

Borehamwood Foodbank

Charitable Incorporated Organisation

Report and accounts for the year ending 31st January 2019

Charity Registration Number 1155599

Borehamwood Foodbank CIO

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Borehamwood Foodbank CIO

Report of the Trustees

1. Charitable Trustees

The charitable trustees who served during the period are:

Miss Kristan Payne	Chair
Ms Judith Elders	Vice-Chair
Rev David Aplin	CIO Secretary
Mrs Gloria Jeffs	Secretary
Rev Dominic McKenna	
Murray Devine	
Mrs Deborah King	Treasurer appointed 7 th May 2019
Zain Rizvi	Appointed 7 th May 2019

2. Registered Office

The Address registered with the Charity Commission is:

David Aplin
39 Elmsleigh Avenue
Kenton
Harrow
HA3 8HX

Telephone: 020 8907 6246

Email: info@borehamwood.foodbank.org.uk

Website: Borehamwood.foodbank.org.uk

3. Bankers

HSBC Bank plc
69 Pall Mall
London
SW1Y 5EY

4. Financial Report

During the year to 31st January 2019 income received was £22,723 (2018 £27,291). Our spending on Restricted Funds was a little less than our income and the balance outstanding is all committed to pressing needs in our community. These funds were especially useful in supporting our efforts to alleviate fuel poverty, to improve economic cooking and the provision of family lunches. There is £4,072 of restricted Funds to be spent in 2019-20. mainly on our family lunch programme and self-help such as slow cooker courses and fuel poverty. Meeting these needs remains paramount for the foodbank.

There is deficit on the Income & Expenditure Account of £348 against a surplus of £919 in 2018. The 2018 figure was after moving £2,000 into the Reserve Account which, at £6,000, stands at the Charities Commission recommended level of three months expenditure.

Cash at bank and in hand at 31 January 2019 was virtually unchanged at £25,708 (2018 £25,777).

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We are deeply indebted to the generosity of the people and organisations of the area, to the continuing care of Caritas and the strong support of Tesco Stores plc. We are also grateful to St. Teresa's Church which has provided us with a location and facilities as well as splendid help from its clergy and congregation.

5. Statement of Directors' responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements directors are required to:-

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business. The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

With these accounts we are implementing the accounting standard FRS 102 and the Charity SORP FRS 102. The implications of this are stated in our Accounting Policies.

6. Audit and Independent Review

The CIO is not required to have an audit but because income exceeded £25,000 in 2018 we were required to have an Independent Review. The Committee appointed Howard Browne FFA of Thornton Heath, Surrey as authorised by the last Annual General Meeting. The trustees consider that an independent review is beneficial although this year it is not a legal requirement. It is proposed that Howard Browne be asked to perform this task again.

This report was agreed by the Trustees on 7th May 2019 and is signed on their behalf.

