

**THE BEDE FOODBANK CIO**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31 March 2019**

**Charity Number 1152656**

**The Bede Foodbank  
The Lillia Centre  
Benwell Lane  
Newcastle-upon Tyne NE15 6LX**

## **THE BEDE FOODBANK CIO**

### **TRUSTEES' ANNUAL REPORT**

For the year ended 31 March 2019

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The Trustees of The Bede Foodbank are pleased to present their annual report together with the financial statements of the Charity for the year ended 31 March 2019.

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

### **Our Purpose**

- a) To show the love of Christ by the prevention or relief of poverty in the West end of Newcastle-upon-Tyne and surrounding areas, in particular but not exclusively by providing emergency food parcels to individuals in need and/or charities or other organisations working to prevent or relieve poverty.
- b) To do any other thing consistent with the primary purpose of the Charity as described above.

### **Our Objectives and Activities**

We have identified strategic objectives to achieve our purposes. These are:

- To provide food parcels, emotional and practical support for persons and families in crisis.
- To provide longer term support through a holistic range of services to address their individual needs with the aim of putting their lives on a sustainable footing.
- To be recognised as a model of excellence in helping take people and families out of poverty and into productive and fulfilling lives.
- To raise awareness with the general public of the nature, impact and prevalence of food poverty and its underlying causes.
- To influence and shape policy and service delivery relating to the causes and alleviation of food poverty.
- To build and maintain effective governance, management and staffing to support the delivery of all our objectives.
- To maintain physical and financial stability of The Bede Foodbank in order to achieve its objectives.

### **Direct Services Activity**

During the period of this report, we have continued to operate two food distribution centres.

The centre at The Venerable Bede Church on the West Road operated on Mondays and Thursdays each week. Food parcels were distributed at that centre to feed some 21,700 people during the year, 47% of whom were children.

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The Lillia Centre on Benwell Lane operated on Tuesdays and Wednesdays each week and focused on helping those people who needed longer term support. Food parcels were distributed at this centre to feed some 16,300 people, 37% of whom were children. In addition, some 10,100 hot meals were provided with a value of £3 per meal, providing an in-kind value of some £30,300 for our clients. Service users also had the opportunity to discuss their situation with professional counsellors and develop a plan to help them to resolve their particular issues such as debt, employment, physical, social and mental health problems. We expanded our network of professional services and referral agencies during the period to include, among others, Shelter, Christians Against Poverty, Citizen's Advice, Sure Start, Riverside Community Group, Newcastle City Council and the Department for Works and Pensions. The activities at the Lillia Centre relate to the Pathways Project mentioned in the accounts. In total, some 13,100 people visited the Foodbank in this year with a total of some 38,000 people fed by food-parcels issued to families, couples or individuals that utilised our services.

During the year, some 137 tonnes of food (value £240k) were collected from individuals, supermarkets, manufacturers and other foodbanks. About two-thirds of the food was collected locally but the remainder was collected from further afield. We are very grateful to all those individuals and organisations that donated food for distribution.

#### **Awareness Raising Activity**

In relation to raising general public awareness to the problems of food poverty during the period, we have had significant coverage on local and national radio, local and national TV, in local and national press as well as via our Facebook page and Twitter account. The Bede Foodbank was a contributor to the United Nations Special Rapporteur's report on extreme poverty and human rights in the United Kingdom.

#### **Regard to Public Benefit**

When exercising any powers or duties in the operation of The Bede Foodbank, the Trustees have complied with their duty to have due regard to the guidance issued by the Charity Commission on public benefit.

#### **Contribution made by Volunteers**

We recognise and greatly appreciate the essential part that continues to be played in carrying out our activities by our dedicated individuals and corporate volunteers. They have made a valuable contribution in fundraising, food collections, food distribution, promotional events, administration, warehouse duties and foodbank centre operations. Corporate volunteers include, among others, Newcastle United Foundation and NUFC Fans Foodbank, Sage UK Ltd, Virgin Money, Newcastle Building Society, NHS and Leeds Building Society, with staff from local businesses volunteering throughout the year. We are grateful to Womble Bond Dickinson LLP, EE, Intu, Marriott International, and Greggs for their continued support. The importance of food donated by the general public, public agencies' staff and the private sector from their in-house collections is immeasurable in sustaining much needed food supplies. Our staff and service users have benefited from interaction with a mixed and changing diverse group of volunteers. Volunteers have benefited from a greater social awareness and greater appreciation of why foodbanks are necessary and what is required to alleviate the problem.

