

# Annual Report & Accounts

For the year ending 31<sup>st</sup> October  
2018



## FOREWORD BY THE CHAIR OF TRUSTEES:

The past 12 months have been a time of change and growth, as you'll see from this report. We are blessed to have so many faithful supporters who give time through volunteering, food and finances and praise God for His goodness to us in this, and in so many ways. Much of the year has seen us continue with successful partnerships and projects but we have also had the opportunity to start new relationships and services and grow existing provision (see FOOD DISTRIBUTION, SUPPORTERS and VOLUNTEERS), although we are sad that the need for our support is increasing. We have continued to focus on our core work, of course, by providing food to those in Norwich who are in times of crisis, but the additional services and projects complement and support this work and we sincerely thank all those who enable this to happen – both directly within the foodbank and those we work with.

As a Christian charity, we know that prayer is vital to our work so we are clear on the direction God is taking us and seek Him in all that we do. It is heartening to look back over the year and thank God for wisdom in times of difficulty and rejoice in times of happiness and we thank all those who join with us in praying for the team and our work. For Norwich foodbank to be the 'success' it is, requires generosity and help from many people. Without our 180+ volunteers who bring great commitment, enthusiasm and ideas, much of the work done would not be possible, so great thanks is due to them all. We are also extremely grateful for ongoing support in supply of premises and finances from the Henderson Trust, whose generosity means we can continue working from excellent warehouse and office facilities.

We appreciate the support of a great many supermarkets, churches, businesses, schools and individuals who donate and collect tirelessly and thank Secure4Storage and Viking Storage who have both given us extra storage units for free in the past year. All ten of our distribution centres operate out of churches, who kindly give their premises and facilities for free and for this, too, we are extremely grateful. The Trustees greatly appreciate these and many other acts of kindness that help and support Norwich foodbank. The former Canon of Norwich wrote a prayer, specifically for foodbanks, which includes 'we pray that You bless all those who give and receive' and I echo this as chairman.

Mark Fairweather-Tall, on behalf of the Trustees

## RELATIONSHIP WITH TRUSSELL TRUST:

We continue to operate as a media centre for the Trussell Trust, and remain in the top ten foodbanks nationally with regards to the number of people we are feeding and also in terms of the amount of food donated and redistributed. Our Project Manager attended the National Conference in May 2018 and hosted a Norfolk cluster meeting in June.

Norwich foodbank maintains an excellent relationship with neighbouring foodbanks in Norfolk and Suffolk, as well as with the Trussell Trust head office and the Regional Area Manager.

In the period of 1<sup>st</sup> April 2018 - 30<sup>th</sup> September 2018, Trussell Trust foodbanks in Norfolk distributed 9,490 parcels. Within that figure, Norwich foodbank gave 4,302 parcels, 45% of the county's total.



## AREA SERVED:

Norwich foodbank supports local people in crisis, in the Greater Norwich area, covering approximately 479 square miles. During our financial year 2017/18, we continued to operate out of a warehouse, office and 10 distribution centres and maintained links with churches in the Loddon and Poringland areas that hold emergency food parcels for people who need us in those areas, but can't access one of the distribution centres. We have two centres open twice a week (one in the city centre and one in Wymondham) and all other centres are open once a week for between 1-2 hours per session, Monday to Saturday, including one evening session.

Clients are issued a voucher by a care agency or care professional and are expected to attend a centre and exchange the voucher for 3 days of food. The warehouse is open 3 mornings a week where professionals can attend on behalf of their clients and, in emergencies, the Project or Warehouse and Transport Managers may offer to deliver a parcel to an agreed location if the client / care agency are unable to get to a centre. A few of our busiest care partners hold food parcels on their premises to distribute to clients, still using the voucher system.

The foodbank office is staffed by volunteers Monday - Thursday 9am - 1pm and the Project Manager has an on-call mobile which is available 9am - 5pm Monday - Friday, excluding Bank Holidays.

We have helped several people who have been waiting for their first Universal Credit payment - many of whom have had at least a 5-week wait

## CLIENTS

For the financial year ending 31<sup>st</sup> October 2018, Norwich foodbank gave out food parcels to enable 9,617 people (including 2,998 children) to be fed for 3 days each. The overall total is an 3% decrease on the same period 2017. However, the number of children is a 2% increase in the same period, 32% of the total.

With regards to the referral reasons for clients in the Norwich area, 'low income' accounted for 26% of all referrals in our financial year 2017/18 (the same percentage as in 2016/17), benefit delays were 25% of the total (a small decrease), benefit changes were 17% (a small increase) and debt 13% (a small increase).

During our financial year (1<sup>st</sup> November 2017 - 31<sup>st</sup> October 2018) the split of clients helped is as follows:

Age: 0-4 (9%), 5-11 (15%), 12-16 (7%), 17-24 (10%), 25-64 (54%), over 65 (1%), unknown age children (<1%), unknown age adults (<1%)

Following changes with GDPR and at Trussell Trust, we no longer collect ethnicity or employment data.

The size of family helped was as follows: Single (50%), Single parent (15%), Family (19%)

For Norwich foodbank, in a six month period during 2018, 76% of clients were given a food parcel once, 10% twice, 8% three times and 5% more than three times.

Client: 'I felt like a king when I could give my daughter a Christmas pudding ... I really do appreciate the people behind the scenes that make such a difference to people's lives.'



