

Alnwick District Foodbank

Annual Report 2018/19

Introduction

Another busy year that saw me over as Chair take over and new volunteers recruited. We continued to work from a less than ideal location located 2 floors above a Costa coffee shop. This was particularly difficult over the summer and Christmas periods when we moved a lot of volume in a short space of time. As I was beginning to take over as Chair I turned my attention to producing policies, job descriptions, management structure, induction training for new volunteers and trialling that training for all new arrivals.

Volunteers

We took on 6 new volunteers towards the end of the year so it was good to get detailed feedback on this new induction procedure. I also introduced a Volunteer Bulletin to keep all volunteers up to date with the latest developments and the work being done by the Trustees. We currently have 24 volunteers.

Trustees

There are currently 7 Trustees. As part of my plans for policies and organisation I allocated specific roles accompanied by a policy and a job description. These included Distribution, Communications, Stock, Finance and H&S. The Trustees are supported by a Secretary and a Social Media expert.

Location

We actively looked for new premises and were eventually lucky to get 2 rooms in an old Middle School which had been turned into an Adult education centre. The rent was agreeable and we could move in at the beginning of March 2019. This went well with the excellent assistance of personnel from RAF Boulmer.

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This brought immediate benefits as we were now on the ground floor with easy access and plenty of parking. Our risk profile decreased markedly and we were able to work far more efficiently and quickly. All in all, an excellent result. Once settle in we started to look to the future and the very real prospect of opening up as a drop in centre. However, I am keen that we should have all of the correct policies and procedures in place before we progress.

Food Parcels

Demand is constant and a breakdown can be seen in the attached infographic. The rural nature of our catchment area brings with it its own challenges, in particular accessibility for those in the more remote areas. In an emergency we can deliver but this is difficult to maintain with a purely volunteer led charity of our size. One area where we do excel is in the provision of food, during school holidays, for those families whose children rely on free school meals. We plan this well in advance and communicate with schools to advertise our service. This also happens with our friends and partners in the area. At present we only do this in the main holidays, Summer, Easter and Christmas but we hope to extend that to include the half terms starting at the end of 2019.

Collaboration

Alongside all of this work we have joined a County Council sponsored working group to map food poverty in the region. An added benefit is we are able to collaborate with adjacent food banks which meant we could share resources/good practise.

Finance

Financially, our donations increased by some 150% which put us in a very healthy position. Detailed accounts are attached. Most of our donations are 'one off' and mainly from Churches or associated organisations. We are

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actively promoting our online donate facility and hope to increase the number of standing orders we receive as this gives us a sustained income.

Conclusion

All in all, a very busy and productive year. I saw my immediate job as putting the Charity on a more professional footing with the production of roles, policies and procedures. The move to a new location improved our operation, and morale, beyond expectations. Financially we are sound and there is a plan for the future.

Clive Gibson

Chair of Trustees

Sep 2019

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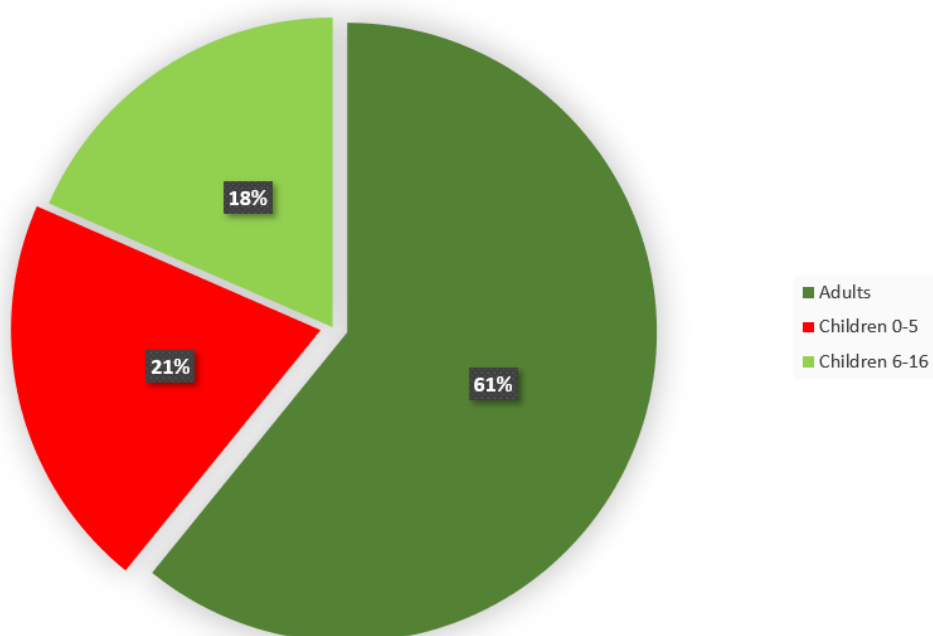
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Infographics

User data collected from monitoring forms from January- July 2019.

