



# **Charity Annual Report & Accounts**

1 April 2018 - 31 March 2019

Registered Charity Number: 1151705

Authors: P Bailey, J Rafferty, M Forman, R Spurling, S Seward

Date: July 2019

## **Chair's Report**

I am delighted to report that the Foodbank Charity has had another successful year developing its services and facilities to help Cheshire people in need. In particular

- Foodbank demand continues to rise. There was a 32.4% increase in vouchers processed in the last 12 months and we have successfully managed this significant growth
- To help meet this demand we now run supermarket collections in most months and we collect in a larger number of stores
- We continue to provide toiletries in our standard regular 'food' parcels investing some of our cash resources to buy stocks of these items.
- This year we started to operate the e-voucher system where referrers can complete the vouchers using the Trussell Trust on line system. These vouchers can then be read by our Foodbank Distribution Centres and the Foodbank Office.

Of course, we would all prefer to be in a situation where no one is in need, but it is good that we have the resources to help so many people.

Our success is due to the enthusiasm and commitment of our many volunteers and I would like to say a big thank you to everyone who has given their support to the charity.

This year there has been an addition to our Trustee board. Sarah Saward, Income Manager, Weaver Vale Housing Trust was appointed to the Trustee Board in June 2018. Her appointment strengthens and enriches our team.

Key to our ongoing development has been building support from a wide range of churches and establishing key relationships with government agencies, schools, charities, voluntary groups and businesses. Every one of these relationships is immensely important to us. They enable us to operate effectively and meet the needs of people in poverty in Mid Cheshire, which is our primary aim.

We continue to seek feedback from key stakeholders and clients it has been encouraging to see the positive comments about our services from our key contacts and that clients' feel welcomed and supported by the Foodbank.

I would like to thank my fellow Trustees, who have successfully and effectively managed these developments, for their commitment and support.

We will continue to review the development of the charity as we plan for the future and continue to meet the needs of people in Mid Cheshire.

May I encourage everyone to keep up the excellent work we have begun together and continue to offer hope and love to people of Mid Cheshire.

Cheshire people helping Cheshire people.

Matthew 25v35 I was hungry and you gave me something to eat.

**Michael Forman**

**Chair of Trustees**

## **Mid Cheshire Foodbank Limited**

Mid Cheshire Foodbank Limited (MCFB) is a registered charity (No. 1151705) and a limited company (No. 08372107). This report covers a full year of operation from 1 April 2018 to 31 March 2019. MCFB's financial year coincides with the Trussell Trust's, which makes annual reporting easier for all. MCFB continues to be part of the Trussell Trust's network of foodbanks.

There were four Trustees/Directors in office throughout the year and one joining mid-year as follows:

Rev. Michael Forman, Chair  
Mr Paul Bailey, Treasurer  
Mrs Jo Rafferty  
Mr Rodger Spurling  
Mrs Sarah Seward (joined June 2018)

The Members' Group met throughout the year and benefitted from the addition of new members.

Mr David Briggs, MBE, KStJ, Her Majesty's Lord-Lieutenant of Cheshire, continued as the Charity's patron and attended a number of events.

There were several changes to the managerial team during the year including the appointment of a Volunteer Co-ordinator and replacement of / additions to the Food Distribution Centre Managers.

## **Key Facts**

- 6569 people were fed between April 2018 and March 2019. This is an increase of just over 19% on the previous year. 2,343 (36%) of those fed were Children.
- 2857 vouchers were received an increase of 32% on the previous year.
- 8 food distribution centres (FDCs) were running throughout the year, namely 5 in Northwich (Barnton, Bethel, Greenbank, Leftwich and Town) and 3 in Winsford (Christchurch, St Joseph's and St John's).
- 68 tonnes of food were received from a variety of sources.
- Top 4 Reasons for Referral were: Low Income, Benefit Delays and Benefit Changes and Debt.

## **Food Donations**

68 tonnes of non-perishable food were donated to, or purchased by MCFB during this period, of which 29.6% came from regular church congregation and school donations, 9.1% from supermarket collections and 26% from public and business donations. This shows a good range of sources of donation throughout the year. For the 18/19 year we continued to be the nominated charity for Weaver Vale Housing Trust. This saw significant donations from the organisation for which we were very grateful.

Harvest Festival collections at churches and schools were also particularly fruitful and 6.1 tonnes were donated between late September and the early November 2018. As a result the Warehouse was busy during this period and then even busier in the run up to Christmas and beyond with over 22 tonnes of donations processed between December and February.

The most significant donation of food during the year was from the Traveller Communities in Winsford and Northwich who, in response to a request from Tyson Fury before his big fight, donated 1.9 tonnes just before Christmas. Thank you to all in those Communities for your very generous donations.

We have also been very pleased this year to start receiving donations of fresh bread from Roberts Bakery and eggs from Poplars Farm. These have been a very welcome addition to our food parcels

As a consequence of the national agreement between the Trussell Trust and Tesco, Tesco's Northwich Superstore has been the supermarket at which the most supermarket collections have been conducted. We were fortunate also during the year to make a collection at ASDA in Northwich.

There have been permanent collection boxes in Tesco, ASDA and Waitrose stores in Northwich, in Booths in Knutsford, in Sainsbury's local at Hartford, in ASDA Winsford and in a number of other locations. The Abbeycroft Veterinary Practice and St Helens Church Witton in Northwich and All Your Appliances in Winsford continued as a food collection points throughout the year.