## FOOD COLLECTION

The majority of food received is from public donations through collection points across Greater Norwich. Over 126 tonnes (with an estimated worth of £216,276) came into the warehouse during the financial year 2017/18, a 5% increase on our financial year 2017/18. Donations came from almost 600 different donors including churches, individuals, schools and groups – over 100 more donors than in 2016/17!

During the financial year 2017/18 we took part in three separate supermarket collections, one each at Waitrose, Sainsbury's and Tesco stores, with one cancelled at ASDA due to snow. The collections resulted in a combined total of 1,292kg and just over £700 in cash donations. All these stores also host permanent collection points and, combined, supermarkets generated over 54 tonnes, on top of the above collections during the year. Immediately following the period covered in this report, we are trialling 'priority item' shelf labels in one Sainsbury's store to encourage donations of specific items.

We are extremely grateful to the Trussell Trust and Tesco for the financial top-up we receive, based on donations made.

We continued to receive donations from locally-based business, Brandbank, bringing in over 5 tonnes during the 2017/18 period.

November 2017 saw us run the 'Reverse Advent Calendar' (RAC) campaign for the second time. During December, including RAC donations, over 21 tonnes was received – 17% of the year's total.

Our Warehouse Manager (WM), supported by volunteers, completes a basic monthly stock check, helping us keep track of items needed most. The WM has continued to build a list of supporters, almost 100 contacts – including individuals and representatives of churches and / or groups – and a monthly email is sent, detailing both most and least needed items.

We received several generous donations, including Forrester Financial (below left) and FigBar (below right), who gave a combined total of just over 1 tonne, as well as £300 during the financial year.



## SUPPORTERS:

During the course of our financial year 2017/18, we received food donations from 99 churches, benefices and religious groups, 52 businesses and 59 schools, as well as those from collection points and a large number of private individuals. We have 53 regular financial supporters who have set up either standing orders or direct debit instructions, and our quarterly Prayer and Newsletters go to over 200 people. We have good links with many local churches who support us with donations, gifts and prayer throughout the year.

We are incredibly grateful to all who support us in a number of ways – many groups have taken up offers to have a tour and / or take part in a shift in our warehouse to further their understanding of how we operate and what our needs are, as well encouraging them by seeing what their support enables us to do. This financial year, we have had the opportunity to speak to approximately 11 groups including Women's Institute, Mother's Union, church groups and Scouts, and took part in 10 school assemblies. And on all occasions, we left with at least a car boot full of donations!



## **PARTNERS:**

We have over 350 care partners who can issue vouchers to clients they are working with and 174 issued vouchers within the financial year of 2017/18. Norwich Citizen's Advice, Baseline, City Reach Health Services, Probation, and Age UK Norwich issued the most vouchers in the financial year 2017/18, enabling 2,121 people between them to receive food parcels.

The Trussell Trust initiated an e-referral system for agencies to issue vouchers electronically, which gives them limited access to our data system and agencies can then see how many times the client has previously used the foodbank service and when. We have trialled this with 2 of our referral agencies so far.

All ten of our distribution centres continue to have the ability to issue free bus tickets (on First buses only) to volunteers in order to access the foodbank as well as for clients to get home from foodbank and / or to access appointments such as for health or housing. On several occasions, we have used the tickets for families who have been rehoused following a domestic violence situation and needed to access work or school. During our financial year of 2017/18, bus tickets went to support 286 adults and 46 children, with the majority being given to get home after visiting the foodbank.

We have grown the support offered at our foodbank centres by placing specific volunteers with a 'signposting' role, with the aim of chatting with clients and seeing if there is any other support we can give, including leaflets, phone numbers and referrals to other agencies.

We are pleased to be in partnership with local restaurant Figbar who, from March 2018, have donated £1 from each of their Snickers dessert sold.

## **FOOD DISTRIBUTION**

In our financial year 2017/18, over 124 tonnes went out of our warehouse. Just over 90 tonnes of this was in the form of three-day food parcels and 4.6 tonnes of toiletries and extras went out to our distribution centres. Almost 2 tonnes went to other Norfolk foodbanks and 955kg went to supporting our FISH clubs. The remainder went to other agencies, as explained below.

All 10 of our foodbank distribution centres offer drinks and biscuits to clients on arrival and pet food, toiletries and baby items (nappies, baby food and wipes) are given as appropriate.

Three centres, St Elizabeth's, Oak Grove Community Church and Gateway Vineyard with Alive, offer a free hot meal to all foodbank clients at point of collection. St Elizabeth's run a café at the same time as foodbank, giving the community a place to enjoy a reasonably-priced breakfast, while Oak Grove Community Church is open to all, offering a free meal to both foodbank clients and their local community. Gateway Vineyard with Alive offer a free breakfast to foodbank clients, with the same available to others in the community for 50p.

We have continued to build relationships with community kitchens and groups who provide free or subsidised food to those in need. This has enabled us to donate almost 5 tonnes in the financial year 2017/18 of items that we are unable to use in food parcels due to date, size or quantity, as well as supporting agencies working with a similar client group to our charity

We continue to make use of 'food waste' collected by Norwich FoodHub, with three centres receiving weekly donations. In 2017, we began a new partnership with FareShare who tackle food waste on a national level; three further distribution centres now receive weekly donations through this scheme. A seventh centre also benefits from FareShare donations as the host church has a partnership for various outreach projects, but use items received to complement foodbank parcels.