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### **TRUSTEES' ANNUAL REPORT**

For the year ended 31 March 2019

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#### **Achievements and Performance**

During the year, we have been able to signpost increased numbers of beneficiaries to referral agencies and have improved our services to those in need of more long-term support. Through the availability of longer-term food interventions to help people explore the exact nature of their situation, we have encouraged beneficiaries to adopt strategies to reduce hardship and elevate food related crisis.

We are very grateful to all those organisations and individuals who have donated to the Charity in the year and to those bodies mentioned in note 7 to the accounts who have provided us with grants to enable us to deliver this year's level of service.

We have increased our networks to source food locally and throughout the North East and have made increased collections of food accordingly.

We are delighted to continue to have strong support from the Newcastle United Fans Foodbank and this has proved to be a major source of fund raising during the year through regular collections at football matches and other activities.

We have a web-based facility for on line donations through Charity Checkout and this also contributes to the fund-raising activities of the Charity.

We maintain a permanent food donation drop off centre at the Grainger Market, Newcastle upon Tyne, and this is staffed by volunteers throughout the week.

#### **Financial Review**

The Charity, through the strong commitment of its staff, volunteers, external donors and fundraisers, has generated a stable financial outcome for the period. Total income for the year ended 31 March 2019 was £478.8k (2018: £374.8k) and the Charity reported a surplus of £90.2k (2018: £ 77.4k). The balance sheet shows total funds carried forward of £221.3k (2018: £131.1k).

#### Reserves Policy

The Trustees have a policy of holding six months' running costs in free reserves (unrestricted reserves not invested in fixed assets or stock). Reserves are held to cover shortfalls in funding and provide working capital. The Trustees are pleased to be able to report that the level of free reserves has increased to £139.6k at 31 March 2019 (2018: £59.8k).

#### Financial Position

At the end of the year, the Trustees have a reasonable expectation that the company has adequate resources and funding streams to continue in operational existence for the foreseeable future. Accordingly, the Trustees continue to adopt the going concern basis in preparing the annual report and financial statements.

## THE BEDE FOODBANK CIO

### TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2019

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#### Funding Strategy

We have an existing Funding Strategy and Fundraising plan to ensure that we secure the funds required to deliver all our activities. Grant income has increased during the year and we have significantly increased cash donations through regular giving, our cash and food collections and our food donations received at supermarkets and events. During the coming year, we shall be refreshing our Funding Strategy.

#### Risk Management

The Bede Foodbank has a wide range of policies in place which provide it with the means to manage the key risks. These policies include those for health and safety, equality and diversity, safeguarding, data protection, finance and employment and codes of conduct for staff and volunteers.

#### Reference and Administrative Details

Charity Name	The Bede Foodbank
Registered Charity Number	1152656
Operational address	The Lillia Centre Benwell Lane Newcastle-upon-Tyne NE15 6LX
Trustees	Revd. D J Coad (Chair) Mr. S J Lightley Ms. D M Robertson Mrs. J Slesenger
Independent Examiner	J. Dodds FCIE Ellison Services Higham House, Higham Place Newcastle-upon-Tyne NE1 8AF
Bankers	CAF Bank Ltd 25 Kings, Hill Avenue Kings Hill, West Mailing Kent, ME19 4JQ

#### Changes in Board of Trustees

During the year, Dr R Wilson retired. Dr Wilson was the former Treasurer of the Charity who gave exceptional service to the Charity over a number of years. The Trustees wish to record their gratitude for his contribution to the development of the Charity and its operations.

## **THE BEDE FOODBANK CIO**

### **TRUSTEES' ANNUAL REPORT**

For the year ended 31 March 2019

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#### **Structure Governance and Management**

##### Governing Documents

The Bede Foodbank is a Charitable Incorporated Organisation (CIO), first registered on 1 July 2013, and has a constitution as its governing document.

##### Appointment of Trustees

Every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees. In selecting individuals for appointment as Trustees, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

##### Organisation

The Trustees meet at least quarterly and deal with the administration of the Charity encompassing the strategic vision, financial accountability and risk management. The operational management of the organisation is undertaken by the Chief Executive Officer and the Charity's employees.

