



Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	Date 06	Month 04	Year 2017		Day 05	Month 04	Year 2018

Section A Reference and administration details

Charity name	Community Emergency Foodbank
Other names charity is known by	CEF
Registered charity number (if any)	1153907
Charity's principal address	Rectory farm House
	2 Church Street
	Bladon Woodstock
	Postcode OX20 1RS

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	Mr Bruce Fairbairn	Chair		
2	Mrs Elaine Parsons			
3	Mrs Lucinda Lewis-Crosby			
4	Claire Lewis			
5	Mr Tom Benyon			
6	Mr Mark Harris			
7	Mrs Sue Wingfield Digby			
8				
9				
10				
11				
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 adopted 23 September 2013
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in April

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.

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Section C Objectives and activities

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

To provide emergency non-perishable food to people in Oxford who are struggling financially to put food on the table. All recipients of food parcels have to be referred by statutory or non-statutory organisations working in the city of Oxford.

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)

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The CEF goal is to alleviate hunger in Oxford City by seeking and collecting food which is then distributed from St Francis church, Hollow Way and Littlemore Baptist Church, Church lane. We serve those referred to us by GPs, health visitors, the CAB, clergy, community workers, and police etc. – any professionals who are likely to come into contact with people in real need.

Despite our Welfare System in this country many thousands of people still go hungry through debt, sickness, sudden job loss, addiction, marriage breakdown or simply delays in benefit.

What do we want to achieve?

To provide three days nutritionally balanced emergency food-aid for people in crisis identified and referred by frontline voucher distributors. To work with statutory and non-statutory service providers e.g. GPs, Health Visitors, Social Workers, Probation Officers, CAB, Clergy, Community Workers etc. – any professionals who are likely to come into contact with people in real need, who will be able to refer people for a maximum of three vouchers (there will be exceptions to this, cases to be negotiated on an individual basis).

To signpost service users to other agencies appropriate to their needs i.e. Citizens Advice Bureau, housing departments, social services, Age Concern, Sure Start, probation services.

To provide a hot drink and snack and an opportunity to talk to a listening ear in a comfortable setting.

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.

Summary of the main achievements of the charity during the year

**Annual report for the Community Emergency Food-
bank (CEF)
2017/18**

I am pleased to report for the year 2017/2018 CEF:

- Has fed in excess of 2,245 impoverished people. The numbers of people coming through our doors was down slightly in the first half of the year but has increased since October 2017 due to payment delays during the introduction of Universal Credit into Oxfordshire.
- Distributed 30,994 items of food.
- Works with 30 committed volunteers as well as extra help in times of warehouse overload.
- Is linked with additional CEF café at Littlemore Baptist Church which opens between 10-11.30 on Thursdays.
- A member of staff went on a sponsored walk from Hull to Liverpool and raised in excess of £5,000..

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold £5,764 cash in the bank and £47,043 in investments, all of which are unrestricted funds. These funds are held to cover at least 6 months operating expenditure due to lack of donations and any unforeseen expense that may occur.

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.

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)	Bruce Fairbairn	Elaine Parsons
Position (eg Secretary, Chair, etc)	Chair	
Date	08/11/2018	



Charity Name Community Emergency Foodbank	No (if any) 1153907
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Receipts and payments accounts				
For the period from	Period start date 06/04/2017	To	Period end date 05/04/2018	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	22,210			22,210	30,575
Oxford City Council grant	250			250	5,000
Gift aid	496			496	2,647
Other income				-	583
				-	-
				-	-
				-	-
Sub total (Gross income for AR)	22,956			22,956	38,805
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	22,956	-	-	22,956	38,805
A3 Payments					
Fund raising costs-mailshots	1,325	-	-	1,325	-
Direct costs-food	1,667	-	-	1,667	1,085
Rent	1,950	-	-	1,950	1,950
Telephone	398	-	-	398	560
Insurance	1,169	-	-	1,169	1,369
Motor exps	2,277	-	-	2,277	1,856
Salaries	10,296	-	-	10,296	11,861
Repairs	754	-	-	754	-
Bank fees	514	-	-	514	-
Admin exps	1,458	-	-	1,458	3,248
Sub total	21,809	-	-	21,809	21,930
A4 Asset and investment purchases. (see table)					
	10,000	-	-	10,000	21,264
	-	-	-	-	-
Sub total	10,000	-	-	10,000	21,264
Total payments	31,809	-	-	31,809	43,194
Net of receipts/(payments)	- 8,853	-	-	- 8,853	4,388
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	14,617	-	-	14,617	19,005
Cash funds this year end	5,764	-	-	5,764	14,617

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	Cash at bank	5,764	-	-
		-	-	-
		-	-	-
	Total cash funds	5,764	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Plant & machinery	14,294	-	-
	Motor vehicles	873	-	-
	Office Equipment	281	-	-
	Gift aid claim	767	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Hargreavehale	Unrestricted	35,652	47,043
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Bruce Fairburn		08/11/2018
		Sue Wingfield Digby		08/11/2018