## PROJECTS

**FISH – Food (and Fun) In School Holidays** was launched in May 2014 providing a free hot meal and free fun activities to low-income families. In 2017/18, six separate clubs took place. One key person – Lisa – piloted and grew the Earlham FISH club from 2013 and helped to expand the provision across Norwich. Following the summer of 2018, she stepped down from her club leader role. We are extremely grateful to her for the time, commitment and support she has given over the last 5 years. We are pleased to report that St Elizabeth's, whose building the FISH club used, took on the club from October half term 2018.

Three of the FISH clubs meet in every school holiday period and a further one in Mousehold came on board immediately following this report. The other clubs meet



in the school summer holidays. All clubs are run by teams of volunteers, funded by grants and supported with donations of food from supermarkets, butchers and individuals and activities from local businesses. This support has enabled us to keep our expenses low and gives us the ability to plan well into the financial year 2018/2019. We are thankful to KPE4 for a grant of £5,000 towards FISH in 2018/19 which helps to give us security as we plan ahead.

**Christmas** – Since 2013, staff at Aviva have provided shoe boxes filled with Christmas presents to pass on to children who would otherwise be going without. In 2017, over 100 boxed presents alongside bags of individual gifts were delivered. The boxes are labelled with the appropriate age range and gifts were distributed to seven different agencies / care partners including children's centres and young people's services, providing gifts to over 150 children and parents. Aviva has committed to supporting us in 2018 and beyond and other businesses and groups have also pledged their support.

## OUTSIDE SUPPORT

We have had several different businesses and groups help out during busy periods, a total of around 22 times during the year, many of whom have supported our work for several years. We have made new links and developed existing relationships with a number of youth groups, including brownies, scouts and school councils – visiting their location to talk about the work of foodbank and inviting them to our warehouse. Harford Manor, which caters for severely disabled children, continued their visits to the warehouse to support their local community, and we hosted a number of groups in our warehouse – all keen to not only help us practically, but also to better understand what we do.

We continue to enjoy positive and longstanding relationships with John Lewis, Waitrose, Asda, Kettles Crisps, GoodGym (pictured right) and Aviva – volunteers from these businesses and groups have supported extra shifts within the warehouse, manned supermarket collections and volunteered at FISH clubs.



Alongside the Christmas support from Aviva (see PROJECTS), in December 2017, we also received donations from Norwich FarmShare (a collective growing scheme, pictured below) to contribute towards 10 Christmas dinner packages, that we passed on to families in need. Donations from Archers butchers of fresh chickens and items from the foodbank also contributed to these parcels, for which we are very grateful.





### CHANGES AND CHALLENGES:

In our 2016/17 report, we highlighted concerns that other local and national foodbanks had seen an increase in referrals due to Universal Credit (UC) and Norwich would start to see UC claims and potential associated issues (for example the initial 5 week wait before a claim is paid) from mid-October 2018. In the period following this report, referrals have increased and referral agencies state that UC is, in many cases, the reason.

After 4 years employed which followed 1 year as a volunteer, our Warehouse and Transport Manager, Pat (below left), retired from his role, but happily agreed to continue as a volunteer, coordinating the charity's transport needs. The Trustees and Project Manager are very grateful to Pat for his commitment to charity and for the care and attention he showed the volunteers, clients and supporters he came into contact with. In June 2018, Keith (below right) was employed as Warehouse Manager, joining us from Sainsbury's. He has fitted into the team well and we are grateful to the warehouse volunteers and to Pat who have helped in the initial period.



### WEBSITE AND SOCIAL MEDIA:

We continue to receive positive feedback and engagement on our social media content and, to date, have over 2,200 followers each on Facebook and Twitter and over 600 followers on Instagram. We continue to run our website as part of 'Network Norfolk' and this includes at least one article each month appearing on their front page. We are very grateful to Keith Morris and his team at Network Norfolk for their support with our website.

### VOLUNTEERS:

During our financial year 2017/18, we were supported by approximately 180 volunteers. Around 70% of these are utilised in covering 3 shifts in our warehouse, 13 weekly sessions in our distribution centres and covering the equivalent of 4 days in our office. The remainder support us on an ad hoc basis, including at supermarket collections and one-off events.

We held a volunteer celebration evening in June 2018, and around 80 people attended, from across all areas of the charity. We were delighted to receive a very timely donation from Lindt, which meant all attendees received chocolate gifts, as well as a two-course dinner, paid for by the charity and supplied by The Feed, a local social enterprise, as a token of our appreciation for their hard work and commitment throughout the year. The Project Manager gave a brief, informal report on the year.





## LOOKING FORWARD

We are amongst the first to say we would love to see the need for foodbank's end, but, with the numbers we are currently supporting, it seems unlikely that this will happen within the next few years. For this reason, we will continue to serve those in need in Greater Norwich with food parcels, as well as looking to other options and services to enable people to move out of their crisis as quickly, smoothly and easily as possible.

As explained in 'PARTNERS', we will continue to look at other ways of supporting those who come to us for practical, emergency help. We expect this to increase following Universal Credit rolling out to Norwich in October 2018 (see CHANGES and CHALLENGES)

In our 2016/17 report, we shared the notion of a Fuel Bank, to support clients with an emergency gas / electric payment, through a separate voucher system alongside the foodbank vouchers. Funding was requested and received from Norfolk Community Foundation and in November 2017, the project began, running to 31<sup>st</sup> March 2018.