Whilst food donations have been far greater than the previous year (55 tonnes) there has been an increased need for MCFB to purchase some stock items especially toiletries, but also other food items, with money donated. This trend has continued throughout the year with stock purchases becoming 18.3% of all stock in an attempt to keep pace with the increasing demand for food parcels. Stock purchases were at their highest during the June to September period (7.9 tonnes).

## **Warehouse**

The warehouse received 68 tonnes of food throughout the year. The period from October to January was especially busy when 28.8 tonnes were received, including 6.1 tonnes from harvest festival events held by church congregations, schools and voluntary groups. During the same period 26.3 tonnes left the warehouse, most of which went to FDCs with some also going to organisations holding emergency boxes. Also during February and March 2018 the Warehouse saw another busy period when 10.7 tonnes of food was issued to FDCs.

In March 2018 the warehouse team assisted by Barclays (Gadbrook Park) volunteers undertook the annual stocktake, which was completed well ahead of schedule thanks to the commitment of all involved.

To balance the stock to within 0.5%, on a turnover of 68 tonnes, was a credit to the warehouse team.

## **MCFB Premises**

MCFB is located at Unit 14, The Business Centre, Barlow Drive, Winsford, CW7 2GN and this is our Registered Charity address. Both Warehouse and Office are housed here.

## **Volunteers**

By 31 March 2019 the volunteer database was as follows:

Volunteer	Number
Active	147
Barclays	12
Inactive	32

The majority of active volunteers come from churches that support MCFB continuously in some way. However, the proportion of applications from members of the public who have been motivated to join us because of what they have learnt about Trussell Trust Foodbanks from the media continues to increase. Putting the Volunteer Application Form on the MCFB website has made it easier to apply.

95 volunteers were allocated to at least one food distribution centre (FDC) with some working routinely in two FDCs or in other capacities. The teams in the FDCs meet and greet clients, prepare food parcels and where appropriate signpost them to other places for support. We ran 3 training courses for volunteers in July and September 2018 and January 2019. All FDCs have regular teams but we continue to see some natural turnover. So there is an on-going need to train further volunteers. This year also saw the introduction of volunteer drivers who deliver food to some of the FDCs and in future we hope to increase the number of drivers.

The warehouse core team comprises 18 volunteers and is augmented at busy times with people willing to be called in on an ad hoc basis. This team manage the incoming and outgoing stock and ensure we use donated food within date. There is an office team of 4 volunteers, which is responsible for entering data in the Trussell Trust system, managing the email account, issuing vouchers to referrers as well as the general administration of MCFB

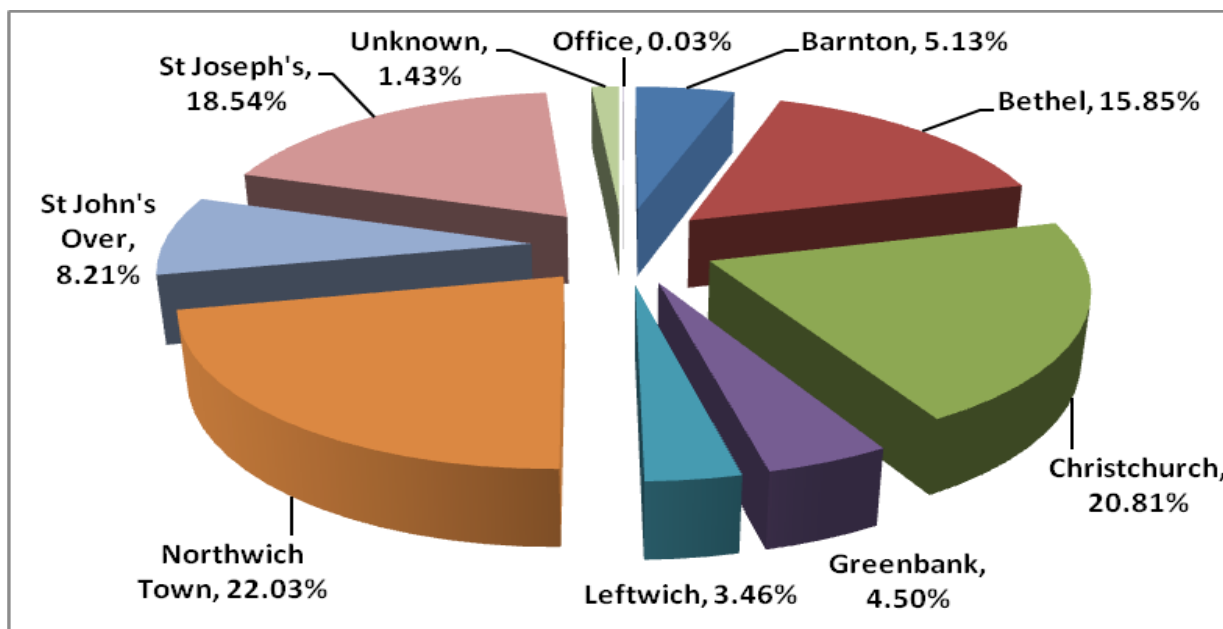
10% of active volunteers participated in the supermarket collections. There are also small teams of volunteers who empty the permanent box at ASDA Winsford and Northwich, Tesco, Booths, Waitrose and Sainsbury's Local on a regular basis. The Barclays volunteers are a special category as they provided invaluable help during the stocktake in March 2018.

