

Charity registration number: 1129106

North Bristol Foodbank

Annual Report and Financial Statements

for the Year Ended 31 March 2019

Simon Prys-Roberts FCCA
PRWS (Bristol) Limited
11 Alma Vale Road
Clifton
Bristol
BS8 2H1

North Bristol Foodbank

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North Bristol Foodbank
Reference and Administrative Details

Trustees

Alan Seymour
Michael Beaven
Anthony Matthews
Stewart North
Jonathan Ford

Principal Office

286 Filton Avenue
Horfield
Bristol
BS7 0BA

Charity Registration Number

1129106

Bankers

Co-operative Bank

Independent Examiner

Simon Prys-Roberts FCCA
PRWS (Bristol) Limited
11 Alma Vale Road
Clifton
Bristol
BS8 2HI

North Bristol Foodbank

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2019.

STRUCTURE, GOVERNANCE & MANAGEMENT

CHARITY DOCUMENT

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

METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

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

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

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

CHARITY OBJECTIVES

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

AIMS OF THE CHARITY

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

CHARITABLE ACTIVITIES

North Bristol Foodbank exists to provide short term emergency food to an individual or family in crisis while a long term strategy is developed. Normally, enough food for 3 days (one voucher) should be sufficient to cover the immediate crisis, while the normal support agencies arrange to meet the client's needs. In the event that it takes a little longer then up to 2 more vouchers, in a six month period, may be issued without further reference to the Foodbank Office. If the crisis is still not resolved (or re-occurs) we are happy for the distributor to contact us to discuss extension of cover for a longer period whilst problems are resolved.

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

Provision of emergency food

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

North Bristol Foodbank

Trustees' Report

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

Referral process for foodbank client

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

Foodbank Volunteers

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

ACHIEVEMENTS AND PERFORMANCE

Overview

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

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

North Bristol Foodbank

Trustees' Report

Currently, we have 5 outlets where clients can pick up foodbank parcels. These are running for 2 hour sessions per week at the Greenway Centre in Southmead, Revive Charity shop in Filton, St James Church in Lockleaze and Ebenezer Church in Horfield. The newest outlet opened in September 2018 in Patchway at St Chad's Church. Between 1st April 2018 and 31st March 2019, 4536 three day emergency food supplies were provided to local people in crisis by North Bristol Foodbank, compared to 4152 in the previous year. This is an increase of 9%. Of this number, 1833 went to children. The main reasons for the local increase is now due to low paid work. We have partnered with 196 referral agencies who give out our red foodbank vouchers.

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

Finally, during this financial year, we have made a number of changes with GDPR being introduced, so that we are fully compliant. These have been all recommended changes from Trussell Trust which we have put in to place in our processes and procedures.

Staffing

There have been no staffing changes during this financial year and Gail Chandler continues to work part-time (12 hours per week) as our Warehouse Supervisor and Matt Dobson continues to be our foodbank manager (32 hours per week). Both staff are of huge benefit to the foodbank operations and we value them highly with the work they do.

Food Donations and Storage.

At the start of this financial year, we moved our donated food to a new location at Romney House in Lockleaze in April 2018. This rent-free storage facility was provided to us from Bristol City Council (who owned this property). This was a much more centrally located premises to work from and larger to help us keep more stock. However, this turned out to be a short term solution and we had to move out of this premises in early January 2019 and moved into paid storage at SafeStore in Filton whilst we urgently looked for longer term solutions but at end of this financial year, we were still in SafeStore.

During this financial year we have received 54115.9kg of donated food and other items from the public through weekly donations at permanent supermarket collection points, churches, businesses, schools, Harvest collections, individuals and supermarket collection days.

The amount of food that was given out was 43229.98kg. This is through our foodbank outlets to clients but also has been to support other foodbanks across the city who were in need of extra items at different points during this year.

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

We also had the opportunity to do assemblies and foodbank collections in 39 North Bristol primary and secondary schools during the Harvest season. We had 5665.3kg of food items donated through the Harvest collections.

North Bristol Foodbank

Trustees' Report

Volunteers and Training

We have a constant flow of volunteers who are involved on a regular basis in warehouse, outlets and supermarket collections. They are all appropriately trained. On a regular basis, we have had around 120 volunteers on a weekly basis. During this year, we have provided Mental Health training sessions which were well attended and helpful for volunteers. Also, Health and Safety training for new volunteers at the warehouse. We intend to keep up the momentum with these events, particularly with some large changes coming to the foodbank in next financial year.