Gloria Jeffs
Secretary
7th May 2018

Borehamwood Foodbank CIO

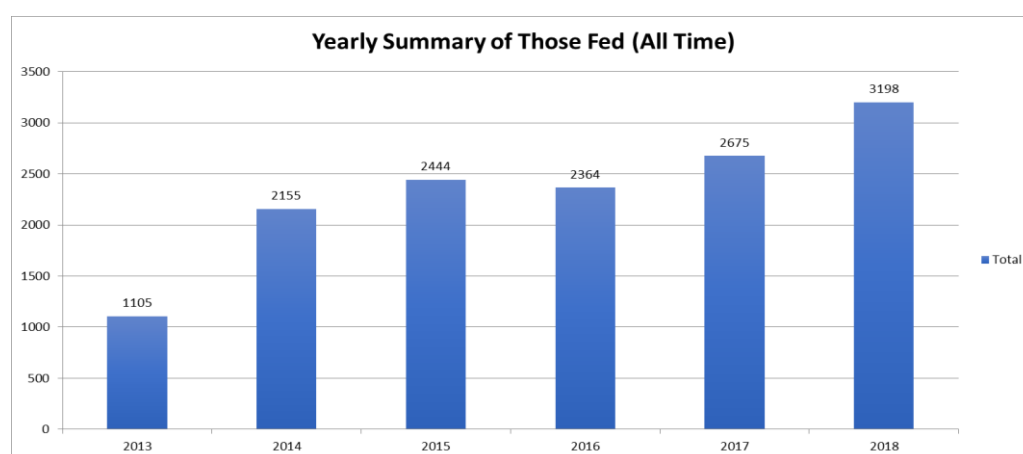
Report of the Chair of Trustees

Introduction

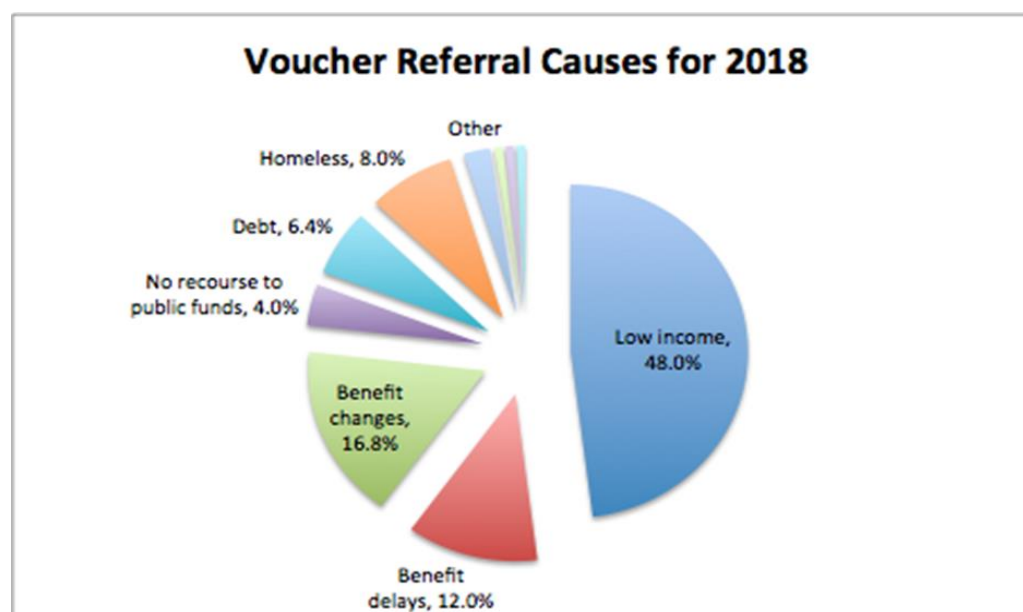
For another year Borehamwood Foodbank has remained an important part of our community – a welcome response for those who come to us for emergency food and support. Furthermore, the response to food poverty from our volunteers, supporters and everyone who donates food weaves together a wide section of our local community. In April 2019 we have been in operation for 6 years and feel that we have established ourselves as an integral part of Hertsmere.

Statistics

In 2018 we fed 3,198 people, which is a 20% increase on 2017. This was achieved by honouring 1320 vouchers, a 15% increase on 2017. In the previous year the increase in use was 13%, so we have witnessed a marked increase in demand.

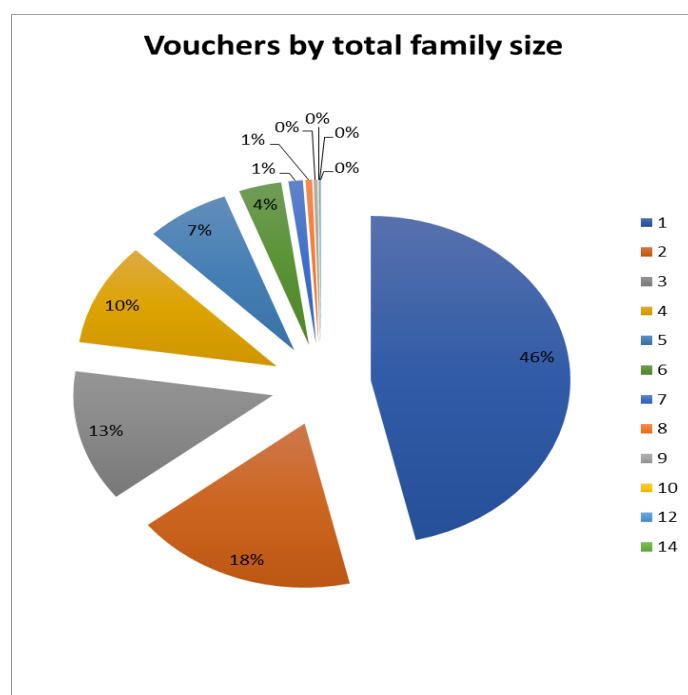


In 2018 there was a shift in the reasons for clients coming to us as recorded from their vouchers. Previously, there has been a higher percentage of those facing benefit delays and benefit changes, in 2018 the emphasis shifted to low income:



Borehamwood Foodbank CIO

Finally, we have noticed that the family size of those who have attended in the last year remained fairly consistent from previous years. Single people are the largest group we see.