Inactive volunteers are individuals who need to step down on a temporary basis and hope to be back with us in the future.

MCFB continues to be run solely by volunteers.

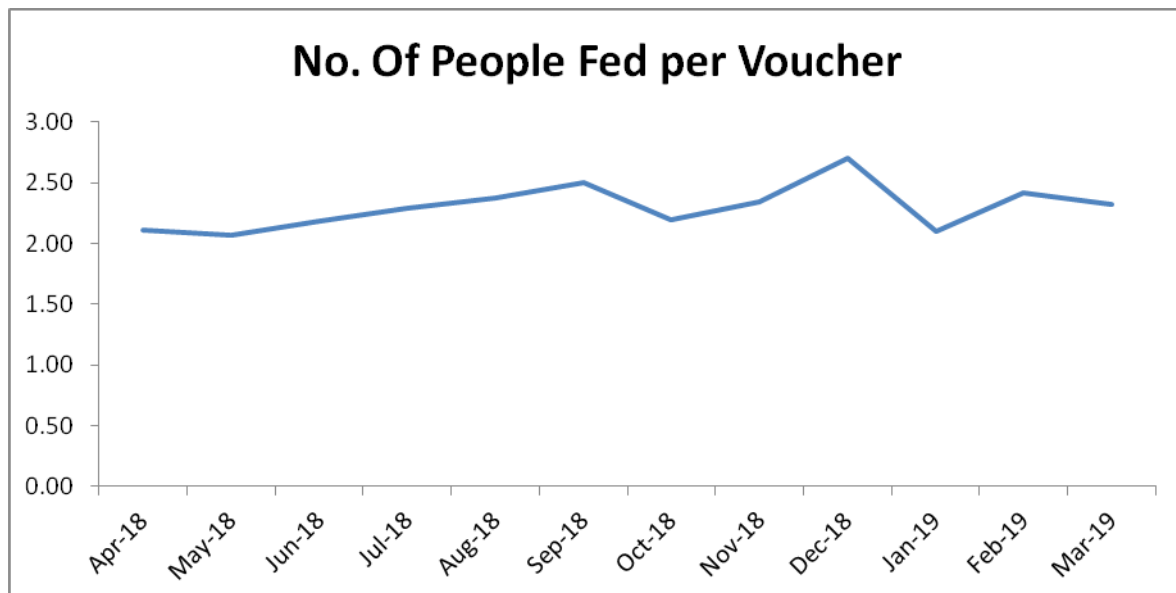
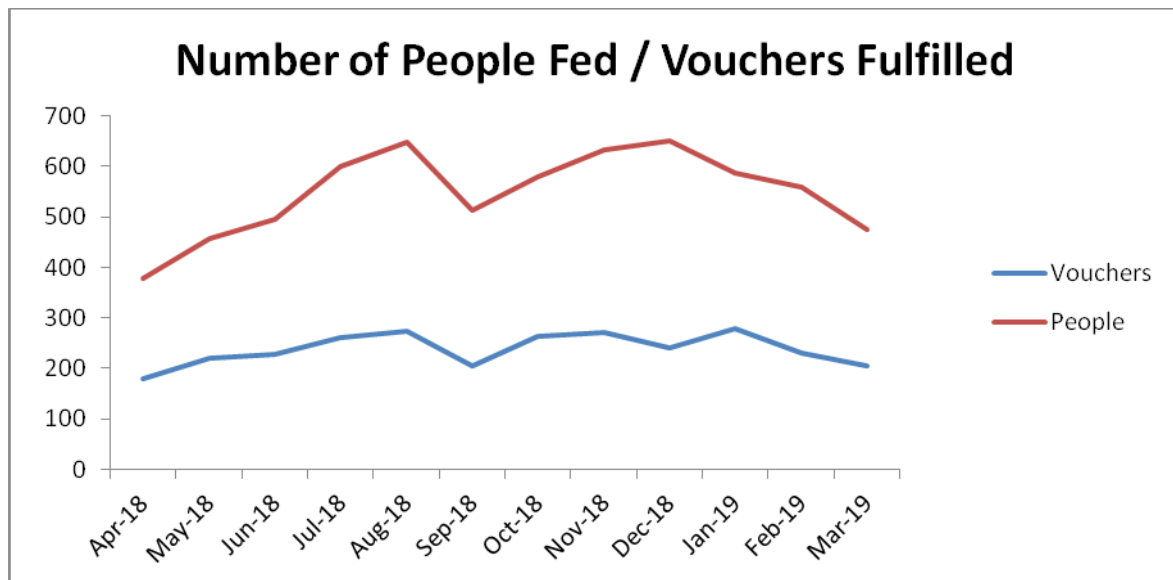
## Food Distribution Centres

All eight FDCs have operated throughout the year - Bethel, Barnton Greenbank, Leftwich and Town in Northwich and Christchurch, St John's and St Joseph's in Winsford. There is an FDC open every weekday in either the Winsford or the Northwich areas. The current number of centres and opening times appears to be adequate to meet the needs of our area at present.



