



MALVERN HILLS FOODBANK

Trustees' Annual Report and Accounts

Year ended 30th September 2019



Malvern Hills Foodbank

The Trustees' Annual Report and Accounts - Contents 30th September 2019

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Malvern Hills Foodbank

The Trustees' Annual Report 30th September 2019

The Trustees are pleased to present their seventh annual report of the Malvern Hills Foodbank ("The Charity") for the year ended 30th September 2019.

Reference and administration information

Registered charity number: 1151964
Principal office: Unit 4, Spring Court, Spring Lane South, Malvern, WR14 1AT
Gift Aid: The Charity is registered with HM Revenue and Customs

Constitution

The Charity is constituted as a charitable association and it is registered as a charity with the Charity Commission in England and Wales.

Objectives and public benefit

The charity's objects are the relief of hardship amongst people in the Malvern Hills district and the surrounding area, or in other parts of the United Kingdom, in such ways as the trustees from time to time think fit, in particular, but not exclusively by:

- a) Providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty; and
- b) By such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

The trustees have due regard to the Charity Commission's public benefit guidance and this report demonstrates how the charity has carried out those purposes during the year.

Trustees

Unless otherwise stated, the following have served throughout the year and were Trustees as at 30th September 2019:

Peter Buchanan	Chair
Anne Garner	Treasurer
Gillian Butler	
Stuart Edlington	
Graham Hamblin	
Mike Hayes	
Judy Turner	Retired 20 th May 2019
David Wareing	
Mary Williams	

In accordance with the Constitution Peter Buchanan, Anne Garner and David Wareing retire by rotation at the annual general meeting and shall be eligible for re-election, by the members, at that meeting.

Malvern Hills Foodbank

The Trustees' Annual Report / continued
30th September 2019

Recruitment of Trustees

New Trustees are initially approved by the Board of Trustees. In doing so they are focused on individuals who will maintain a balance of professional skills and experience, as well as being able to contribute towards the effective governance and operations of the Charity.

Organisational structure

The Trustees have agreed to govern via a Board of Trustees and team leaders. The team leaders, currently six in number, plus four assistant/trainees, are responsible for running their duty sessions. All of the operational responsibilities are shared between Trustees and non-trustees. The food is distributed not only from Unit 4, but emergency boxes are given out at The Lyttelton Well, the Malvern children's centre, and the Upton children's centre. The trustees thank these organisations for their ongoing support.

Trustees' review

The Charity is affiliated to the Trussell Trust whose guidelines are followed in the operations and procedures of the Charity. During the year Trussell Trust carried out their annual Quality Assurance survey and we were pleased to receive once again many commendations, as well as one or two minor recommendations. In particular we were very pleased to note the summary report which stated inter alia:-

"Malvern Hills Foodbank is run by a highly committed trustee board, who strive to achieve the best service possible for their local community;" and

"An excellent example of a sustainable food bank which is well run and supported by the community"

As in previous years a number of our Trustees and volunteers attended various Trussell Trust meetings and seminars during the year in order to continue with the development of our knowledge and experience of running a food bank.

With the tremendous hard work of all the volunteer helpers the Malvern Hills Foodbank has distributed 2,545 food parcels during the year (2017-18: 1,542) - an extraordinary and worrying increase of 65%. Donations of food amounted to 28,165kg and we bought in 7,129kg of shortage items giving a total of 35,294kg (2017-18: 22,444kg) - an increase of almost 50%. Using an average cost as advised by Trussell Trust, the notional value of the donated goods totalled £49,289 (2017-18: £33,454). At the 30th September 2019 the notional value of goods held in stock totalled £8,186 (2017-18: £6,826).

We have only been able to achieve our objectives through the excellent support of Malvern and Upton Churches, the wider district Churches, and the local community. Thank you for all of the donations of food and other items that have kept our shelves stocked. In addition we would like to record our thanks to Waitrose, Morrisons, the two Co-ops, Just So and The Green Man, for their permanent collection points. These have not only boosted our supplies but also have enabled us to communicate to the public the needs and reasons for having a food bank.

Malvern Hills Foodbank

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In addition to the receipt of food donations the Charity has received during the year excellent financial support as can be seen from the attached Statement of Financial Activities. The Trustees do not, however, take for granted that financial support will always be forthcoming, particularly with the current uncertain economy.

Whilst we now have over 55 referring agencies, in the year 62% of referrals were made by just three of these: Malvern Hills CAB, Job Centre and Fortis Living.

Finally, the Trustees wish to thank all the volunteers for their dedication and amazing teamwork, without which the Foodbank would not be able to serve our community so effectively.

Reserves policy

The Trustees have considered the need for a Reserves Policy. They have taken account of the uncertainty of receiving a sustainable level of donations compared to the largely fixed overhead expenditure, coupled with the Charity's objectives to provide where possible ongoing support for people in crisis. The Trustees consider it prudent therefore to continue to set aside reserves which approximate to the anticipated resource expenditure for a twelve month period. As such the sum of £25,000 has been deposited with the Castle & Crystal Credit Union.

The future

The Trustees continually review circumstances each year to assess if additional services could be provided. The following three examples illustrate the point:

- The additional Tuesday afternoon opening piloted from September 2017 has proved that a demand exists and the Trustees are pleased to confirm that this initiative will continue for the foreseeable future.
- Following the success of the fuel (gas and electricity) top up pilot scheme the Trustees have agreed to continue allocating funds for this service for the future time being. The reserve fund of £5,000 set aside last year will continue to be retained.
- Following the closure of the Fortis Living office in Malvern we have started fulfilling electronic vouchers (e-vouchers) using the Trussell Trust Foodbank Data system.

