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Hertford & District Foodbank

Annual Report and Accounts

Year Ended 31st March 2019

Charity Number 1157028

Hertford & District Foodbank

Trustees Report

Year Ended 31st March 2019

Trustees

Trustees serving throughout the period and since the year end are:

Trustees

Reverend Andrew Clark (Chair) (Appointed 1 January 2019)
Reverend David Keith Bradburn (resigned 31 December 2018)
Mrs Maureen Barbara Askew (resigned 5 September 2018)
Mrs Janet Linda Bird
Mrs Cheryl Noreen Jackson
Mrs Frances Jean Spence
Mr Howard Charles Ward

Structure, Governance and Management

Hertford & District Foodbank is constituted as a Charitable Incorporated Organisation ("CIO") and became a registered charity (number 1157028) on 13th May 2014.

The powers of appointment or removal of Trustees rests with the CIO. New Trustees are appointed for 3 years (renewable) and are primarily selected from the members of local churches. On being appointed, new Trustees spend time with the existing Trustees to ensure they understand the responsibilities and the legal and financial framework in which the Foodbank operates.

Hertford & District Foodbank is a member of the Trussell Trust Foodbank Network which works in partnership with local churches and organisations to bring foodbanks to communities across the UK

Objectives and Activities

The Foodbank's objective is to distribute food and consumables to people from Hertford and the surrounding district in short term financial need.

Food is donated

All food given out by foodbanks is donated. Often this is from schools, churches, businesses, individuals, or through supermarket collections. Supermarket collections help foodbanks engage the public. Foodbank volunteers offer shoppers a 'foodbank shopping list' and ask them to buy an extra item with their shop. This food is then handed to volunteers waiting beyond the checkout who pack it before it is taken to the foodbank warehouse for further sorting and storage.

Food is sorted and stored

At the warehouse, volunteers weigh and sort the donated food according to type and 'best before date'. They also check it is undamaged and suitable for use before packing it into boxes for storage.

Frontline professionals identify people in need

Professionals from statutory and voluntary organisations such as doctors, health visitors, social workers, Citizens Advice Bureau staff, welfare officers, the police and probation officers, identify people in crisis and issue them with a foodbank voucher.

Clients receive emergency food

Clients bring their voucher to a foodbank centre where it can be exchanged for three days' supply of emergency food. The list of foods in each parcel has been designed by dieticians to provide recipients with nutritionally balanced food.

Clients are signposted to further support

Whilst their food is being packed, Foodbank volunteers will sit and chat with clients over a cup of tea. This enables them to hear their stories and signpost them to agencies who can offer additional help and begin to resolve any underlying problems.

Achievements and Performance

During the period we received donated food totalling 17,400 kgs, (at a value of £30,450) and issued emergency food to 1636 people (17% more than last year).

The Foodbank operates entirely with volunteers which at 31st March numbered over 50. The Trustees acknowledge the huge contribution to the work of the Charity made by the volunteers.

During the year we distributed £500 (2018 £500) in emergency energy grants.

Financial Review

The Foodbank had a Surplus of £589 in the period, bringing total funds to £16,698 of which £5,804 is represented by food stocks at 31st March 2019 and £10,894 in cash funds.

Food to the value of £30,515 (2018 £28,488) was distributed.

Cash income of £7,290 was from donations of money. Cash expenditure was £6,974 comprising primarily food purchased of £991, a contribution of £2,300 to the United Reformed Church which houses the Foodbank (including £1,000 towards refurbishment of the Foodbank space), warehouse materials of £588, insurance premium of £401, £360 donation to the Trussell Trust which provides, inter alia training, an operating manual, ongoing support and an online stock control system. In addition, £500 top up for energy grants and a grant of £1,000 to provide food for Christmas Alone, were both provided from general funds.

Public Benefit

In planning its activities, the Trustees have given regard to the Charity Commission's Public Benefit guidance.

 Chair of trustees

20 May 2019

HERTFORD & DISTRICT FOODBANK

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HERTFORD & DISTRICT FOODBANK FOR THE YEAR ENDED 31 MARCH 2019

I report on the accounts of the charity for the year ended 31 March 2019 which are set out on the following 5 pages

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with 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 statement 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 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.