Based on the number of vouchers received Northwich Town was the busiest centre closely followed by Christ Church. St Joseph's was the third busiest centre. The numbers received at Bethel, St John's, Greenbank and Leftwich continued to increase during the year with Barnton numbers remaining consistent. There was a significant decrease in the number of vouchers issued from the Foodbank Office. These were for food parcels to organisations that hold emergency boxes, e.g. Making Space and the CWAC Help Team. During the year 41 such vouchers were fulfilled feeding 53 adults and 20 children. This could be as a result of us having centres open each weekday and/or the expansion of services to support vulnerable clients. The availability of e-vouchers could also have had an impact 2857 vouchers were fulfilled by the FDCs, this is an increase of over 32% on the previous year. There remains a 50/50 split of vouchers between the Winsford and the Northwich locations. Where vouchers are presented is not always an accurate reflection of where people live. Some will come a significant distance, possibly to avoid being recognised, or come to the centre that is open on the day they receive the voucher.

Based on the number of people fed the pattern across the FDCs alters slightly with Christchurch the busiest, followed by St Joseph's and then Town.



July and August, and November and December 2018 were again busy months with FDCs feeding over 599, 647, 633 and 651 people respectively. Additional seasonal food items were provided for individuals and families for the Christmas and Easter periods.

Again this year MCFB participated in a Holiday School Meals initiative which now covers all school holidays. The aim is to support families normally in receipt of free school meals. As a result 169 individuals received food. This is an increase over the previous year's numbers but often school holiday meals is given as a secondary reason for referral so it is an understatement of the true picture.

## Reasons for Referral

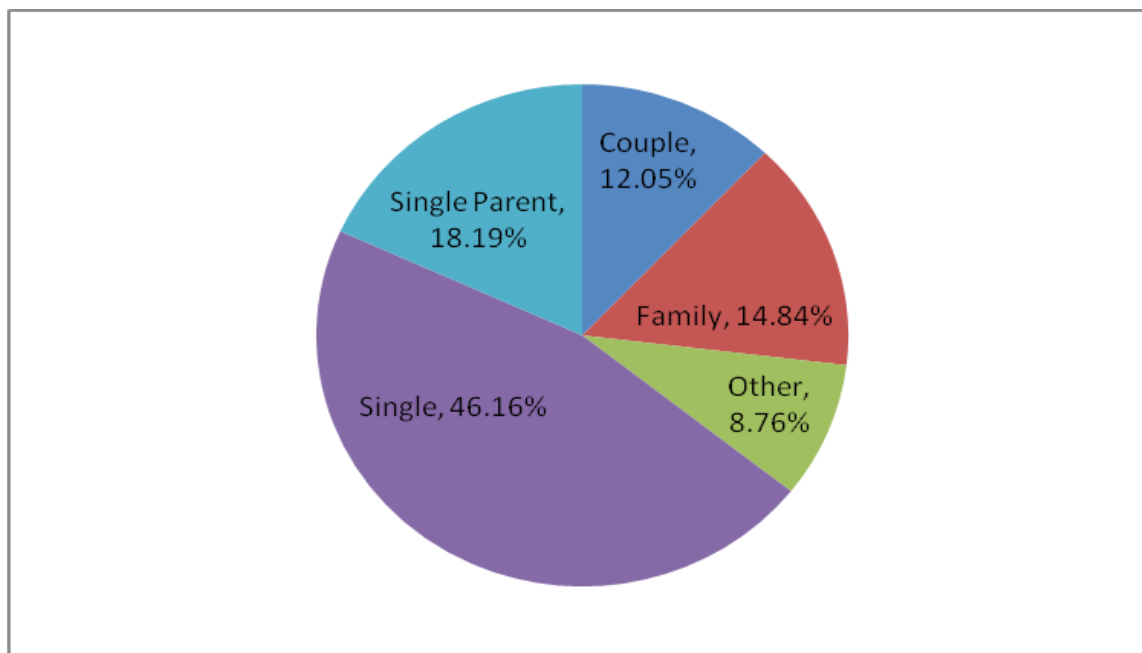
The voucher provides the referrer with 12 options to describe the nature of the crisis the client is experiencing. Some clients' issues are complex and the referrers select the crisis relevant to why they have issued a particular voucher.

<b>Crisis</b>	<b>No. Vouchers</b>	<b>People</b>	<b>% Total People</b>
Low income	1028	2346	36.0%
Benefit Changes	499	1203	18.0%
Benefit Delays	463	1023	15.5%
Debt	424	1064	15.5%
Other	165	325	5.0%
Homeless	130	173	3.0%
Sickness	61	94	2.0%
Holiday meals	42	169	2.5%
Delayed wages	19	48	1.0%
Domestic violence	13	20	0.5%
No recourse to public funds	8	1	0.5%
Refused STBA	5	19	0.5%

The top 4 reasons for client referrals are Low income (36.0%), Benefit changes (18.0%) and Benefit Delays (15.5%) and Debt (15.5%) which collectively account for 85.0% of individuals receiving vouchers. In the last year low income remained the number one reason for referral with twice as many vouchers issued compared to last year. Based on information from our clients and referrers the roll out of Universal Credit has continued to have a significant impact on the Benefits Delays and Changes categories. This is in line with national trends reported by the Trussell Trust. Also this year we have seen the Debt category increase to cover 15.5% of referrals.

