

Charity registration number: 1177303

# Wansbeck Valley Food Bank

Annual Report and Financial Statements

for the period from 26 February 2018 to 31 December 2018

Wellway Accountants Limited  
Borough Hall  
Wellway  
Morpeth  
Northumberland  
NE611BN

# **Wansbeck Valley Food Bank**

## **Contents**

Reference and Administrative Details	1
Trustees' Report	2 to 4
Statement of Trustees' Responsibilities	5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 14

# **Wansbeck Valley Food Bank**

## **Reference and Administrative Details**

### **Trustees**

Revd John Rowley (appointed 26 February 2018)  
Mrs Linda Mary Fugill (appointed 26 February 2018)  
Mr Richard Charles Anderson (appointed 26 February 2018)  
Revd Chris Grocock (appointed 26 February 2018)  
Mrs Elizabeth Evans (appointed 26 February 2018)  
Revd Marie Attwood (appointed 26 February 2018)  
Mrs Sheila Rowley (appointed 26 February 2018)

### **Principal Office**

Northgate Hospital  
Morpeth  
Northumberland  
NE61 3BP

### **Charity Registration Number**

1177303

### **Independent Examiner**

Wellway Accountants Limited  
Borough Hall  
Wellway  
Morpeth  
Northumberland  
NE611BN

**Company Registration Number** CEO13360

# Wansbeck Valley Food Bank

## Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the period ended 31 December 2018.

### **Objectives and activities**

#### *Objects and aims*

Wansbeck Valley Food Bank is a registered charity set up to prevent or relieve poverty or financial hardship in Northumberland. The charity achieves its aims and objectives, in particular but not exclusively by:

1. The provision of emergency food parcels, items, services and facilities to individuals in financial need.
2. Contributing to and cooperating with charities and other organisations working to prevent or relieve poverty from within Northumberland.

#### *Objectives, strategies and activities*

During the past year the charity has issued emergency food parcels to those identified as being in need by our professional and caring partners. For those with mobility and transport issues we use our dedicated van to make home deliveries. In addition, clients are offered a Butcher voucher on a yearly basis. When available we offer bread, cheese and spread.

Through the generosity of our supporters we are also often able to offer a bag of extras as well as some fresh produce and toiletries.

We try where possible to cater for clients with special dietary needs, babies and pets.

We relocated premises during the year and have sole use of a property at Northgate Hospital. This provides warehousing, distribution and administrative facilities. This move has greatly increased our storage capacity.

The food and services we provide are funded by generous cash donations from a range of supporters, from individuals to local organisations, councils, businesses, churches and schools.

In addition we receive huge quantities of food donations. In the run up to Christmas our Warehouse Manager was overwhelmed by the amount of food donated and at one time was in danger of disappearing for ever behind a mountain of Christmas Puddings. Even with our increased storage capacity we had to seek additional space. We start the new year well stocked, but still require constant donations in order to continue to provide parcels.

We do not formally take stock checks, but our Warehouse Manager constantly visually reviews stock levels and highlights potential shortages.

We are almost solely reliant on a team of dedicated volunteers who sort food, stack shelves, pack bags, drive the van and distribute parcels.

The growing demands on the services of the Food Bank resulted in unsustainable work loads for a number of key volunteers. As a result of this the Trustees took the decision to appoint a salaried part time Administration Assistant. We made the appointment in October 2018. This appointment allows us to provide a more efficient and effective service. We ensure that we have adequate numbers of volunteers who are provided with the information they require to carry out their duties. Referrers and supporters now have a consistent and recognisable contact.

Key volunteers now have time to plan for the future, explore new possibilities and to make sure that all policies and procedures are up to date.

# **Wansbeck Valley Food Bank**

## **Trustees' Report**

### ***Public benefit***

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Achievements and performance**

During the past year we fed almost 4,500 people. The number of days people were fed was almost 15,000. The approximate value of the food issued was £90,000.

### **Financial review**

The charity's bank current account will be maintained at approximately £5,000. This can be increased with Trustee approval for exceptional items. The Deposit account will be maintained for the remaining balances.

### ***Policy on reserves***

The trustees have no defined policy in terms of the levels of resources held. However, the Trustees regularly, on a quarterly basis review the amount of reserves that are required to ensure that they are adequate to fulfil the Food Bank's continuing obligations and to continue to provide our services.

### **Structure, governance and management**

#### ***Nature of governing document***

Wansbeck Valley Food Bank is governed by a Constitution of Charitable Incorporated Organisation.

#### ***Recruitment and appointment of trustees***

Trustees were appointed at the AGM, however the trustees may appoint a new trustee to temporarily fill a vacancy or to bring in additional skills or experience. Such a trustee will retire at the next AGM but can then be reappointed.

The trustees, where practicable are involved in the work of the Food Bank.