In the last year we have been looking at our statistic in a bit more depth. The reporting system that we have as a member of the Trussell Trust network gives us the ability to build a reliable profile of our work and the group we are serving. We hope to share this in more detail in the coming year. It is not just an impression, but it can be borne out by fact, that the more vulnerable members of our community, those who have ill health, mental health issues, are homelessness, face job or income insecurity, or are living alone, are more likely to use our foodbank.

Since we opened in April 2013, and up until the end of January 2109, we have provided 14,258 people with 3 days emergency food. I would like to say, that with this number of people in Hertsmere presenting themselves as hungry or in need of food, the argument about the existence of food poverty is over, but it is not. Sadly hunger, the struggle to keep a household with food or to provide meals for children continues to be a day to day reality for a significant number of people in Borehamwood. As an organisation we feel that this cannot be acceptable in our community. We will continue to strive to provide food, find means of assisting people out of food poverty and challenge this hidden problem in our community.

Achievements

To meet the demand highlighted above we have collected, labelled and processed 20.7 tonnes of food. These are made into packs and for the same period we have distributed 16 tonnes of food and goods.

We have remained committed to tackling holiday hunger and we have held 6 family lunches – two at Easter, four over the summer holiday plus 3 half term cookery lunches. Unique brand to

Borehamwood Foodbank CIO

our lunches is that we consider them to be family occasions when parent and children can take part in a craft activity or prepare food together, where we all eat together, and families go home with additional food for the week.

We have been fortunate to secure funding from Hertfordshire Community Foundation, Tesco Groundwork grant and private donations to support clients with fuel grants over the winter months. The demand for these is consistent. Without fuel to cook or heat a home, some of our clients cannot make the most of the food we provide or have the necessary warmth to cope with illness.

We have started a process of supporting the distribution team with more information and training. Over the year we have had input from DWP, Herts Help and local learning mentors. Both our distribution and warehouse teams have grown in strength and maturity and deal with challenges and issues in a happy, flexible and accommodating manner.

In autumn of 2018 we were aware that Universal Credit would be rolled out into full service in December 2018. As trustees we set ourselves the challenge to have three things in place: enough stock, fuel grants for the winter period and beginning of a partnership with Citizens Advice Hertsmere. We saw these as important elements of the safety net we aim to provide those who use our service. We are delighted that January 2019 saw the start of a Citizens Advice outreach worker attending one of our sessions a week. This will increase to two sessions a week in June 2019 as we have secured funding from ASDA / Trussell Trust to continue for the next three years. We strongly believe that welfare support embedded in the foodbank is the most effective way of supporting people to improve their situation.

Thank Yous!

We have an amazing team of approximately 35 volunteers who service our warehouse and distribution teams. They give their time freely, support each other and are joined in the aims of the foodbank. We feel privileged to have such strong volunteer base and would like to thank them for all their efforts.

We also have a team of approximately 18 volunteers who support the family lunches. Some of these volunteers also work in our distribution or warehouse teams. Penny Beral puts in many hours in the planning and preparation of the food for family lunches, and for that we are very grateful.

We have other volunteers who will join us for Tesco collections or for our monetary collection at Kings Cross. These are events that require a significant amount of effort, and we are so appreciative of all the support we receive.

We would like to give a huge acknowledgement to the unknown people who consistently and generously donate to our static box in Tesco Borehamwood. On a weekly basis we are touched by the simple acts of kindness demonstrated by the food left for us to distribute.

Borehamwood Foodbank CIO

We have continued with a successful and generous relationship with Tesco's who host our twice-yearly food collections. Thank you to Marion Naylor for all your support.

The work of the foodbank would not be possible without the support of all the other community organisations that support us with regular donations – the local churches and synagogues, all the local primary schools and secondary schools such as Haberdashers Aske, Nicholas Breakspear and St Columba's. We have had offers of help and monetary support from local businesses and small groups of concerned people. We are happy to link with many local initiatives tackling food poverty and supporting local people.

Finally, this year we have improved our social media profile, and we are grateful for the work Oliver Coleman has put into this. We know that this is where the conversations are happening!