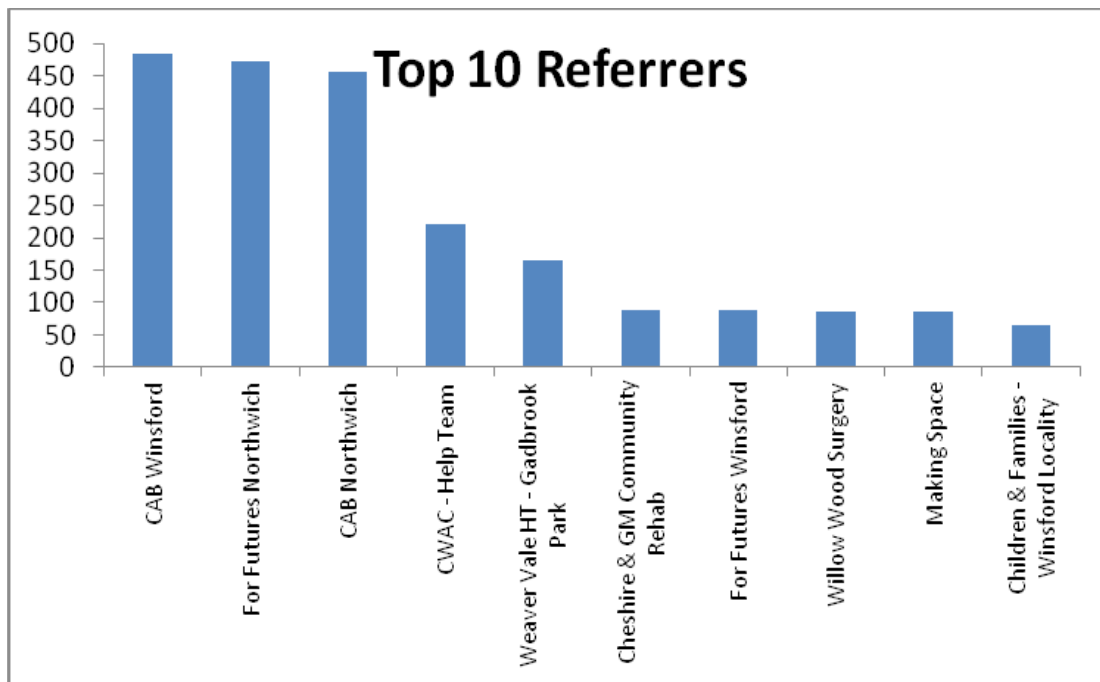
## Family Classification

Around 46% of the vouchers were presented by single people. However Families make up nearly 70% of all people fed. In the second half of the year there was a small increase in the number of families and single parent families visiting MCFB.



## Referrers

During the year we have updated information on our existing referrers. We have again seen a number of new organisations start to issue vouchers. As a result the number of referring organisations has increased during the year. 125 organisations have registered with MCFB to act as referrers and received vouchers to issue to their clients. 52.3% of referrers are statutory agencies, e.g. Job Centre Plus, CWAC agencies, Children's Centres, Schools, Doctors' surgeries; 37.6% are charities, e.g. Citizens Advice Bureau, and For Futures and the remainder comprise churches, community groups and other.



The role of the Referrers is critical to us as they know the clients and their circumstances and they act as gatekeepers to ensure the food goes to those in crisis/real need. The top ten referrers shown above issue 76% of all vouchers redeemed and cover 70.5% of all people fed.

Based on the number of vouchers issued CAB Winsford (483) was the largest referrer followed by For Futures (471), CAB Northwich (455) and the CWAC Help Team (217). These organisations between them issued 57.1% of all vouchers redeemed.

During the year we have progressively introduced the use of e-vouchers. This makes it easier for both referring organisations to issue, and for clients to access our vouchers. We plan to extend the coverage to more referrers.



## **Public Benefit Report**

### **Purpose**

MCFB's stated aim is to provide relief to individuals and families in crisis in Mid Cheshire and surrounding areas, through the provision of a sustainable foodbank and associated activities.

### **Key Activities 2018/19**

MCFB has fed 6569 people

MCFB has collected 68 tonnes of food from donors and purchases

MCFB has received 2857 vouchers from its referring partners

MCFB operates through 8 Food Distribution Centres 3 in Winsford and 5 in Northwich covering between them each day of the week

MCFB has provided emergency food parcels to 53 Adults and 20 Children.

MCFB has provided school holiday meals to 169 individuals.

### **Public Benefit**

The Trustees have taken account of the Charity Commission's guidance on public benefit when reviewing the aims and objectives and in planning future MCFB activities. The Trustees have taken note of the following:

- The information publicised by Cheshire West and Chester Council, for 2015 indicated that MCFB is providing services in some of the most deprived areas in the country (latest figures available)
- The top 4 reasons for referrals to MCFB were Low Income, Benefit Changes and Benefit Delays and debt with the largest increase in the previous year being for low income and debt.
- The Children's Society Research reported that 4.1 million children are living in poverty and 70% of those are in working families. We fed 2343 children in our area and low income is our biggest reason for referral.
- A recent survey by the National Association of Head Teachers reported that Head Teachers had seen an increase in the number of parents seeking advice on how to access foodbanks and 1 in 5 of them stated they had seen an increase in the number children coming to school hungry. We fed 2343 children and fed 169 individuals during school holidays.
- MCFB is reaching vulnerable individuals and families in crisis and so benefiting the appropriate members of the local community in line with our aims.

The Trustees consider that all activities undertaken within MCFB match with our aims and objectives.