As the Charity changed its status all trustees are deemed to have been in office for one year.

#### ***Organisational structure***

On 26 February 2018, Wansbeck Valley Food Bank changed from a Registered Charity to a Charitable Incorporated Organisation, and adopted a constitution. All assets were transferred to the new organisation.

The trustees have appointed an Operations Team to oversee the day to day activities of the Food Bank. They report to and are accountable to the Trustees.

The team consists of volunteers who are involved in all aspects of the work of the Food Bank.

The annual report was approved by the trustees of the charity on 11 March 2019 and signed on its behalf by:

**Wansbeck Valley Food Bank**

**Trustees' Report**

.....  
Revd John Rowley  
Trustee

## **Wansbeck Valley Food Bank**

### **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 period 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 11 March 2019 and signed on its behalf by:

.....  
Revd John Rowley  
Trustee

## **Wansbeck Valley Food Bank**

### **Independent Examiner's Report to the trustees of Wansbeck Valley Food Bank**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2018 which are set out on pages 7 to 14.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees of Wansbeck Valley Food Bank 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 Wansbeck Valley Food Bank'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 Wansbeck Valley Food Bank 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.

.....  
R Thompson  
ICAEW

Borough Hall  
Wellway  
Morpeth  
Northumberland  
NE611BN

11 March 2019



## Wansbeck Valley Food Bank

### Statement of Financial Activities for the Period from 26 February 2018 to 31 December 2018

	Note	Unrestricted funds £	Total 31 December 2018 £
<b>Income and Endowments from:</b>			
Donations and legacies		104,915	104,915
Other trading activities		840	840
Investment income	4	<u>36</u>	<u>36</u>
Total income		<u>105,791</u>	<u>105,791</u>
<b>Expenditure on:</b>			
Charitable activities		<u>(57,356)</u>	<u>(57,356)</u>
Total expenditure		<u>(57,356)</u>	<u>(57,356)</u>
Net movement in funds		<u>48,435</u>	<u>48,435</u>
<b>Reconciliation of funds</b>			
Total funds carried forward	11	<u>48,435</u>	<u>48,435</u>

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

**Wansbeck Valley Food Bank**  
**(Registration number: 1177303)**  
**Balance Sheet as at 31 December 2018**

	<b>Note</b>	<b>31 December 2018 £</b>
<b>Current assets</b>		
Cash at bank and in hand		75,832
<b>Creditors: Amounts falling due within one year</b>	9	<u>(27,397)</u>
<b>Net assets</b>		<u>48,435</u>
<b>Funds of the charity:</b>		
<b>Unrestricted income funds</b>		
Unrestricted funds		<u>48,435</u>
<b>Total funds</b>	11	<u>48,435</u>

The financial statements on pages 7 to 14 were approved by the trustees, and authorised for issue on 11 March 2019 and signed on their behalf by:

.....  
 Revd John Rowley  
 Trustee

## **Wansbeck Valley Food Bank**

### **Notes to the Financial Statements for the Period from 26 February 2018 to 31 December 2018**

#### **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**

Wansbeck Valley Food Bank 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.

##### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

##### **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.

## **Wansbeck Valley Food Bank**

### **Notes to the Financial Statements for the Period from 26 February 2018 to 31 December 2018**

#### ***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.

#### **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.

#### **Tangible fixed assets**

Individual fixed assets purchased are written off in the year of purchase.

The charity owns a van which was transferred on incorporation. This was written off in the year of purchase in 2015. A van fund has been formed in anticipation of purchasing a new van and an annual amount is being credited to this fund in line with a depreciation on the current van over its remaining expected life of 4 years.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **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.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

## **2 Income from donations and legacies**

## Wansbeck Valley Food Bank

### Notes to the Financial Statements for the Period from 26 February 2018 to 31 December 2018

	<b>Unrestricted funds</b>	<b>Total 31 December 2018</b>
	<b>General £</b>	<b>£</b>
Donations and legacies;		
Donations from individuals	100,163	100,163
Legacies	100	100
Grants, including capital grants;		
Grants from other charities	4,652	4,652
	<u>104,915</u>	<u>104,915</u>

### 3 Income from other trading activities

	<b>Unrestricted funds</b>	<b>Total 31 December 2018</b>
	<b>General £</b>	<b>£</b>
Trading income;		
Sales of goods and services	840	840
	<u>840</u>	<u>840</u>

## Wansbeck Valley Food Bank

### Notes to the Financial Statements for the Period from 26 February 2018 to 31 December 2018

Sale of Goods and Services relates to the sale of Christmas Cards.