Along with foodbanks across the country, we received a donation of Jack Monroe's cookbook called 'Cooking on a Bootstrap' – budget friendly, simple recipes, many of which use tinned and / or long life ingredients, so very appropriate to the foodbank. With permission, we created recipe kits with all the items needed and the recipe instructions to pass on to clients alongside their foodbank parcels. This is being trialled in our busiest centre in the period immediately following this report.



## Financial Statements 31st October 2018

### BALANCE SHEET as at 31<sup>st</sup> October 2018

		Total funds	
		Notes This Year £	Last Year £
<b>Current Assets</b>			
HSBC current account	8	3,909	2,483
HSBC instant access deposit	8	22,818	19,731
HSBC 6 month deposit bond	8	20,000	20,000
Voluntary Norfolk Float	8	3,140	3,140
<b>Total current assets</b>		<b>49,867</b>	<b>45,354</b>
Representing:			
<b>Total unrestricted funds</b>		<b>39,637</b>	<b>32,044</b>
<b>Total restricted funds</b>		<b>10,230</b>	<b>13,310</b>
Restricted funds at 31 <sup>st</sup> October 2018:			
Norfolk Community Foundation (fuel poverty)			3,000
FISH (various, less expended)		10,230	5,310
Geoffrey Watling (office expenses)			5,000
<b>Balance remaining at 31<sup>st</sup> October</b>		<b>£10,230</b>	<b>13,310</b>

There were no outstanding debtors or creditors at this date.



**Statement of Financial Activities (including Receipts and Payments Account) for the year ending 31<sup>st</sup> October 2018**

Total unrestricted and restricted funds			
	Notes	This Year	Last Year
<b>Incoming Resources</b>			
Church and School Donations	3	2,864	8,144
Grants	9	26,912	14,158
CAF grants and donations	9	1,281	10,587
Corporate Donations	9	3,032	3,040
Investment income	4	87	58
Cash gifts	3	4,249	5,228
Christmas card sales	3	809	1,059
Gift Aided donations	3	12,906	9,102
Internet giving	3	5,616	6,467
Tesco Top Up from Trussell Trust	9	3,959	3,892
Gift aid rebate	3	1,601	-
Fundraising and events	3	1,908	1,229
Other	3	65,224	2,299
<b>Total incoming resources</b>		<b>65,224</b>	<b>65,263</b>
<b>Resources expended</b>			
Charitable activities	6	60,711	54,731
<b>Net surplus (deficit) for the period</b>		<b>4,513</b>	<b>10,532</b>
<b>Fund brought forward from 2017</b>		<b>45,354</b>	<b>34,822</b>
<b>Fund carried forward at end of year</b>		<b>49,867</b>	<b>45,354</b>
Represented by:			
HSBC current account	8	3,909	2,483
HSBC instant access deposit	8	22,818	19,731
HSBC 6 month deposit bond	8	20,000	20,000
Voluntary Norfolk Float	8	3,140	3,140

**Notes to the accounts**

**1. Accounting Policies**

In preparing the accounts the following accounting policies have been complied with:

- The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities: Statement of Recommended Practice' published in March 2005 and applicable accounting standards and of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller entities (April 2008)
- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity
- All incoming resources are included in the statement of financial activities as they are received
  - Income received by way of grants is included when received
  - Future grants conditional on the delivery of specific performance by the charity are noted in the Trustees' report
  - Donated services, facilities and services provided by volunteers are not included in this financial statement
  - Investment income is included when received
- Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates
  - There are no costs associated with generating funds
  - Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them
  - All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are apportioned on an appropriate basis as set out in the notes

<b>3 Voluntary Income:</b>	<b>Year to 31<sup>st</sup> October 2018</b>	<b>Previous Year</b>
	£	£
Cash donations	4,249	5,228
Donations from Churches	2,864	7,395
Personal donations	12,906	9,102
School donations		750
Christmas card sales	809	1,050
Local Giving & BT website	6,897	6,467
Fundraising events		1,229
Other public donations	1,908	2,299
<b>Total</b>	<b>29,633</b>	<b>33,520</b>

<b>4 Interest income</b>	£	£
HSBC deposit acct	87	58

#### 5 Food Donations

Donations of food given without charge to the charity have been measured by weight and have an estimated monetary value of £269,583 (2017: £193,003) being 154,105kg (2017: 114,203kg) at a value of £1.75 per kg. Food distributed to beneficiaries had an estimated monetary value of £257,636 (2017: £204,098) being 147,221kg (2017: 120,768kg) at £1.75 per kg. Closing stocks of 23,093kg (2017: 16,209kg) have an estimated value of £40,413 (2017: £27,393).