#### **Trustees' Responsibilities in Relation to the Financial Statements**

The Charity's Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Charity's Trustees are required to prepare financial statements for each year, which give a true and fair view of the state of affairs of the CIO and of the incoming resources and application of resources, including the income and expenditure, of the Charity for that period. In preparing the 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 UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**THE BEDE FOODBANK CIO**

**TRUSTEES' ANNUAL REPORT**

For the year ended 31 March 2019

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By order of the Board of Trustees

Date: 09.10.2019

and signed on their behalf by:

.....  
Rev. Dr. D J Coad  
Chair of Trustees

## **THE BEDE FOODBANK CIO**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

For the year ended 31 March 2019

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I report on the financial statements of The Bede Foodbank CIO for the year ended 31 March 2019, which are set out on pages 8 to 18.

#### **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.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Charity Independent Examiners.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable 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 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.

Jim Dodds FCIE  
Ellison Services Limited  
Higham House  
Higham Place  
Newcastle upon Tyne  
NE1 8AF  
Date: 14.10.2019



# THE BEDE FOODBANK CIO

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>Income from:</b>					
Donations and legacies	6	412,592	14,804	<b>427,396</b>	329,099
Charitable activities					
Grants and contracts	7	8,000	28,083	<b>36,083</b>	42,717
Sale of donated goods	8	12,163	-	<b>12,163</b>	-
Other income	9	3,130	-	<b>3,130</b>	3,000
<b>Total income</b>		<b>435,885</b>	<b>42,887</b>	<b>478,772</b>	<b>374,816</b>
<b>Expenditure on:</b>					
Raising funds	11	2,033	-	<b>2,033</b>	3,278
Charitable activities					
Operation of the charity	12	358,431	28,083	<b>386,514</b>	294,150
<b>Total expenditure</b>		<b>360,464</b>	<b>28,083</b>	<b>388,547</b>	<b>297,428</b>
<b>Net income/(expenditure) and net movement of funds</b>		<b>75,421</b>	<b>14,804</b>	<b>90,225</b>	<b>77,388</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		131,086	-	<b>131,086</b>	53,698
<b>Total funds carried forward</b>		<b>206,507</b>	<b>14,804</b>	<b>221,311</b>	<b>131,086</b>

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 10 to 18 form an integral part of these accounts.

**BALANCE SHEET**

As at 31 March 2019

	Notes	£	Total 2019 £	£	Total 2018 £
<b><u>Fixed assets</u></b>					
Tangible assets	19		11,680		20,258
<b><i>Total fixed assets</i></b>			<b>11,680</b>		<b>20,258</b>
<b><u>Current assets</u></b>					
Stock	20	55,269		50,980	
Debtors	21	7,667		3,985	
Cash at bank and in hand	22	149,862		69,643	
<b><i>Total current assets</i></b>		<b>212,798</b>		<b>124,608</b>	
<b>Creditors:</b> amounts falling due within one year	23	<b>( 3,167 )</b>		<b>( 13,780 )</b>	
<b><i>Net current assets</i></b>			<b>209,631</b>		<b>110,828</b>
<b><i>Total assets less current liabilities</i></b>			<b>221,311</b>		<b>131,086</b>
<b><i>Total net assets</i></b>			<b>221,311</b>		<b>131,086</b>
<b><u>Funds of the charity</u></b>					
Unrestricted income funds			206,507		131,086
Restricted income funds			14,804		-
<b><i>Total funds</i></b>			<b>221,311</b>		<b>131,086</b>

The notes on pages 10 to 18 form an integral part of these accounts.

These financial statements were approved by the Board on: 09.10.2019

and are signed on its behalf by: Stephen Lightley  
Treasurer

# **THE BEDE FOODBANK CIO**

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2019

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### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation or uncertainty in the preparation of the financial statements are as follows:

### **2 Basis of accounting**

#### **2.1 Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts 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.

The Bede Foodbank CIO meets the definition of a public benefit entity under FRS 102.

#### **2.2 Preparation of the accounts on a going concern basis**

The charity reported total unrestricted funds at the year end of £206,507. The Trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

### **3 Income**

#### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

#### **3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

#### **3.3 Grants and donations**

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

#### **3.4 Donated goods and services**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

## **THE BEDE FOODBANK CIO**

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2019

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#### **3.5 Volunteer help**

The value of volunteer help received is not included in the accounts but is described in the Trustees' annual report.