#### 4 Investment income

	Unrestricted funds	Total 31 December 2018
	General £	£
Interest receivable and similar income;		
Interest receivable on bank deposits	36	36

#### 5 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds	Total 31 December 2018
	General £	£
Staff costs		
Wages and salaries	2,250	2,250
Other staff costs	700	700
Legal fees	1,174	1,174
Other governance costs	43,523	43,523
	<u>47,647</u>	<u>47,647</u>

#### 6 Trustees remuneration and expenses

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

#### 7 Staff costs

The aggregate payroll costs were as follows:

## Wansbeck Valley Food Bank

### Notes to the Financial Statements for the Period from 26 February 2018 to 31 December 2018

	<b>2018</b> £
<b>Staff costs during the period were:</b>	
Wages and salaries	2,250
Other staff costs	700
	2,950
	2,950

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

#### 8 Taxation

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

#### 9 Creditors: amounts falling due within one year

	<b>31 December</b> <b>2018</b> £
Other taxation and social security	(103)
Accruals	27,500
	27,397
	27,397

#### 10 Financial guarantee contracts

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

The amount of the financial guarantee contract is £-.

#### 11 Funds

	<b>Incoming</b> <b>resources</b> £	<b>Resources</b> <b>expended</b> £	<b>Transfers</b> £	<b>Balance at 31</b> <b>December</b> <b>2018</b> £
<b>Unrestricted funds</b>				
General	(105,791)	57,356	(9,015)	(57,450)
Designated	-	-	9,015	9,015
	(105,791)	57,356	-	(48,435)
<b>Total funds</b>	(105,791)	57,356	-	(48,435)

## Wansbeck Valley Food Bank

### Notes to the Financial Statements for the Period from 26 February 2018 to 31 December 2018

#### 12 Analysis of net assets between funds

	<b>Unrestricted funds General £</b>	<b>Total funds £</b>
Current assets	75,832	75,832
Current liabilities	<u>(27,397)</u>	<u>(27,397)</u>
Total net assets	<u><u>48,435</u></u>	<u><u>48,435</u></u>

#### 13 Analysis of net funds

	<b>At 26 February 2018 £</b>	<b>Cash flow £</b>	<b>At 31 December 2018 £</b>
Cash at bank and in hand	-	75,832	75,832
Net debt	<u>-</u>	<u>75,832</u>	<u>75,832</u>



## Wansbeck Valley Food Bank

### Statement of Financial Activities by fund for the Period from 26 February 2018 to 31 December 2018

	<b>Total Unrestricted funds 31 December 2018 £</b>
<b>Income and Endowments from:</b>	
Donations and legacies	104,915
Other trading activities	840
Investment income	36
Total income	<u>105,791</u>
<b>Expenditure on:</b>	
Charitable activities	<u>(57,356)</u>
Total expenditure	<u>(57,356)</u>
Net income	<u>48,435</u>
<b>Reconciliation of funds</b>	
Total funds carried forward	<u><u>48,435</u></u>

## Wansbeck Valley Food Bank

### Detailed Statement of Financial Activities for the Period from 26 February 2018 to 31 December 2018

	<b>Total 26 February 2018 to 31 December 2018 £</b>
<b>Income and Endowments from:</b>	
Donations and legacies (analysed below)	104,915
Other trading activities (analysed below)	840
Investment income (analysed below)	36
Total income	<u>105,791</u>
<b>Expenditure on:</b>	
Charitable activities (analysed below)	<u>(57,356)</u>
Total expenditure	<u>(57,356)</u>
Net income	<u>48,435</u>
<b>Reconciliation of funds</b>	
Total funds carried forward	<u><u>48,435</u></u>

## Wansbeck Valley Food Bank

### Detailed Statement of Financial Activities for the Period from 26 February 2018 to 31 December 2018

	<b>Total 26 February 2018 to 31 December 2018 £</b>
<b><i>Donations and legacies</i></b>	
Legacies and bequests	100
Donation from antecedent organisation	57,083
Donations - Individuals	12,760
Donations - Churches	4,018
Donations - Town and Parish Councils	12,295
Donations - Morpeth Mayors Charity	7,358
Donations - Collection Boxes	1,010
Donations - Local Business and Clubs	5,639
Grants - other agencies	4,652
	104,915
	104,915
<b><i>Other trading activities</i></b>	
Sale of Christmas Cards	840
	840
	840
<b><i>Investment income</i></b>	
Interest on cash deposits	36
	36
	36
<b><i>Charitable activities</i></b>	
Food and Toiletries	(9,446)
Carrier Bags	(263)
Wages and salaries	(2,250)
Recruitment Cost	(700)
Rent	(2,689)
Insurance	(556)
Telephone and Stationery	(2,674)
Equipment and IT	(2,662)
Printing of Christmas Cards	(598)
Sundry expenses	(398)
Northgate Premises Expenses	(32,348)
Motor expenses	(1,548)
Legal and professional fees	(1,174)
Bank charges	(50)
	(57,356)
	(57,356)