#### 6 Charitable expenditure

	<b>Support costs</b>	<b>Other direct costs</b>	<b>Total funds</b>	<b>Previous year</b>
	£	£	£	£
<b>Resources expended</b>				
Insurance	496		496	620
Warehouse supplies & pest control		4,205	4,205	1,967
Big Box Storage				356
Office supplies and utilities	1,748		1,748	1,969
Office rent	9,550		9,550	8,805
Audit costs	240		240	(225)
Christmas card printing	396		396	564
Gifts and donations	99		99	93
Car mileage and travel	2,105		2,105	2,019
Other office expenses				982
Advertising (inc website)	659		659	396
Volunteers supper	1,103		1,103	778
Computers and internet		20	20	520
Mobile 'phone	103		103	72
Trussell Trust subscription	360		360	360
Sub to Voluntary Norfolk etc	35		35	144
Distribution centre expenses	682		682	
FISH Club expenses		3,404	3,404	3,121
Fuel Bank payments		2,185	2,185	
Volunteer expenses	225		225	278
Wages paid inc pensions	32,931		32,931	31,554
Other misc	165		165	358
<b>Total:</b>	<b>50,897</b>	<b>9,814</b>	<b>60,711</b>	<b>54,731</b>

#### 2 Taxation

The charity is exempt from taxation on its income and gains where they are applied for charitable purposes. Irrecoverable VAT is included in the cost of goods and services on which it was charged.



## 7 Trustee and employee information

- No trustees received any remuneration or benefits
- There were one part-time and one full-time paid employees during this period
- There were 180 unpaid volunteers during this period

## 8 Balance Sheet

The assets of foodbank are the HSBC bank accounts, a stock of food and a refundable float of £3,140 with Voluntary Norfolk to finance the monthly salary bill. There were no debtors or creditors at 31<sup>st</sup> October 2018. All purchases of equipment and supplies have been immediately expensed and have no residual value. Stocks of food are considered to have no realisable value.

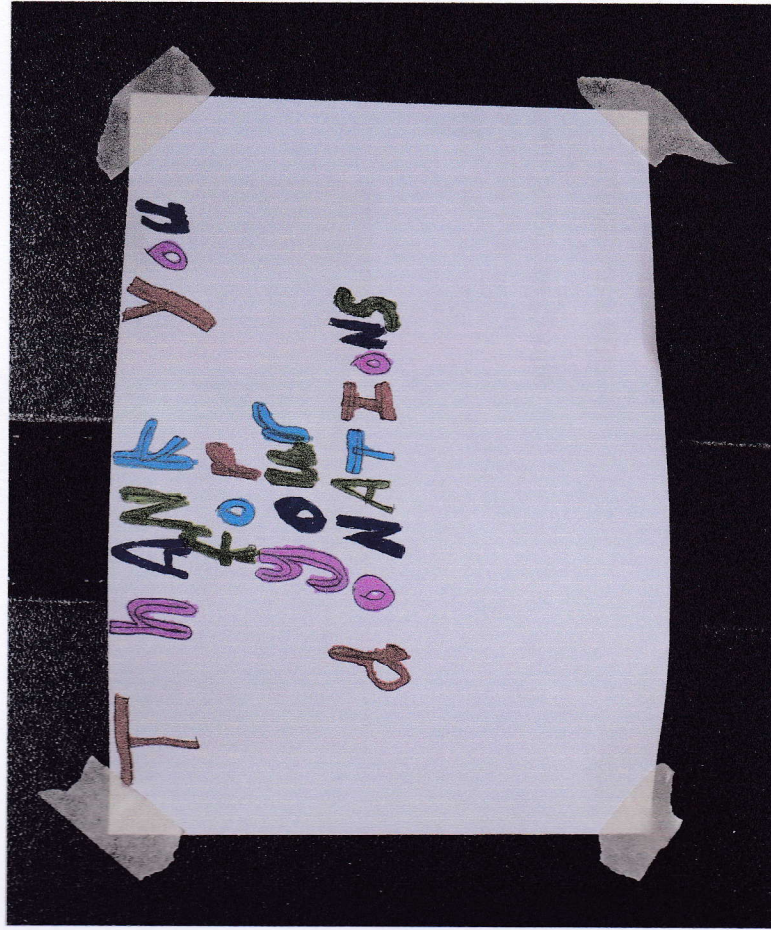
## 9 Grants and Corporate Donations

The following were received:	This Year	Last Year
Henderson Trust (for rent)	14,000	250
Norfolk Consolidated Charities		297
Geoffrey Watling		5,000
Norfolk Community Foundation	1,000	3,300
Refund of unused fuel grant	(736)	
Trussell Trust / Tesco top up	3,959	3,892
Tesco grant for FISH	3,000	
Mendenta Labs		600
Persula (unrestricted)	1,836	
Smithfield Foods		296
Greggs grant for FISH		2,000
Masonic Charitable Trust grant for FISH		2,000
Other grants for FISH		1,310
CAF (anonymous for FISH)	4,969	10,587
John Lewis Department store	420	1,023
Enterprise Holdings	1,000	
Brandbank	805	
Strategy and Policy Consultants		750
Other corporate donations	972	372
<b>Total:</b>	<b>31,225</b>	<b>31,677</b>

The trustees acknowledge their responsibility for preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of the Charity Commissioners and the Registrar of Companies.