## Financial Review

At 31st March 2019 we held cash reserves of £65,590, which will be used as required to fund future running costs. The formal reserves policy has been reviewed and amended where appropriate.

Our two main sources of cash funds were grants (£8,758) and donations from various sources, including individuals, churches, and other local organisations and charitable bodies (£24,589). Gift Aid totalling £1,213 was claimed on donations made by individuals.

In addition, the value of food donated by local churches and other organisations, and by individuals through supermarket collections amounted to £97,530. This amount is also shown as expenditure, being the amount of food distributed to clients through our distribution centres, in accordance with the Statement of Recommended Practice (SORP) for charities.

Other expenditure was £33,433.

£6,000 of this related to the Rent of the warehouse, with £1,768 being associated running costs.

The cost of running the distribution centres was £252, and administration costs were £2,801.

Other expenditure related to Insurance (£742) and purchases of stock for distribution to clients (£21,640)

The foodbank has assets of £365 relating to furniture and equipment at 31st March 2018, after charging in-year depreciation of £182.

We have no paid employees - all our activities are undertaken by dedicated teams of volunteers.

The more detailed financial statement, which has been inspected by an independent examiner, follows this summary review.

**MID CHESHIRE FOODBANK LTD**  
**A company limited by Guarantee**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE PERIOD 1st APRIL 2018 TO 31st MARCH 2019**

	<b>Note</b>	<b>2018/9</b>	<b>2017/8</b>
		<b>£</b>	<b>£</b>
<b>INCOME</b>			
Donations and Grants	2	136,516	111,993
<b>TOTAL INCOME AND ENDOWMENTS</b>		136,516	111,993
<b>EXPENDITURE</b>			
Charitable activities	3	130,963	106,825
<b>TOTAL EXPENDITURE</b>		(130,963)	(106,825)
<b>NET MOVEMENT IN FUNDS</b>		5,553	5,168
<b>RECONCILIATION OF FUNDS</b>			
TOTAL FUNDS BROUGHT FORWARD		60,037	54,869
TOTAL FUNDS CARRIED FORWARD		65,590	60,037

**MID CHESHIRE FOODBANK LTD**

**BALANCE SHEET**

**31<sup>ST</sup> MARCH 2019**

	<b>Note</b>	<b>2018/9</b>	<b>2017/8</b>
		<b>£</b>	<b>£</b>
<b>FIXED ASSETS</b>			
Tangible assets	4	365	547
<b>CURRENT ASSETS</b>			
Debtors	5	3,049	427
Payments in Advance		0	56
Investment Account		30,407	30,000
Cash at Bank and in hand		32,732	29,218
<b>TOTAL CURRENT ASSETS</b>		66,188	59,701
<b>LIABILITIES</b>			
Creditors falling due within one year	6	-963	-211
<b>NET CURRENT ASSETS</b>		65,225	59,490
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		65,590	60,037
<b>FUNDS</b>			
Unrestricted charitable funds	1. 3)	65,590	60,037
<b>TOTAL FUNDS</b>		65,590	60,037

The charitable company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31<sup>st</sup> March 2019.

Members have not required the charitable company to obtain an audit of its financial statements for the period ended 31<sup>st</sup> March 2019, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on 17th June 2019 and were signed on their behalf by

Michael Forman  
Trustee & Chair

**MID CHESHIRE FOODBANK LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019**

**1. ACCOUNTING POLICIES**

The financial statements are prepared in accordance with the historical cost convention and the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102) effective from 1<sup>st</sup> January 2015 and as amended from 1<sup>st</sup> January 2016 with compliance with the Charities Act 2011 and The Charities (Accounts and Reports) Regulations 2008. A summary of the more important accounting policies of the Trust and the group, which have been applied consistently, are set out below:-

**1) Incoming resources**

All incoming resources are recognised once entitlement to the resources has been established, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability. Gift Aid reclaimable on donations is included when the amount is receivable.

Donations of food are recognised in the accounts only when they are distributed to clients. They are valued by weight at a calculated average retail cost per kg.

**2) Resources expended**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the Trust to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Any irrecoverable VAT is charged to the Statement of Financial Activities, or capitalised as part of the cost of the related asset, where appropriate.

**3) Funds**

Unrestricted charitable funds comprise those funds, which the Trustees are free to use for any purpose in furtherance of the charitable objects. All funds held by the Foodbank are unrestricted

#### 4) Tangible Fixed Assets

Expenditure is capitalised where the Trustees expect to derive future economic benefits over a period exceeding one year. Tangible Fixed assets are stated at cost, are all items of furniture and equipment, and are depreciated at a rate of 25% per annum.

#### 5) Stocks

In accordance with the SORP, donated items for distribution are recognised in the accounts only when distributed to clients. Thus when the value of stock distributed is calculated as expenditure, an equal amount is stated as income from donations.

The stock in the warehouse at 31<sup>st</sup> March 2019 is not required to be recorded in the balance sheet. A stocktake was undertaken during March 2019 and, for transparency of the total resources of the Foodbank, it is noted here that the value of the stock held in the warehouse at 31<sup>st</sup> March 2019 was £17,088.

#### 6) Disclosures required by the SORP

Trustees' Remuneration and Benefits -none of the trustees have received any remuneration or other benefits.

Related Party Transactions- There were no related party transactions.

Costs of independent examination- No payments were required in respect of independent examination.

Staff Remuneration- The charity does not have any paid employees.