#### **3.6 Interest receivable**

Interest on funds held on deposit is included when received and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### **3.7 Fund accounting**

Unrestricted funds are available to spend on activities that further any purpose of the charity. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of food distribution and other activities undertaken to further the purposes of the charity and their associated support costs.

#### **4.3 Governance and support costs**

Support costs have been allocated between governance and other support costs. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

### **5 Assets**

#### **5.1 Tangible fixed assets for use by the charity**

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Donated kitchen equipment	Straight line over four years
Kitchen equipment	Straight line over four years
Vehicles	Straight line over four years

# THE BEDE FOODBANK CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

### Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>6 Donations and legacies</b>				
Donated goods for distribution to beneficiaries	239,941	-	<b>239,941</b>	184,714
Orphan House Trust	-	5,000	<b>5,000</b>	-
Fenwick	-	5,000	<b>5,000</b>	-
Community Foundation	-	2,930	<b>2,930</b>	-
Newcastle Ward Committee	-	1,315	<b>1,315</b>	-
Gift Aid	12,882	-	<b>12,882</b>	3,610
Other donations and gifts	112,410	-	<b>112,410</b>	95,826
Fundraising				
Tesco	1,036	-	<b>1,036</b>	10,050
NUFC	38,436	-	<b>38,436</b>	23,264
Grainger Market	5,629	-	<b>5,629</b>	4,906
Asda	1,538	-	<b>1,538</b>	-
Other fundraising	720	559	<b>1,279</b>	6,729
	<u>412,592</u>	<u>14,804</u>	<u><b>427,396</b></u>	<u>329,099</u>
<b>7 Charitable activities</b>				
<u>Income from grants</u>				
Sir James Knott Trust	-	8,750	<b>8,750</b>	1,250
The 29th May 1961 Charitable Trust	5,000	-	<b>5,000</b>	5,000
Greggs Foundation	-	18,333	<b>18,333</b>	10,000
Sherburn House Charity	-	-	-	4,167
The Joicey Trust	-	-	-	2,000
The Hospital of God	-	-	-	1,500
Joseph Strong Trust	-	1,000	<b>1,000</b>	1,000
Hedley Denton Trust	-	-	-	1,000
Shepherd and Dickson Charitable Trust	-	-	-	500
Barbour Trust	-	-	-	3,000
1989 Willan Trust	-	-	-	6,000
Newcastle West Rotary Club	-	-	-	5,800
G S May Family Fund at the Community Foundation	2,000	-	<b>2,000</b>	-
Esmee Fairburn Foundation	1,000	-	<b>1,000</b>	-
Other grants	-	-	-	1,500
	<u>8,000</u>	<u>28,083</u>	<u><b>36,083</b></u>	<u>42,717</u>
<b>8 Sale of donated goods</b>				
Donated batch food sales	2,089	-	<b>2,089</b>	-
Auction of donated items	10,074	-	<b>10,074</b>	-
	<u>12,163</u>	<u>-</u>	<u><b>12,163</b></u>	<u>-</u>
<b>9 Other income</b>				
Other income	3,130	-	<b>3,130</b>	3,000
	<u>3,130</u>	<u>-</u>	<u><b>3,130</b></u>	<u>3,000</u>

Income was £478,772 (2018: £374,816) of which £435,885 was unrestricted or designated (2018: £332,099) and £42,887 was restricted (2018: £42,717)

# THE BEDE FOODBANK CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

### 10 Donated goods, facilities and services

	2019 £	2018 £
Value of food donated to the Foodbank	<b>239,941</b>	<b>184,714</b>

The charity recognises the value of donated food with reference to the average value of food per tonne, (Trussell Trust valuation of £1,750 per tonne).

During the year ended 31 March 2019, food parcels were issued to feed 38,000 people (2018: 36,100). Additionally 10,100 (2018: 10,350) hot meals were provided at a value of £3 per meal.

The charity has also benefitted from, but not recognised in its accounts, the contribution of services made by unpaid general volunteers.

### Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>11 Raising funds</b>				
Incurred seeking grants	-	-	-	2,241
Fundraising costs	2,033	-	<b>2,033</b>	1,037
	<b>2,033</b>	-	<b>2,033</b>	<b>3,278</b>

### 12 Charitable activities

#### Direct costs

Staff salaries	81,804	21,731	<b>103,535</b>	79,915
Other staff costs	358	57	<b>415</b>	1,441
Travel and subsistence	293	46	<b>339</b>	994
Volunteer costs	275	43	<b>318</b>	473
Food purchases and consumables	508	80	<b>588</b>	1,386
Carrier bags and packing	448	72	<b>520</b>	772
Storage	3,516	558	<b>4,074</b>	-
Transport costs	8,130	1,291	<b>9,421</b>	15,319
Vehicle depreciation	5,048	800	<b>5,848</b>	2,465
Other direct costs	388	61	<b>449</b>	-
Value of goods distributed to beneficiaries	235,652	-	<b>235,652</b>	171,928

#### Support costs

Rent and rates	2,311	367	<b>2,678</b>	1,706
Heating and electricity	3,518	558	<b>4,076</b>	3,890
Premises	2,871	455	<b>3,326</b>	5,157
Insurance	845	134	<b>979</b>	950
Printing, postage and stationery	1,260	200	<b>1,460</b>	509
Telephone	691	110	<b>801</b>	319
IT costs	2,257	359	<b>2,616</b>	922
Small equipment	196	32	<b>228</b>	1,333
Depreciation	1,001	159	<b>1,160</b>	1,160
Subscriptions and fees	356	57	<b>413</b>	395
Legal and professional fees	5,612	890	<b>6,502</b>	2,110
Bank charges	145	23	<b>168</b>	106

#### Governance costs

Independent examiner's fees for reporting on the accounts	948	-	<b>948</b>	900
	<b>358,431</b>	<b>28,083</b>	<b>386,514</b>	<b>294,150</b>

## THE BEDE FOODBANK CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

#### Analysis of expenditure on charitable activities continued

Expenditure on charitable activities was £388,547 (2018: £297,428) of which £360,464 was unrestricted or designated (2018: £254,711) and £28,083 was restricted (2018: £42,717)

#### 13 Fees for examination of the accounts

	2019 £	2018 £
Independent examiner's fees for reporting on the accounts	940	900
Other accountancy services paid to the examiner	6,043	1,516
	<b>6,983</b>	<b>2,416</b>

#### 14 Analysis of staff costs and the cost of key management personnel

	2019 £	2018 £
Salaries and wages	94,731	76,044
Social security costs	7,528	5,909
Pension costs (defined contribution pension plan)	1,276	203
	<b>103,535</b>	<b>82,156</b>

No employee received remuneration above £60,000 (2018: £nil).

The key management personnel of the charity comprise the Trustees and the CEO. The total employee benefits of the key management personnel of the charity were £41,566 (2018: £30,830).

#### 15 Staff Numbers

The average monthly head count was 5 staff (2018: 3.2 staff) and the average monthly numbers of full-time equivalent employees during the year were as follows:

	2019 Number	2018 Number
The parts of the charity in which the employees work were:		
Fundraising	0.0	0.2
Charitable activities	4.3	3.0
	<b>4.3</b>	<b>3.2</b>

#### 16 Transactions with Trustees

During the year, no Trustees were paid remuneration or received other benefits from an employment with their charity or a related entity; (2018: the Trustee, M Nixon received remuneration of £22,808, no remuneration or benefits were paid for his role as Trustee).

##### Trustees' expenses

No Trustee expenses have been incurred in the year.

##### Transactions with related parties

There have been no related party transactions in the reporting period.

## THE BEDE FOODBANK CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

#### 17 Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The employer's pension costs represent contributions payable by the charity to the fund and amount to £1,276 (2018: £203). There was £235 outstanding as at 31 March 2019 (2018: £81)

#### 18 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

#### 19 Tangible fixed assets

	<b>Kitchen equipment £</b>	<b>Donated kitchen equipment £</b>	<b>Vehicles £</b>	<b>Total £</b>
<b>Cost</b>				
Balance brought forward	640	4,000	21,976	<b>26,616</b>
Additions	-	-	-	-
Disposals	-	-	( 4,200 )	<b>( 4,200 )</b>
<b>Balance carried forward</b>	<b>640</b>	<b>4,000</b>	<b>17,776</b>	<b>22,416</b>
<b>Depreciation</b>				
Basis	SL	SL	SL	
Rate	25%	25%	25%	
Balance brought forward	160	2,750	3,448	<b>6,358</b>
Depreciation charge for year	160	1,000	4,794	<b>5,954</b>
Disposals	-	-	( 1,576 )	<b>( 1,576 )</b>
<b>Balance carried forward</b>	<b>320</b>	<b>3,750</b>	<b>6,666</b>	<b>10,736</b>
<b>Net book value</b>				
<b>Brought forward</b>	<b>480</b>	<b>1,250</b>	<b>18,528</b>	<b>20,258</b>
<b>Carried forward</b>	<b>320</b>	<b>250</b>	<b>11,110</b>	<b>11,680</b>

