



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	May	2018		31 <sup>st</sup>	April	2019

## Section A Reference and administration details

Charity name

Blackburn Foodbank

Other names charity is known by

N/A

Registered charity number (if any)

1151310

Charity's principal address

The OAKS

Oakenhurst Road

Blackburn

Postcode

BB2 1SN

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Philip Riley			
2	Haesel Abbot	Chair		
3	Stephen Adnitt			
4	Neville Wilkinson	Treasurer		
5	Mark Blackshaw			
6	Jackie Floyd			
7	Jean Wilson	Secretary		
8	Lesley Shore			
9	Tracy Davis			
10	Keith Houghton			
11	Valerie Hardcastle			
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by membership

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

TO RELIEVE PERSONS IN BLACKBURN WITH DARWEN WHO ARE IN A CONDITION OF NEED, HARDSHIP OR DISTRESS('BENEFICIARIES') IN SUCH WAYS AS THE TRUSTEES FROM TIME TO TIME THINK FIT, IN PARTICULAR BUT NOT EXCLUSIVELY BY:

A) SUPPLYING BOXES TO BENEFICIARIES WHICH CONTAIN TINNED AND DRIED GOODS TO ENSURE A HEALTHY, BALANCED AND NUTRITIOUS DIET SUFFICIENT FOR UP TO 3 DAYS.

B) SUCH OTHER MEANS, INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF SUPPORT AND ADVISORY SERVICES.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

To support and plan the activities for the year the trustees have reviewed the guidance issued by the Charities Commission on public benefit at their regular Trustee meetings.

The charity has continued to supply parcels of tinned, dried and fresh food to ensure a balanced and nutritious diet sufficient for 3-days upon presentation of an appropriate voucher.

The charity has also tried to assist through other means including support and advisory services.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Blackburn Foodbank does not currently issue grants.

There is no policy on programme related investments. However, our grant aided programmes are aimed at improving facilities and services.

**Summary of the main achievements of the charity during the year**

The Trustees continue to be pleased with the progress being made.

The fund-raising team continue to have success in raising funds. These have enabled our continued operation on more secure footing. We have also instituted a budgeting team to optimise fiscal control.

Blackburn Foodbank continues to employ 4 part-time staff, and has run a number of projects relating to our core activities.

We currently have around 65 volunteers, and we are seeking funding to employ a Volunteer Co-ordinator and Project Manager.

The continuing roll-out of Universal Credit is still having a significant impact. 2018-2019 has seen an 11% increase in users of Foodbank.

For the year 2018-2019 Blackburn Foodbank provided assistance to the people of Blackburn with Darwen in the following areas:

- 10,186 individual 3-day food parcels (2017-18 9,159),
- Total food supplied 91,317Kg,
- Money Advice and debt relief, £220,000 of debt managed,
- Computing facilities and assistance with computing skills, CVs, job searches etc,
- Eat well for less cooking classes,
- Make and mend drop-in workshops, and
- Sign posting to other organisations who may help.

## Section E Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principle funding comes from local authority grants and, for 2018/19, the Albert Gubay Foundation. There were also several one-off grants. The remainder of funds come from private individuals through monthly giving and other donations.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

Neville John Wilkinson	
Treasurer	

9<sup>th</sup> September 2019

# **BLACKBURN FOOD BANK**

## **INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDING 30TH APRIL 2019**

<b><u>2018</u></b>		<b><u>INCOME</u></b>	
£37633.57	Donations/My Giving/Collections/Fundraising	£41,179.70	
£74780.87	Grants	£33,000.00	
£0.00	Trussel Trust	£0.00	
<b><u>£112414.44</u></b>	<b><u>TOTAL INCOME</u></b>	<b><u>£74,179.70</u></b>	
		<b><u>EXPENDITURE</u></b>	
£930.00	Trussel Trust	£360.00	
£1577.05	Fixtures & Fittings & Equipment Bought	£4,197.42	
£50.00	Training Costs	£12.80	
£12000.00	Rent	£12,000.00	
£2167.12	Insurance	£2,234.42	
£4180.02	Heating, Lighting & Water	£5,774.29	
£1324.81	Telephone, Broadband & Mobiles	£1,382.79	
£841.26	Printing & Stationary	£721.95	
£334.13	Postage Costs	£494.18	
£32442.96	Allowances/Wages	£31,914.70	
£5766.31	Van Hire & Fuel	£5,482.85	
£609.31	Taxis and Travel Reimbursements	£367.50	
£94.42	Repairs & Maintenance	£443.70	
£3085.82	Stock Purchases	£4,895.98	
£2010.52	Sundries & Consumables	£1,761.90	
£2692.85	Kitchen	£4,037.53	
£759.00	Fees	£1,010.00	
£92.40	Office Equipment/Furniture	£0.00	
£0.00	Donations	£400.00	
£0.00	Other	£0.00	
<b><u>£70957.98</u></b>	<b><u>TOTAL EXPENDITURE</u></b>	<b><u>£77,492.01</u></b>	
<b><u>£41456.46</u></b>	<b><u>SURPLUS/DEFICIT FOR YEAR</u></b>	<b><u>(£3,312.31)</u></b>	
		<b><u>REPRESENTED BY</u></b>	
£11961.28	Reserve, Bank & Petty Cash balances as at 1st May 2018	£53,417.74	
£53417.74	Reserve, Bank & Petty Cash balances as at 30th April 2019	£50,105.43	
<b><u>£41456.46</u></b>	<b><u>INCREASE/DECREASE IN AVAILABLE FUNDS</u></b>	<b><u>(£3,312.31)</u></b>	
		<b><u>BREAKDOWN OF FUNDS</u></b>	
£52417.74	<b><u>CASH &amp; BANK</u></b>	£26,105.43	
£1000.00	<b><u>RESERVE A/C</u></b>	£24,000.00	
<b><u>£53417.74</u></b>	<b><u>TOTAL</u></b>	<b><u>£50,105.43</u></b>	

I certify that this Income and Expenditure Account is in accordance with the books and records kept by the Blackburn Food Bank and the Invoices/Receipts examined by me.

*N. Cook*

Nick Cort

*checked and found to be correct*

*£117,119.70 11/7/19*

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