More than Food

We have been working on partnerships around holiday hunger which is a growing concern about how families with children on 'free school meals' struggle hugely during the school holidays. We have been working with local organisations in North Bristol to provide food from our stocks and also signpost volunteer support to their holiday clubs during each school holiday.

We have had an in-house CAB (citizen advice bureau) worker come every Thursday to our Southmead foodbank outlet to provide benefits and budgeting advice. We also had two volunteers from North Bristol Advice Centre who partnered with us to provide weekly advice around water affordability support schemes at our outlets in Horfield and Patchway. We are keen to see these kind of partnership opportunities grow so we can continue to support those people who are referred to us. We also continue to signpost to many different support agencies.

Finally, volunteers from Brompton Housing, Bristol City Women Football Club, Bristol Rovers Community Trust, Co-op and other local volunteers helped us make 240 Christmas hampers for local families referred to us who needed extra support over Christmas.

Feeding Bristol

North Bristol Foodbank is one of the organisations involved in the launch during this financial year which brings together many projects and stakeholders who are working in the area of food poverty – it also links with Bristol City Council and other organisations around wider poverty issues. Our foodbank office is used by one of the Feeding Bristol workers to hotdesk from and this worker also provides support at a number of our outlets. Our foodbank is also still providing a number of independent foodbanks with some surplus food, which has particularly helped build good relationships in South Bristol.

Approved by the trustees of the charity on 9 October 2019 and signed on its behalf by:



Stewart North

Trustee

North Bristol Foodbank

Statement of Trustees' Responsibilities

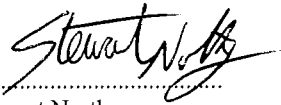
The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 9 October 2019 and signed on its behalf by:



.....
Stewart North
Trustee

North Bristol Foodbank

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

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2019 which are set out on pages 8 to 13.

Respective responsibilities of trustees and examiner

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

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

Independent examiner's statement

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

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

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



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

11 Alma Vale Road
Clifton
Bristol
BS8 2HI

9 October 2019

North Bristol Foodbank

Statement of Financial Activities for the Year Ended 31 March 2019

	Note	Unrestricted funds £	Total 2019 £
Income and Endowments from:			
Donations and legacies		127,063	127,063
Expenditure on:			
Charitable activities		(110,933)	(110,933)
Total expenditure		(110,933)	(110,933)
Net movement in funds		16,130	16,130
Reconciliation of funds			
Total funds brought forward		37,484	37,484
Total funds carried forward	11	53,614	53,614
		Unrestricted funds £	Total 2018 £
	Note		
Income and Endowments from:			
Donations and legacies		127,892	127,892
Expenditure on:			
Charitable activities		(111,744)	(111,744)
Total expenditure		(111,744)	(111,744)
Net movement in funds		16,148	16,148
Reconciliation of funds			
Total funds brought forward		21,336	21,336
Total funds carried forward	11	37,484	37,484

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

The funds breakdown for 2018 is shown in note 11.

North Bristol Foodbank
(Registration number: 1129106)
Balance Sheet as at 31 March 2019

	Note	2019 £	2018 £
Current assets			
Stocks	8	19,050	10,384
Debtors	9	3,201	396
Cash at bank and in hand		35,704	27,620
		<u>57,955</u>	<u>38,400</u>
Creditors: Amounts falling due within one year	10	<u>(4,340)</u>	<u>(916)</u>
Net assets		<u>53,615</u>	<u>37,484</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>53,615</u>	<u>37,484</u>
Total funds	11	<u>53,615</u>	<u>37,484</u>

The financial statements on pages 8 to 13 were approved by the trustees, and authorised for issue on 9 October 2019 and signed on their behalf by:



.....
Stewart North
Trustee

North Bristol Foodbank

Notes to the Financial Statements for the Year Ended 31 March 2019

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

North Bristol Foodbank meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

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

Going concern

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

Income and endowments

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

Donations and legacies

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

Expenditure

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

Charitable activities

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

North Bristol Foodbank

Notes to the Financial Statements for the Year Ended 31 March 2019

Support costs

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

Governance costs

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

Taxation

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

Depreciation and amortisation

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

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

Stock

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

Fund structure

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

2 Income from donations and legacies

	Unrestricted funds	Total 2019	Total 2018
	General		
	£	£	£
Donations and legacies;			
Donations from companies, trusts and similar proceeds	124,055	124,055	126,467
Gift aid reclaimed	3,008	3,008	1,425
	<u>127,063</u>	<u>127,063</u>	<u>127,892</u>

