house)	442.20			442.20	471.86
E19 - CLIENT NON- FOOD ESSENTIALS	327.42			327.42	
EF1 - FOOD VALUATION			28,176.75	28,176.75	15,137.20
Total	9,097.02	9,293.42	31,821.78	50,212.22	33,537.10
EXPENDITURE TOTAL	9,499.53	9,293.42	31,821.78	50,614.73	33,587.10
GRAND TOTAL	14,468.85	(309.99)	8,361.72	22,520.58	9,561.09

Tewkesbury Foodbank - 1151000

Fund totals - Details
Selected period: 01 April 2018 to 31 March 2019

Fund	Opening balance	Closing balance
General - General fund		
Unrestricted	13,041	27,510
	13,041	27,510
PREM - PREMISES		
Designated	25,495	25,615
	25,495	25,615
FUEL - ENERGY VOUCHERS		
Restricted	2,876	1,680
	2,876	1,680
MACE - Fresh Meat Vouchers for Kevin Mace		
Designated	1,790	2,060
	1,790	2,060
WOODY'S - WOODY'S		
Designated	1,676	1,705
	1,676	1,705
ASDA - Asda grant for purchase of MC17EPO		
Restricted	—	10,282
	—	10,282
lyd - LLOYD'S GRANT		
Designated	1,602	1,077
	1,602	1,077
TESCO - TESCO FOOD FUND		
Designated	1,951	1,748
	1,951	1,748
FOOD - Food stock		
Restricted	10,329	9,605
	10,329	9,605
Overall totals	58,763	81,284

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2019

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in with the Financial Reporting Standard for Smaller Entities (FRSSE) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1st January 2015.

Tewkesbury Foodbank holds the following funds for specific purposes.

ENERGY (designated)

This fund is specifically for topping up clients' Gas/Electricity key with cash at the local Pay-point outlet. This is actioned by our volunteers and a receipt is obtained by them. Cash is never given to the client so we can ensure that the money is used solely for this purpose.

We continued to spend the grant from Gloucester Community Foundation's Surviving Winter Fund on client's energy needs. A total of £1650 was distributed in this Financial Year to our clients in need. Specific fundraising and donations through the year means that we hold £1680 in this fund.

LLOYDS BANK Community Fund (designated)

This grant was awarded in November 2014 and we continue to use this fund to support School holiday initiatives. The current balance of this fund is £ 1077

FOOD STOCK (restricted)

This is a restricted fund as it represents our food stock movement with a monetary value of £1.75 per KG. This fund shows a slight decrease to reflect the amount of food distributed. The current value of our food stock is £9605.

FOOD ESSENTIALS, WOODY'S (designated) and **MACE** (designated)

The food essentials are funded from top up monies received following our Tesco supermarket collections. We use this fund to purchase food for those with special dietary needs and also to purchase toothpaste, shampoo washing powder etc. to supplement the food we give our clients.

We continue to offer vouchers for Fruit & Vegetables from Woody's, the local greengrocer, and with our local butcher, Kevin Mace.

Any personal or business large donations are normally split between our specific funds to ensure that we can continue to offer this to our clients.

The balances of these funds are **£1748, £2160 and £1605** respectively.

PREMISES (designated)

We have a designated fund for the rent of our current premises. Thanks to the continued extended generous support of a local business, Freedom Technologies, we have an assured income of £500 per month until March 2020 to cover the majority of our rental commitment. Our reserves policy currently includes the designation of £18000 to cover a further three years' worth of rent. Our current balance of this fund is £25615 which includes the reserves.

ASDA VEHICLE GRANT (restricted)

We were successful in our application via Trussell Trust and received a grant of £14119 to purchase a replacement van. We also received extra funds to cover Road Tax, Insurance, Signwriting and one year's servicing and breakdown cover. There is £693 remaining in this fund.



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity name
TENKESBURY FOOD BANK

On accounts for the year
ended

31/03/2019

Charity no
(if any)

1151000

Set out on pages

(number of pages)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2019**.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent
examiner's statement

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

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

M. Elsbey

Date:

28/5/19

Name:

MELANIE ELIZABETH KISBY

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

CMIIA (Retired)

Address:

**66, CHURCH STREET
TENKESBURY
GLOS GL20 5RZ**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.