The accounts were approved by the trustees on and signed on their behalf by:

Mark Fairweather-Tall, Chair of Trustees







Norwich Foodbank		Charity No (if any)	1143528
Annual accounts for the period			
Period start date	01/11/17	To	Period end date 31-Oct-18

## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £
			F01	F02	F03	F04
<b>Incoming resources (Note 3)</b>						
<b>Incoming resources from generated funds</b>			-	-	-	-
Voluntary income		S01	57,168	-	-	57,168
Activities for generating funds		S02	-	-	-	-
Investment income		S03	87	-	-	87
<b>Incoming resources from charitable activities</b>		S04	-	7,969	-	7,969
<b>Other incoming resources</b>		S05	-	-	-	-
<b>Total incoming resources</b>		S06	57,255	7,969	-	65,224
<b>Resources expended (Notes 4-8)</b>						
<b>Costs of Generating Funds</b>			-	-	-	-
Costs of generating voluntary income		S07	-	-	-	-
Fundraising trading costs		S08	-	-	-	-
Investment management costs		S09	-	-	-	-
<b>Charitable activities</b>		S10	49,662	11,049	-	60,711
<b>Governance costs</b>		S11	-	-	-	-
<b>Other resources expended</b>		S12	-	-	-	-
<b>Total resources expended</b>		S13	49,662	11,049	-	60,711
<b>Net incoming/(outgoing) resources before transfers</b>		S14	7,593	- 3,080	-	4,513
<b>Gross transfers between funds</b>		S15			-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		S16	7,593	- 3,080	-	4,513
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-
<b>Net movement in funds</b>		S19	7,593	- 3,080	-	4,513
<b>Total funds brought forward</b>		S20	28,904	13,310	-	42,214



<b><i>Total funds carried forward</i></b>	S21	36,497	10,230	-	46,727
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# CC17a



Total last  
year  
£

F05

-
65,205
-
58
-
-
65,263

-
-
-
-
54,731
-
-
54,731
10,532
-
10,532

-
-
10,532
31,682



42,214



## Section B Balance sheet

	Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04
<b>Fixed assets</b>					
Tangible assets (Note 9)	B01	-	-	-	-
	B02	-	-	-	-
Investments (Note 10)	B03	-	-	-	-
<b>Total fixed assets</b>	B04	-	-	-	-
<b>Current assets</b>					
Stock and work in progress	B05	-	-	-	-
Debtors (Note 11)	B06	3,140	-	-	3,140
(Short term) investments	B07	-	-	-	-
Cash at bank and in hand	B08	36,497	10,230	-	46,727
<b>Total current assets</b>	B09	39,637	10,230	-	49,867
Creditors: amounts falling due within one year (Note 12)	B10	-	-	-	-
<b>Net current assets/(liabilities)</b>	B11	39,637	10,230	-	49,867
<b>Total assets less current liabilities</b>	B12	39,637	10,230	-	49,867
Creditors: amounts falling due after one year (Note 12)	B13	-	-	-	-
Provisions for liabilities and charges	B14	-	-	-	-
<b>Net assets</b>	B15	39,637	10,230	-	49,867
<b>Funds of the Charity</b>					
Unrestricted funds	B16	39,637			39,637
	B17	-			-
Restricted income funds (Note 13)	B18		10,230		10,230
Endowment funds (Note 13)	B19			-	-
<b>Total funds</b>	B20	39,637	10,230	-	49,867

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

	Mark Fairweather-Tall (chair)
	John Easton (reviewer)



**Total last  
year  
£**

**F05**

-
-
-
-

-
3,140
-
42,214
45,354

-
---

45,354
--------

45,354
--------

-
-

45,354
--------

32,044
-
13,310
-

45,354
--------

Date of approval
01/06/2019
<b>01/06/2019</b>



## Section C Notes to the accounts

### Note 1 Basis of preparation

***This section should be completed by all charities.***

#### 1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (or value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP) 2019
  - and with\* 

yes
-----

 Accounting Standards;
  - or 

yes
-----

 Financial Reporting Standards for Smaller Entities (FRSSE) 2016
  - and with the Charities Act.
- [\*\* except for the following].

***Give details in this box if a different standard has been followed***

\* -Tick as appropriate:

- ☐ if all relevant disclosures shown in the pack have been completed
- ☐ if disclosures completed in these accounts have been checked by an external auditor, please tick "Financial Reporting Standards for Smaller Enterprises (FRSE) 2016"

\*\* - If no departures from the chosen standards have been made the changes in the boxes.

#### 1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation basis, accounting treatment, etc.)

***Give details in this box of any material changes that have been made***

§ if no changes have been made to accounting policies then delete this section

#### 1.3 Changes to previous accounts

No changes have been made to accounts for previous years.

***Give details in this box of any material changes that have been made***

§§ if no changes have been made to accounts for previous periods then delete this section



ost (except that investments are shown at market

nmended Practice (SORP 2005);

Smaller Enterprises (FRSSE);

**lowed.**

en given then please tick "Accounting Standards";

en restricted to those required by the FRSSE, then  
ises (FRSSE)".

n delete these words; otherwise give details of any

n rules and methods of accounting) since last year.

**been made.**

hese words.

**been made.**

hen delete these words.