Philip Coleman

9th June 2019

Hertford & District Foodbank

Statement of Financial Activities

Period Ended 31st March 2019

	Notes	Un- restricted funds £	Restricted funds £	Total funds 2019 £	Total funds 2018 £
Incoming resources					
Incoming resources from generated funds					
. Voluntary income	1	37,241	500	37,741	39,823
Incoming resources from charitable activities	2	337	-	337	-
Total incoming resources		<u>37,578</u>	<u>500</u>	38,078	39,823
Resources expended					
Charitable activities	3	36,988	500	37,488	38,259
		<u>36,989</u>	<u>500</u>	37,489	38,259
Transfers between funds		<u>(500)</u>	<u>500</u>	=	=
Net incoming resources		89	500	589	1,564
Funds at the start of the year		16,109	-	16,109	14,545
Funds at the end of the year		<u>16,198</u>	<u>500</u>	16,698	16,109

Hertford & District Foodbank

Balance Sheet

At 31st March 2019

	Notes	2019 £	2019 £	2018 £	2018 £
Current assets					
Stock	5	5,804		5,869	
Cash at bank and in hand	6	<u>10,894</u>		<u>10,240</u>	
			<u>16,698</u>		<u>16,109</u>
Total net assets			<u>16,698</u>		<u>16,109</u>
Represented by:					
Funds and reserves					
Restricted funds			500		-
Unrestricted funds			<u>16,198</u>		<u>16,109</u>
			<u>16,698</u>		<u>16,109</u>

Approved on 20th May 2019-

.....Chair of trustees

.....Treasurer

Principal Accounting Policies

Basis of accounting

The financial statements have been prepared on a Receipts and Payments basis including stock donated and issued.

Incoming resources

All income is credited to the statement of financial activities on a received basis.

Donations are credited to the statement of financial activities in the year in which they are received as receipt is the earliest point at which entitlement is considered certain.

Restricted grants and awards are included once the amount is reasonably certain to be received. The income is matched to the period of expenditure for grants extending beyond the financial year.

Resources expended and the basis of apportioning costs

Expenditure is charged to the statement of financial activities on an actual basis.

Governance costs are negligible and no separate cost has been identified.

Fund accounting

The Restricted Funds are monies raised for, and their use restricted to, a specific purpose, or donations subject to donor-imposed condition.

The General Fund represents unrestricted and undesignated monies used to fund working capital and which the organisation may use in furtherance of the charity's objectives.

1 Voluntary income

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Donations in money	6,790		6,790	5,071
Donations in kind - food	30,450		30,450	34,752
Interest	1		1	-
Energy grants	-	500	500	-
	<u>37,241</u>	<u>500</u>	<u>37,741</u>	<u>39,823</u>

2 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Fundraising	337	-	337	-
	-	-	-	-
	<u>337</u>	<u>-</u>	<u>-</u>	<u>-</u>

3 Cost of charitable activities

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Premises – contributions to URC	2,300		2,300	1,300
Hoddesdon storage fees	210		210	-
Donation to Trussell Trust	360		360	360
Warehouse materials	588		588	411
Administration and general	624		624	406
Food purchased	991		991	583
Food issued	26,933		26,933	28,488
Food donated to other centres	3,582		3,582	5,906
Energy grants	-	500	500	500
Grant for food at Christmas Alone	1,000		1,000	
Insurance	401		401	305
	<u>36,989</u>	<u>500</u>	<u>37,489</u>	<u>38,259</u>

4 Staff costs

	2019 £	2018 £
Staff costs during the year were as follows:		
Wages and salaries	0	0
Social security costs	0	0
Total staff costs	<u>0</u>	<u>0</u>

It has not been possible to quantify the monetary value of the services of approximately 50 volunteers who give their time freely, providing a wide range of support to the charity.

There were no employees during the period.

5 Stock

	2019 £	2018 £
Food	5,804	5,869
	<u>5,804</u>	<u>5,869</u>

6 Cash at bank and in hand

	2019 £	2018 £
Bank account	10,718	10,004
Petty cash	176	236
	<u>10,894</u>	<u>10,240</u>