Next Year

We have challenges for the year ahead. We can never become complacent as we know that we need to steadily build on our successes to remain a reliable and respected part of the community. We need to strengthen our trustee team, and work towards more distinct governance. We are looking forward to strengthening our partnership with Citizens Advice Hertsmere and the work of the distribution team. We also aim to widen our access to family lunches. We look forward to working together with everyone in our community to address poverty and food shortages.

Judith Elders

Borehamwood Foodbank CIO

Report of the Independent Accountant's Review

Independent Examiner's Report to the Trustees of Borehamwood Foodbank CIO

You consider that the charity is exempt from an audit for the year ended 31 January 2019. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year.

In accordance with your instructions, I have examined the accounts which comprise the Income and Expenditure account, the Balance Sheet and the related notes which you have prepared from the accounting records of the charity.

I have not carried out an audit or any other review, and consequently I do not express any opinion on these accounts.

Howard Browne FFA
64(A) Parchmore Road
Thornton Heath
Surrey CR7 8LW

Borehamwood Foodbank CIO

Balance Sheet at 31 January 2019

	Notes	2019	2018
		£	£
FIXED ASSETS			
Tangible assets	1H &3	<u>2,429</u>	<u>2,799</u>
CURRENT ASSETS			
Stocks	1G	0	0
Cards for Causes		0	7
Prepayment	5	331	327
Cash at bank		25,551	25,627
Cash in hand		<u>157</u>	<u>150</u>
		<u>26,039</u>	<u>26,111</u>
CREDITORS (amounts falling due within one year)			
Creditors and accruals	6	<u>536</u>	<u>631</u>
		<u>536</u>	<u>631</u>
NET CURRENT ASSETS		<u>25,503</u>	<u>25,480</u>
TOTAL ASSETS		<u>27,932</u>	<u>28,279</u>
CAPITAL AND RESERVES			
Reserve Fund	1D	6,000	6,000
Restricted funds	13	4,072	3,799
Surplus on Income & Expenditure Account	4	<u>17,860</u>	<u>18,480</u>
TOTAL CAPITAL AND RESERVES		<u>27,932</u>	<u>28,279</u>

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 Companies Act 2006 .The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies' regime.

The financial statements on pages 9 to 14 were approved by the Trustees on 7th May 2019 and signed by:

Judith Elders (Chair)
Director

Deborah King (Treasurer)
Director

Borehamwood Foodbank CIO

Income & Expenditure Report for the year to 31st January 2019

	<i>Notes</i>	Year to 31 January <u>2019</u> £	Year to 31 January <u>2018</u> £
INCOME			
Restricted grants	10	6,859	8,159
Unrestricted grants	11	5,000	0
Donations	12	10,864	18,332
Gift Aid		0	800
Text Giving		0	0
Other funding		0	0
Bank interest		0	0
Income for period		<u>22,723</u>	<u>27,291</u>
EXPENDITURE			
Membership of Trussell Trust		360	360
Foodbank costs		8,252	5,400
Salary costs		8,985	9,051
Pension costs		242	74
Equipment		1,435	309
Depreciation	3	370	270
Insurance		690	517
Office & Printing		1,334	946
Governance		243	660
Utilities		1,000	1,396
Marketing		0	0
Training and conferences		130	1,318
Sundries		<u>30</u>	<u>948</u>
Total Expenditure		<u>23,071</u>	<u>21,249</u>
Surplus (Deficit) for year		<u>(348)</u>	<u>6,042</u>
Less transfer to Reserve Account		0	2,000
Increase(decrease) in Restricted Funds		273	3,799
Addition (deduction) to Cumulative Surplus		<u>(621)</u>	<u>243</u>
		<u>(348)</u>	<u>6,042</u>

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NOTES TO THE ACCOUNTS

1 Accounting Policies

A Basis of preparation

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 Companies Act 2006.

Borehamwood Foodbank CIO 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 note.

B Preparation of the accounts on a going concern basis

Borehamwood Foodbank is mostly dependent upon volunteers and there is one part-time paid worker. The buildings used by the foodbank are owned and there are no commitments to pay rent or service charges to Saint Teresa's Roman Catholic Church where the foodbank is located. We do however make voluntary contributions to defray some costs incurred on our behalf by the church.