## Section C Notes to the accounts (cont)

### Note 2 Accounting policies

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

### INCOMING RESOURCES

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>• της χηαριτην βεχομεσ εντιτλεδ το τηε ρεσουρχεσ;</li> <li>• της τρυστεεσ αρε ωιρτυαλλη χερταιν τηεψ ωιλλ ρεχειωε τηε ρεσουρχεσ; ανδ</li> <li>• της μονεταρη παλυε χαν βε μεασυρεδ ωιτη συφφιχιεντ ρελιαβιλιτη.</li> </ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.  Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.  Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

### EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Governance costs</b>	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
<b>Support Costs</b>	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### ASSETS

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

## Section C Notes to the accounts (cont)

### Note 3 Analysis of incoming resources

*Incoming resources may be further analysed if this would help the reader of the*

	Analysis
Voluntary income	Church, school and other donations
	Grants
	Corporate donations
	Gift aided donations
	Gift Aid rebate from HMRC
	Christmas card sales
	Internet giving
	Interest income
	Cash donations including collections at events
	<b>Total</b>
Activities for generating funds	
	<b>Total</b>
Investment income	Interest on deposit account after tax deducted
	<b>Total</b>
Incoming resources from charitable activities	
	<b>Total</b>





**accounts.**

<b>This year</b>	<b>Last year</b>
<b>£</b>	<b>£</b>
2,864	8,144
26,912	14,158
6,991	6,932
12,906	9,102
1,601	-
809	1,059
6,897	17,054
87	58
6,157	8,756
65,224	65,263

-	-
-	-
-	-
-	-
-	-
-	-

87	58
-	-
-	-
-	-
-	-
87	58

-	-
-	-
-	-
-	-
-	-
-	-

## Section C Notes to the accounts (cont)

### Note 4 Analysis of resources expended

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis
<b>Costs of generating voluntary income</b>	
	<b>Total</b>
<b>Fundraising trading costs</b>	Salary of Fundraiser
	<b>Total</b>
<b>Investment management costs</b>	
	<b>Total</b>
<b>Charitable activities</b>	Warehouse supplies and Big Yellow Storage
	Office rent
	Office supplies
	Car mileage
	Stationery, printing, copying and postage
	Christmas card printing
	Advertising and website
	Cost of reviewing accounts
	Computers, software and printers
	Fuel poverty payments
	Public liability insurance
	Wages paid
	Volunteers supper
	FISH club expenses
	Big Yellow storage
	Trussel Trust sub
	Transfer to Voluntary Norfolk
	Other misc
	<b>Total</b>
<b>Governance costs</b>	
	<b>Total</b>





This year £	Last year £
-	-
-	-
-	-
-	-
-	-
-	-

-	-
-	-
-	-
-	-
-	-
-	-

-	-
-	-
-	-
-	-

4,205	1,866
9,550	8,805
1,748	1,969
2,105	2,019
682	982
396	564
659	396
240	-
20	520
2,185	-
496	620
32,931	31,554
1,103	778
3,404	3,121
-	457
360	360
-	-
627	720
60,711	54,731

-	-
-	-
-	-
-	-

## Section C Notes to the accounts (cont)

### Note 5 Support Costs

*Please complete this note if the charity has analysed its expenses using activity categories and has support costs.*

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
	-			-
	-			-
	-			-
	-			-
	-			-
	-			-
	-			-
<b>Total</b>	-	-	-	-

### Note 6 Details of certain items of expenditure

#### 6.1 Trustee expenses

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
nil	nil
£	£

#### 6.2 Fees for examination or audit of the accounts

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
nil	nil
nil	nil



## Section C Notes to the accounts (cont)

### Note 7 Paid employees

*Please complete this note if the charity has any employees.*

#### 7.1 Staff Costs

	This year £
Gross wages, salaries and benefits in kind	29,486
Employer's National Insurance costs	1,643
Pension costs	468
<b>Total staff costs</b>	<b>31,597</b>

#### 7.2 Average number of full-time equivalent employees in the year

	This year Number
The parts of the charity in which the employees work	
Fundraising	-
Charitable Activities	2
Governance	-
Other	-
<b>Total</b>	<b>2</b>

#### 7.3 Defined contribution pension scheme

*Please complete if a defined contribution pension scheme is operated.*

Brief details of the scheme

One employee has been enrolled for a workplace NEST in September 2015.

	This year £
The costs of the scheme to the charity for the year	468
The amount of any contributions outstanding at the year end	
The amount of any contributions prepaid at the year end	



<b>Last year</b>
<b>£</b>
29,486
1,643
425
31,554

Last year Number
-
2
-
-
2

ce pension with	
<b>Last year</b>	
<b>£</b>	
	425

## Section C Notes to the accounts (cont)

### Note 8 Grantmaking

*Please complete this note if the charity made any grants or donations which in aggregate form part of the charitable activities undertaken.*

#### 8.1 Total value of grants

Purpose for which grants made	Grants to institutions Total amount £
	-
	-
	-
	-
	-
	-
<b>Total</b>	-

#### 8.1 Grantmaking costs

*If the charity's accounts are prepared on the "activity basis" please give details of any support costs associated with grantmaking. Please enter "Nil" if the charity does not identify any support costs.*

Support costs of grantmaking

#### 8.3 Grants made to institutions

*If the charity has made grants to particular institutions that are material in the context of the accounts please give details of the institution supported, purpose of the grant and total paid to each institution. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.*

Names of institutions	Purpose

**Total grants to institutions**





***do not form a material***

Grants to individuals Total amount £
-
-
-
-
-
-
-

***support cost  
allocate support***

£
---

***its grantmaking  
each institution listed.  
range of institutions***

Total amount of grants paid £
-
-
-
-
-
-
-
-
-
-
-

## Section C Notes to the accounts (cont)

### Note 9 Tangible fixed assets

*Please complete this note if the charity has any tangible fixed assets*

#### 9.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

#### 9.2 Accumulated depreciation and impairment provisions

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB
<b>** Rate</b>					

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

#### 9.3 Net book value

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

#### 9.4 Revaluation

*If any fixed assets have been revalued please give details of the valuer and method of valuation*