North Bristol Foodbank

Notes to the Financial Statements for the Year Ended 31 March 2019

3 Expenditure on charitable activities

		Unrestricted funds		
	Note	General £	Total 2019 £	Total 2018 £
Food distribution		75,652	75,652	83,518
Staff costs		22,251	22,251	23,051
Allocated support costs		12,250	12,250	4,275
Governance costs		780	780	900
		110,933	110,933	111,744
	Activity undertaken directly £	Activity support costs £	Total 2019 £	Total 2018 £
Provision of food bank	97,695	12,458	110,153	110,844

£110,153 (2018 - £110,844) of the above expenditure was attributable to unrestricted funds and £Nil (2018 - £Nil) to restricted funds.

4 Trustees remuneration and expenses

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

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

5 Staff costs

The aggregate payroll costs were as follows:

	2019 £	2018 £
Staff costs during the year were:		
Wages and salaries	22,043	22,994
Pension costs	208	57
	22,251	23,051

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

6 Independent examiner's remuneration

	2019 £	2018 £
Examination of the financial statements	780	900

North Bristol Foodbank

Notes to the Financial Statements for the Year Ended 31 March 2019

7 Taxation

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

8 Stock

	2019 £	2018 £
Stocks	19,050	10,384

9 Debtors

	2019 £	2018 £
Prepayments	3,201	396

10 Creditors: amounts falling due within one year

	2019 £	2018 £
Pension scheme creditor	38	16
Accruals	4,302	900
	4,340	916

11 Funds

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Balance at 31 March 2019 £
Unrestricted funds				
<i>General</i>				
General fund	37,484	127,063	(110,932)	53,615
	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Balance at 31 March 2018 £
Unrestricted funds				
<i>General</i>				
General fund	21,336	127,892	(111,744)	37,484

North Bristol Foodbank

Statement of Financial Activities by fund for the Year Ended 31 March 2019

	Total Unrestricted funds 2019 £	Unrestricted funds 2018 £
Income and Endowments from:		
Donations and legacies	127,063	127,892
Total income	127,063	127,892
Expenditure on:		
Charitable activities	(110,933)	(111,744)
Total expenditure	(110,933)	(111,744)
Net income	16,130	16,148
Net movement in funds	16,130	16,148
Reconciliation of funds		
Total funds brought forward	37,484	21,336
Total funds carried forward	53,614	37,484

North Bristol Foodbank

Detailed Statement of Financial Activities for the Year Ended 31 March 2019

	Total 2019 £	Total 2018 £
Income and Endowments from:		
Donations and legacies (analysed below)	127,063	127,892
Total income	<u>127,063</u>	<u>127,892</u>
Expenditure on:		
Charitable activities (analysed below)	(110,933)	(111,744)
Total expenditure	<u>(110,933)</u>	<u>(111,744)</u>
Net income	<u>16,130</u>	<u>16,148</u>
Net movement in funds	16,130	16,148
Reconciliation of funds		
Total funds brought forward	<u>37,484</u>	<u>21,336</u>
Total funds carried forward	<u>53,614</u>	<u>37,484</u>

North Bristol Foodbank

Detailed Statement of Financial Activities for the Year Ended 31 March 2019

	Total 2019 £	Total 2018 £
<i>Donations and legacies</i>		
Donations	124,055	126,467
Gift aid	3,008	1,425
	127,063	127,892
<i>Charitable activities</i>		
Value of food given out	(75,652)	(83,518)
Wages	(22,043)	(22,994)
Accountancy	(533)	(541)
Bank charges	-	(106)
Printing, postage and stationery	(695)	(150)
General expenses	(1,530)	(1,019)
Insurance	(976)	(1,188)
Motor expenses	(1,601)	(911)
Rent	(6,555)	-
Pension costs	(208)	(57)
Subscriptions	(360)	(360)
Accountancy	(780)	(900)
	(110,933)	(111,744)