C Reserves Policy

In common with many charities the trustees have considered it prudent to set aside a part of the accumulated surplus to pay outstanding commitments particularly salaries, and to enable the closure of the foodbank in an orderly manner including clearing the site of concrete bases for our buildings. Thanks to the generosity of funders, the general public and our hard-working volunteers we do not see closure being forced upon us for financial reasons nor, regrettably any diminution in the needs for our services.

D Income recognition

All income is recognised when received.

E Interest receivable

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

F Volunteers and donated services and facilities

The value of the work performed by our volunteers without charge is not incorporated into these financial statements. Although the value is considerable it is excluded due to the difficulty of valuing it reliably.

G Stock

Stocks of food and other distributed items are not valued due to the difficulty of valuing them reliably and consistently. In addition these stocks are restricted to foodbank distribution and have no realisable value. At 31st January 2019 our stocks amounted to

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9,005 Kg (2018 was 5,834 Kg) which, using the Trussell Trust calculator, is worth approximately £15,700 (2018 £9,800)

H Tangible fixed assets

Individual fixed assets costing over £500 are capitalised at cost. Depreciation is charged at rates between 10% and 33.3% depending upon the likely life of the asset.

I Funds accounting

Restricted funds are monies where the donor requires that the donation must be spent on a particular purpose and is returnable if unspent in a set period of time.

J Key management

The key management functions are performed by the officers and other members of the committee.

2 Turnover

2019	2018
£22,723	£27,291

3 Fixed assets

	<u>2019</u>	<u>2018</u>
Cost price at start of year	£3,699	£2,699
Acquisitions	<u>0</u>	<u>£1,000</u>
Cost price at end of year	<u>£3,699</u>	<u>£3,699</u>
 Cumulative depreciation at start of year	 £900	 £630
Depreciation charge for year	<u>£370</u>	<u>£270</u>
Cumulative depreciation at end of year	<u>£1,270</u>	<u>£900</u>
 Net Book Value at start of year	 <u>£2,769</u>	 <u>£2,069</u>
Net Book Value at end of year	<u>£2,429</u>	<u>£2,769</u>

4 Movement of funds during year

	<u>2019</u>	<u>2018</u>
This is stated after charging:	£	£
Depreciation	370	270
Independent Review fees	150	150

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	<u>2019</u>	<u>2018</u>
5 Prepayments	£	£
Trussell Trust subscriptions	240	240
Insurances	<u>91</u>	<u>87</u>
	<u>331</u>	<u>327</u>
6 Accruals		
Leave pay accrued	0	127
Pension accrued	137	104
Provision for Independent Review	150	150
Donation to St Teresa's Church for Q4 / leave 2016	<u>250</u>	<u>250</u>
	<u>537</u>	<u>631</u>

7 Benefits - trustees

No pecuniary or other benefit was received from the CIO by any trustee in respect of the years to 31st January 2019 and 2018 other than the reimbursement of agreed and approved expenses, wholly, exclusively and necessarily for the benefit of the CIO.

8 Insurance

An insurance policy is in place to protect the trustees, or any of them, against personal liability arising from their actions as Trustees of the CIO.

9 Paid employees

The CIO has had one part-time paid employee throughout 2019 and 2018 financial years.

10 Restricted grants received

St. John's Southworth
(to provide family lunches)

Groundwork Fuel Project

Groundwork Cooking

Final payment of Groundwork – cookery and healthy eating project

Hertsmere Ward Initiative Fund - slow cookers

11 Other grants

Caritas for continuing operations

12 Major donations

Tesco Top-Up via The Trussell Trust

The Aldenham Foundation

Kings Cross collections

Borehamwood Spiritualists

A & S Magnus

Turkey Raffle

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13 Use of restricted funds

	St John's Southwold	Groundwork Fuel	Cookery	WIF Slow Cooker	Hertsmere Training	Total
Balance of grant b/f	£2,219	£0	£1,448	£0	£132	£3,799
Amount received	£2,484	£3,000	£975	£400	£0	£6,859
Expenditure	<u>£(2,219)</u>	<u>£(1,812)</u>	<u>£(2,423)</u>	<u>£0</u>	<u>£(132)</u>	<u>£(6,586)</u>
Balance of grant c/f	<u>£2,484</u>	<u>£1,188</u>	<u>£0</u>	<u>£400</u>	<u>£0</u>	<u>£4,072</u>

Other sources have also contributed to our efforts to alleviate fuel poverty

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Report of the Independent Accountant's Review

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Howard Browne FFA

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