The Trustees regret the need to have a charity such as Malvern Hills Foodbank but whilst there is a demand the Trustees will continue to increase the awareness amongst the whole community to encourage the continual supply of foodstuffs and support to enable the Charity to achieve its objectives.

Approved by the Trustees on 28th October 2019 and signed on their behalf by:

Peter Buchanan - Chair

Malvern Hills Foodbank

**Independent Examiner's Report
30th September 2019**

Independent Examiner's Report

In accordance with the Charity Commission's requirements on Charity Reporting and Accounting, I have independently examined the accounts of the Malvern Hills Foodbank for the year ending 30th September 2019. The accounts comprise the Statement of Financial Activities, the Balance Sheet, and related Notes to the Accounts set out on pages 5 to 8. I can confirm that the Accounts are in accordance with the accounting records and from information and explanations given to me.

Approved on 24th October 2019

..... Christopher Price

Malvern Hills Foodbank

Statement of Financial Activities

30th September 2019

	<i>Year to 30/9/19</i>		<i>Year to 30/9/18</i>	
	£	£	£	£
INCOMING RESOURCES:				
Donations		29,714		30,374
Gift aid		3,121		2,972
Membership fees		7		10
MHTC & MHDC Grants - re rent		1,563		-
Dividend - Castle & Crystal		72		3
Bank interest		35		-
		<hr/>		<hr/>
Total incoming resources		34,512		33,359
RESOURCES EXPENDED:				
Food and sundries	13,863		5,668	
Bags and boxes	237		443	
Rent	7,500		7,500	
Service charge	300		300	
Light and heat	704		728	
Franchise fee	360		360	
Printing, stationery and consumables	1,692		1,518	
Sundry equipment and repairs	660		464	
Insurances	562		588	
Miscellaneous and protective clothing	511		380	
Water rates	294		217	
Telephone	262		159	
Motor Expenses	5		329	
Courses and conferences	-		30	
Depreciation of equipment	1,105		2,252	
Loss on disposal of equipment	-		187	
Refurbishment of premises	-		4,678	
Fuel top up payments	3,194		-	
		<hr/>		<hr/>
Total Resources Expended		31,249		25,801
		<hr/>		<hr/>
		3,263		7,558
Transfer to fuel top up fund		-		(5,000)
		<hr/>		<hr/>
NET INCREASE IN RESOURCES		3,263		2,558
		=====		=====

Malvern Hills Foodbank

Balance Sheet as at 30th September 2019

	30/9/19		30/9/18	
	£	£	£	£
TANGIBLE FIXED ASSETS: note 2		1,714		2,660
CURRENT ASSETS				
Reserve Policy Fund Deposit Account	25,075		25,003	
Bank balance - current account	3,360		19,389	
Bank balance - deposit account	20,035		-	
Debtors - gift aid rebate	3,134		2,976	
Sundry debtors	90		60	
	<u>51,694</u>		<u>47,428</u>	
Less: Sundry creditors	(325)		(268)	
	<u>51,369</u>		<u>47,160</u>	
NET CURRENT ASSETS				
		51,369		47,160
		<u>51,369</u>		<u>47,160</u>
NET ASSETS				
		53,083		49,820
		<u>53,083</u>		<u>49,820</u>
		=====		=====
FUNDS OF THE CHARITY:				
		£		£
Unrestricted funds:				
Brought forward		19,817		22,262
Increase for the year		3,263		2,558
Transfer to Reserves Policy		(72)		(5,003)
		<u>23,008</u>		<u>19,817</u>
Carried forward		23,008		19,817
Reserve Policy Fund		25,075		25,003
Fuel top up fund		5,000		5,000
		<u>53,083</u>		<u>49,820</u>
TOTAL FUNDS		53,083		49,820
		<u>53,083</u>		<u>49,820</u>
		=====		=====

Approved by the Trustees on 28th October 2019 and authorised to sign on their behalf by:

..... Peter Buchanan - Chair

..... Anne Garner - Treasurer

Malvern Hills Foodbank

Notes to the Accounts

30th September 2019

1. ACCOUNTING POLICIES

Audit

The Charity is not required to have a statutory audit since income is below the required threshold.

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the Charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the Charity of the service or facility received.

Tangible fixed assets

Tangible fixed assets are capitalised at cost, or at the value to the Charity at the date gifted, if they have a useful life of more than one year.

Depreciation

Depreciation is provided on a straight line basis in order to write off the assets over their effective useful life at the following rate:

Equipment	20%.
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Stocks

Donated stocks of foodstuffs and sundries received and distributed are not included in Incoming Resources or Resources Expended and consequently no value is attributed to any donated stock held at the year end.

Reserves policy

To take account of the uncertainty of receiving a sustainable level of donations, sufficient funds are set aside equivalent to the anticipated resource expenditure for approximately a twelve month period.

Malvern Hills Foodbank

Notes to the Accounts / continued 30th September 2019

2. TANGIBLE FIXED ASSETS

	£
Cost as at 1 st October 2018	13,182
Additions	159
	<hr/>
Cost as at 30 th September 2019	13,341
	=====
Depreciation as at 1 st October 2018	10,552
Charge for the year	1,105
	<hr/>
Depreciation as at 30 the September 2019	11,627
	=====
Net book value 30 th September 2019	1,714
	=====
Net book value 30 th September 2018	2,660
	=====

3. RESTRICTED FUNDS

No restricted funds were received during the year.

4. TRUSTEE AND VOLUNTEER PAYMENTS

The Charity operates solely by unpaid volunteers. The average number of volunteers during the year totalled 58. The Trustees and the volunteers receive no remuneration or expenses other than reimbursements only in respect of direct expenses incurred on behalf of the Charity. There are no specific costs of governance.