--

*\* The "transfers" row is for movements between fixed asset categories.*

*\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.*



## Section C Notes to the accounts (cont)

### Note 10 Investment assets

*Please complete this note if the charity has any investment assets.*

#### 10.1 Fixed assets investments

	£
Carrying (market) value at beginning of year	-
<b>Add: additions to investments at cost</b>	-
<b>Less: disposals at carrying value</b>	-
<b>Add/(deduct): net gain/(loss) on revaluation</b>	-
Carrying (market) value at end of year	-

*Please provide below:*

**10.2 A breakdown of the market values of investments shown above agreeing with the balance row B03.**

**10.3 A breakdown of the income from investments agreeing with SOFA row S03.**

#### Analysis of investments

	10.2 Market value at year end  £
Investment properties	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-
Investments in subsidiary or connected undertakings and companies	-
Securities not listed on a recognised Stock Exchange	-
Cash held as part of the investment portfolio	-
Other investments	-
<b>Total</b>	-

#### 10.4 Material investment holdings

**If any single investment is material in terms of its value (for example represents more than 5 p value of the charity's total investments) please provide details.**

**Investment held**

**Market Value**




**Balance sheet**

<b>10.3</b>
<b>Income from</b>
<b>investments for</b>
<b>the year</b>
<b>£</b>
-
-
-
-
-
-
-

**Percentage of the**


## Section C Notes to the accounts (cont)

### Note 11 Debtors and prepayments

*Please complete this note if the charity has any debtors or prepayments.*

#### Analysis of debtors

	Amounts falling due within one year		Amounts fall more than one year
	This year £	Last year £	This year £
Trade debtors	-	-	###
Amounts due from subsidiary and associated undertakings	-	-	###
Other debtors	-	-	3,140.0
Prepayments and accrued income	-	-	###
<b>Total</b>	-	-	3,140.0

### Note 12 Creditors and accruals

*Please complete this note if the charity has any creditors or accruals.*

#### 12.1 Analysis of creditors

	Amounts falling due within one year		Amounts fall more than one year
	This year £	Last year £	This year £
Loans and overdrafts	-	-	###
Trade creditors	-	-	###
Amounts due to subsidiary and associated undertakings	-	-	###
Other creditors	-	-	###
Accruals and deferred income	-	-	###
<b>Total</b>	-	-	-

#### 12.2 Security over assets

*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity, provide details.*

--





ing due after one year
Last year £
-
-
3,140.0
-
3,140.0

ing due after one year
Last year £
-
-
-
-
-
-

arity please

--

## Section C Notes to the accounts (cont)

### Note 13 Endowment and restricted income funds

*Please complete this section if the charity has any endowment or restricted income funds.*

#### 13.1 Funds held

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
FISH clubs	R	provision of 'Food In School Holidays' clubs

#### 13.2 Movements of major funds

*Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.*

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £
FISH clubs	5,310	8,324	3,404	-	-
Car mileage and IT	-	-	-	-	-
Fuel Poverty fund	3,000	-	3,000	-	-
Grant for Office Expenses	5,000	-	5,000	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Total Funds</b>	<b>13,310</b>	<b>8,324</b>	<b>11,404</b>	<b>-</b>	<b>-</b>

#### 13.3 Transfers between funds

*Please give details of any transfers between funds.*

From Fund (Name)	To Fund (Name)	Reason




**Payment**

Fund balances carried forward £
10,230
-
-
-
-
-
-
10,230

Amount



## Section C Notes to the accounts (cont)

### Note 14 Transactions with related parties

*If the charity has any transactions with related parties (other than the trustee expenses explained in Note 13) details of such transactions should be provided in this note. If there are no transactions to report enter "None" in the relevant boxes.*

#### 14.1 Remuneration and benefits

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to or for the benefit of trustees or other related parties by the charity or any institution or company connected with it.*

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or payable
		This year £
		nil

#### 14.2 Loans

*Please give details of and amounts owing to or from the charity's trustees or other related parties at the year end.*

	Name of trustee or connected party	Legal authority	Amount
			This year £
Due to trustees and related parties			nil
Due from trustees and related parties			

#### 14.3 Other transaction(s) with trustees or related parties

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or other related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £
			nil



*ained in note 6)*  
*port, please*

*a trustee or*

or benefit value
Last year £
nil

*arties by the*

t owing
Last year £
nil

*rustee or related*

Last year £
nil

## Section C Notes to the accounts (cont)

### Note 15 Additional Disclosures

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Norwich Foodbank

On accounts for the year  
ended

31<sup>st</sup> October 2018

Charity no  
(if any)

1143528

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's 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,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to 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 the 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 (other than that disclosed below \*)

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 Act 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

*John Easton*

Date:

01/06/2019



**Name:** Mr John Easton

**Relevant professional qualification(s) or body (if any):** ICPA DMS

**Address:** 5 Park Avenue  
Barford. Norfolk  
NR9 4BA

<b>Section B</b>	<b>Disclosure</b>
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Only complete if the examiner needs to highlight material problems.

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