#### 20 Stock

	<b>Donated goods for distribution £</b>
Opening	<b>50,980</b>
Added in period	<b>239,941</b>
Distributed in period	<b>( 235,652 )</b>
Closing	<b>55,269</b>



# THE BEDE FOODBANK CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

### 21 Debtors and prepayments (receivable within 1 year)

	2019 £	2018 £
Gift Aid due	4,663	725
Other debtors	3,004	3,260
	<u>7,667</u>	<u>3,985</u>

### 22 Cash at bank and in hand

	2019 £	2018 £
Short term deposits	80,000	-
Cash at bank	69,672	69,598
Cash in hand	190	45
	<u>149,862</u>	<u>69,643</u>

### 23 Creditors and accruals (payable within 1 year)

	2019 £	2018 £
Trade creditors	1,043	241
Accruals		
Independent examination of accounts	948	900
Other accruals	941	-
Deferred income		
Greggs Foundation	-	8,333
Sir James Knott Trust	-	3,750
Other creditors	235	556
	<u>3,167</u>	<u>13,780</u>

### 24 Deferred income

Deferred income comprises advance payments from grants that relate to future periods

	2019 £
Balance brought forward	12,083
Amount released to income earned from charitable activities	( 12,083 )
Amount deferred in year	-
Balance carried forward	<u>-</u>

### 25 Events after the end of the reporting period

No events have occurred after the end of the reporting period, but before the accounts are authorised, that require adjustment to the accounts.

# THE BEDE FOODBANK CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

### 26 Analysis of charitable funds

#### Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
<b>Unrestricted funds</b>					
General unrestricted fund	131,086	435,885	( 360,464 )	-	206,507
<b>Totals</b>	<b>131,086</b>	<b>435,885</b>	<b>( 360,464 )</b>	<b>-</b>	<b>206,507</b>

#### Purpose of unrestricted funds

General unrestricted fund: The 'free reserves' of the charity.

#### Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
<b>Restricted funds</b>					
Pathways Project - Sir James Knott Trust	-	8,750	( 8,750 )	-	-
Contribution to Foodbank running costs	-	19,333	( 19,333 )	-	-
Marriott - kitchen refurbishment	-	10,559	-	-	10,559
Foodbank kitchen garden	-	4,245	-	-	4,245
<b>Totals</b>	<b>-</b>	<b>42,887</b>	<b>( 28,083 )</b>	<b>-</b>	<b>14,804</b>

#### Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Pathways Project - Sir James Knott Trust	Funding the Pathways Project to help meet the needs of the Foodbank's clients relating to issues such as debt, physical, social and mental health to improve their situation and help move them out of crisis.
Contribution to Foodbank Running costs	Funding to support the general work and running costs of the Foodbank.
Marriott - kitchen refurbishment	Funding for the refurbishment and refit of the Foodbank kitchen.
Foodbank kitchen garden	Funding for developing a kitchen garden for the Foodbank.

### 27 Capital commitments

As at 31 March 2019, the charity had no capital commitments (2018 -£nil).

## THE BEDE FOODBANK CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

#### 28 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	<b>Total 2019 £</b>	Total 2018 £
Tangible fixed assets	11,680	-	<b>11,680</b>	20,258
Stock	55,269	-	<b>55,269</b>	50,980
Cash at bank and in hand	135,058	14,804	<b>149,862</b>	69,643
Other net current assets (liabilities)	4,500	-	<b>4,500</b>	( 9,795 )
	<u>206,507</u>	<u>14,804</u>	<u><b>221,311</b></u>	<u>131,086</u>

#### 29 Guarantee

There have been no guarantees given by the charity at 31 March 2019.

#### 30 Debt

There is no debt outstanding which is owed by the charity and which is secured by an excess charge on any of the assets of the charity at 31 March 2019.

#### 31 Governing document

The organisation is a Charitable Incorporated Organisation - registered on 1 July 2013 as a body corporate under part 11 of the Charities Act 2011.