#### 7) Reserves

1. The Mid Cheshire Foodbank is required to formulate a reserves policy, to ensure that unrestricted funds donated towards the cost of running the foodbank are adequate to cover risks pertaining to a requirement for unforeseen expenditure, unexpected reductions in income (eg reduced grant income), or others changes to the way the foodbank operates, whilst also ensuring that reserves are not excessive.

2. The trustees have decided that it would be appropriate to ensure that reserves are retained equivalent to at least 6 months revenue expenditure as detailed in the business plan, amounting to £6,000. This would ensure that operations would continue while plans are put in place to seek additional funds.

3. The actual reserves as per the Foodbank's accounts at 31<sup>st</sup> March 2019 are £65,590, all of which are unrestricted.

4. The trustees have decided that in addition to the general reserves detailed in paragraph 2, there are a number of other areas of risk for which further reserves need to be retained, as follows:

- Reductions in the level of food donations and increasing demand are likely to continue to require additional funds to be allocated to purchases of items for stock
- The foodbank at present is fortunate to be able to operate entirely staffed by volunteers. However, it is acknowledged that, in the future, this may not be possible, and some paid staff may be required. It is felt that £15,000 to £20,000 would be a reasonable provision at present.
- Transport, particularly related to transport of food to and between Food Distribution Centres and Collection Points and the warehouse is achieved through volunteers offering to provide this service through using their own vehicles. Again this may not always be the case, and reserves should be retained to ensure the ability to purchase or hire suitable transport as required. £5,000 to £10,000 should be adequate to cover these costs.
- The Foodbank's lease is currently being rolled over at the original rental until further notice. Renewal of the lease may eventually be at a higher rental. Also, if demand continues to rise, the current warehouse could prove to be inadequate. A larger warehouse could double the cost to £12,000 pa.

5. It is the trustees view that the funds currently held are thus adequate to cover the identified risks at the present time.

6. This policy, and that assumption, will reviewed regularly, and at least annually

<b><u>2. Donations, Legacies and Gifts</u></b>		<b>2018/9</b>	<b>2018/9</b>	<b>2017/8</b>
<b>Grants</b>	Local Councillors	1,758		500
	Cheshire West & Chester Council	7,000		5,000
			8,758	5,500
<b>Donations</b>				
	Organisations	11,423		8,376
	Individuals	13,166		8,516
	Top-up donations from Store collections	4,019		1,877
	Donated Stock items distributed to clients	97,530		86,403

126,138	105,172
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	2018/9	2018/9	2017/8
<b>Other</b>			
Gift Aid	1,213		1,029
Investment Interest	407		292
Other	-		-
		1,620	1,321
Total Voluntary Income		136,516	111,993

### **3. Expenditure – Charitable Activities**

Donated stock items distributed to clients	97,530		86,403
Purchased stock items	21,640		9,729
Warehouse Rent	6,000		6,000
Warehouse running costs	1,768		1,280
Distribution Centres costs	252		330
Depreciation of Tangible assets	182		237
Insurance	742		726
Governance Costs	48		48
Administration costs	2,801		2,072
		130,963	106,825

	2018/9	2017/8
<b><u>4. Tangible Assets</u></b>		
	Furniture and Equipment	
Net Book Value at 31 <sup>st</sup> March 2018	547	55
Assets purchased during period	-	729
Depreciation charge for period	-182	-237
	<hr/>	<hr/>
Net Book Value at 31 <sup>st</sup> March 2019	365	547
	<hr/>	<hr/>

#### **5. Debtors**

##### **Amounts falling due within one year**

Calculated cash donations from supermarket collections due, but not received in the period	3,049	427
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#### **6. Creditors**

Accruals – Purchases for stock not yet billed	-963	-211
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The charitable company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31<sup>st</sup> March 2019.

Members have not required the charitable company to obtain an audit of its financial statements for the period ended 31<sup>st</sup> March 2019, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on 17th June 2018 and were signed on their behalf by

Michael Forman  
Trustee & Chair

**MID CHESHIRE FOODBANK LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019**

**1. ACCOUNTING POLICIES**

The financial statements are prepared in accordance with the historical cost convention and the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102) effective from 1<sup>st</sup> January 2015 and as amended from 1<sup>st</sup> January 2016 with compliance with the Charities Act 2011 and The Charities (Accounts and Reports) Regulations 2008. A summary of the more important accounting policies of the Trust and the group, which have been applied consistently, are set out below:-

1) Incoming resources

All incoming resources are recognised once entitlement to the resources has been established, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability. Gift Aid reclaimable on donations is included when the amount is receivable.

Donations of food are recognised in the accounts only when they are distributed to clients. They are valued by weight at a calculated average retail cost per kg.

2) Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the Trust to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Any irrecoverable VAT is charged to the Statement of Financial Activities, or capitalised as part of the cost of the related asset, where appropriate.

3) Funds

Unrestricted charitable funds comprise those funds, which the Trustees are free to use for any purpose in furtherance of the charitable objects. All funds held by the Foodbank are unrestricted

4) Tangible Fixed Assets

Expenditure is capitalised where the Trustees expect to derive future economic benefits over a period exceeding one year. Tangible Fixed assets are stated at cost, are all items of furniture and equipment, and are depreciated at a rate of 25% per annum.