The charity helped a total of 401 people get access to food parcels in period.

ADFB User Stats JAN- JULY 2019



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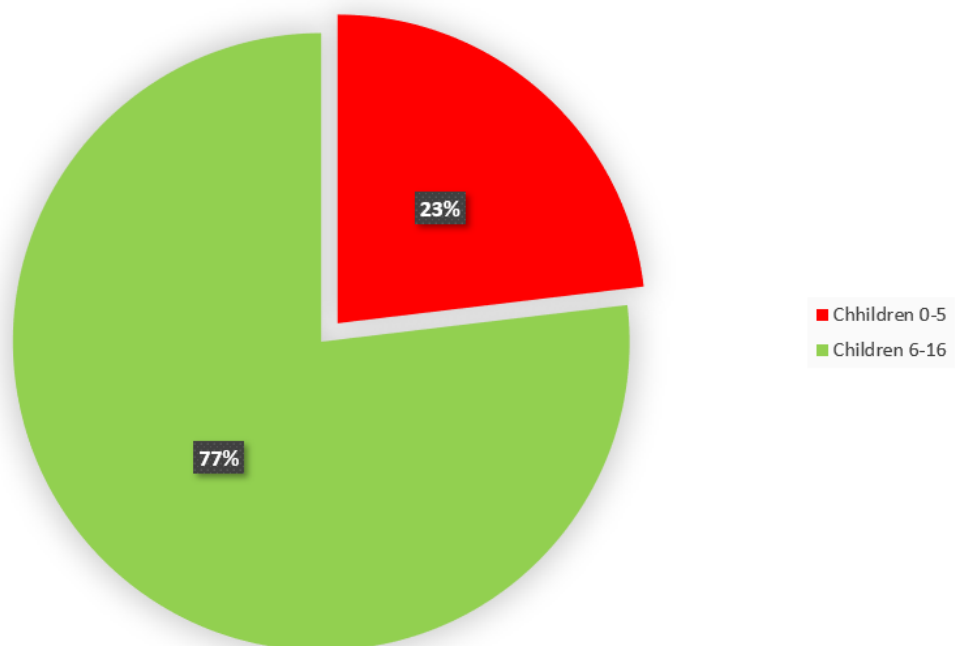
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Infographics

User data collected from the UK Schools Summer Holiday period.

We helped a total of 23 families feed their children during this period.

ADFB UK Summer Holiday Users



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CHARITY COMMISSION
FOR ENGLAND AND WALES

Alnwick District Food Bank

1173294

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01-Jul-18		30-Jun-19

Section A Receipts and payments

	Unrestric ted funds to the nearest £	Restrict ed funds to the nearest £	Endowm ent funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Regular Donations	553	360	-	913	780
Other Donations	12,839	6,340	-	19,179	3,839
Interest	-	-	-	-	13
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total(Gross income for AR)	13,392	6,700	-	20,092	4,632
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

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Total receipts

13,392

6,700

-

20,092

4,632

A3 Payments

Top up Food	283	-	-	283	24
Equipment & Packaging	218	-	-	218	120
Marketing Service	160	-	-	160	90
Insurance	245	-	-	245	217
Travel	58	-	-	58	43
Administration	514	-	-	514	30
Volunteer Costs	149	-	-	149	19
Fundraising Costs	187	-	-	187	
Repay unspent grant	-	-	-	-	1,500
Sub total	1,814	-	-	1,814	2,043

A4 Asset and investment purchases, (see table)

-	-	-	-	
-	-	-	-	
Sub total	-	-	-	-

Total payments

1,814

-

-

1,814

2,043

Net of receipts/(payments)

11,578

6,700

-

18,278

2,589

A5 Transfers between funds

-

-

-

-

-

A6 Cash funds last year end

8,567

1,642

-

10,209

7,621

Cash funds this year end

20,145

8,342

-

28,487

10,210

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Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Petty Cash	63	-	-
	Lloyds Current Account	20,082	8,342	-
		-	-	-
	Total cash funds	20,145	8,342	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	None		-	-
			-	-
			-	-
			-	-
			-	-

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B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Packing room equipment - Shelving, tables, scales	Unrestricted funds	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Rent payable	Restricted Premises	1,500	20 July 2019
			-	
			-	
			-	
			-	

Note: Restricted

Funds at 30

June 2019

comprise:

Research into

Local Food

Poverty

Consultancy

Premises

Food Purchase

Total

1,792

210

5,840

500

8,342

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

Signature

Print Name

Date of
approval

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