5) Stocks

In accordance with the SORP, donated items for distribution are recognised in the accounts only when distributed to clients. Thus when the value of stock distributed is calculated as expenditure, an equal amount is stated as income from donations. The stock in the warehouse at 31<sup>st</sup> March 2019 is not required to be recorded in the balance sheet. A stocktake was undertaken during March 2019 and, for transparency of the total resources of the Foodbank, it is noted here that the value of the stock held in the warehouse at 31<sup>st</sup> March 2019 was £17,088

## 6) Disclosures required by the SORP

Trustees' Remuneration and Benefits -none of the trustees have received any remuneration or other benefits.

Related Party Transactions- There were no related party transactions.

Costs of independent examination- No payments were required in respect of independent examination.

Staff Remuneration- The charity does not have any paid employees.

## 7) Reserves

1. The Mid Cheshire Foodbank is required to formulate a reserves policy, to ensure that unrestricted funds donated towards the cost of running the foodbank are adequate to cover risks pertaining to a requirement for unforeseen expenditure, unexpected reductions in income (eg reduced grant income), or others changes to the way the foodbank operates, whilst also ensuring that reserves are not excessive.

2. The trustees have decided that it would be appropriate to ensure that reserves are retained equivalent to at least 6 months revenue expenditure as detailed in the business plan, amounting to £6,000. This would ensure that operations would continue while plans are put in place to seek additional funds.

3. The actual reserves as per the Foodbank's accounts at 31<sup>st</sup> March 2019 are £65,590, all of which are unrestricted.

4. The trustees have decided that in addition to the general reserves detailed in paragraph 2, there are a number of other areas of risk for which further reserves need to be retained, as follows:

- Reductions in the level of food donations and increasing demand are likely to continue to require additional funds to be allocated to purchases of items for stock
- The foodbank at present is fortunate to be able to operate entirely staffed by volunteers. However, it is acknowledged that, in the future, this may not be possible, and some paid staff may be required. It is felt that £15,000 to £20,000 would be a reasonable provision at present.
- Transport, particularly related to transport of food to and between Food Distribution Centres and Collection Points and the warehouse is achieved through volunteers offering to provide this service through using their own vehicles. Again this may not always be the case, and reserves should be retained to ensure the ability to purchase or hire suitable transport as required. £5,000 to £10,000 should be adequate to cover these costs.
- The Foodbank's lease is currently being rolled over at the original rental until further notice. Renewal of the lease may eventually be at a higher rental. Also, if demand continues to rise, the current warehouse could prove to be inadequate. A larger warehouse could double the cost to £12,000 pa.

5. It is the trustees view that the funds currently held are thus adequate to cover the identified risks at the present time.

6. This policy, and that assumption, will reviewed regularly, and at least annually

<b><u>2. Donations, Legacies and Gifts</u></b>		<b>2018/9</b>	<b>2018/9</b>	<b>2017/8</b>
<b>Grants</b>	Local Councillors	1,758		500
	Cheshire West & Chester Council	7,000		5,000
		<hr/>	8,758	<hr/> 5,500
<b>Donations</b>				
	Organisations	11,423		8,376
	Individuals	13,166		8,516
	Top-up donations from Store collections	4,019		1,877
	Donated Stock items distributed to clients	97,530		86,403
		<hr/>	126,138	<hr/> 105,172
<b>Other</b>				
	Gift Aid	1,213		1,029
	Investment Interest	407		292
	Other	-		-
		<hr/>	1,620	<hr/> 1,321
			<hr/>	<hr/>
	Total Voluntary Income		136,516	86,325
			<hr/>	<hr/>

### **3. Expenditure – Charitable Activities**

Donated stock items distributed to clients	97,530		86,403
Purchased stock items	21,640		9,729
Warehouse Rent	6,000		6,000
Warehouse running costs	1,768		1,280
Distribution Centres costs	252		330
Depreciation of Tangible assets	182		237
Insurance	742		726
Governance Costs	48		48
Administration costs	2,801		2,072
	<hr/>		<hr/>
		130,963	106,825
		<hr/>	<hr/>

	2018/9	2017/8
<b><u>4. Tangible Assets</u></b>		
	Furniture and Equipment	
Net Book Value at 31 <sup>st</sup> March 2018	547	55
Assets purchased during period	-	729
Depreciation charge for period	-182	-237
	<hr/>	<hr/>
Net Book Value at 31 <sup>st</sup> March 2019	365	547
	<hr/>	<hr/>

#### **5. Debtors**

##### **Amounts falling due within one year**

Calculated cash donations from supermarket collections due, but not received in the period	3,049	427
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#### **6. Creditors**

Accruals – Purchases for stock not yet billed	-963	-211
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the  
trustees/directors/  
members of

Charity Name  
Mid Cheshire Foodbank Ltd

On accounts for the year  
ended

31 March 2019

Charity no.:

1151705

Company no.:

08372107

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31/03/2019.

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent  
examiner's statement

[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

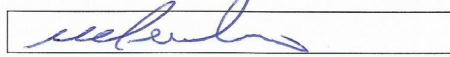
I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:



Date:

12 August 2019

Name:

Nicholas Hearnshaw

Relevant professional  
qualification(s) or body  
(if any):

Chartered Institute for Securities and Investment

Address:

4 Old Road

Anderton, Northwich

CHESHIRE. CW9 6FB

## Section B

## Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of  
any items that the  
examiner wishes to  
disclose.

