



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	Jan	2018		31	March	2018

Section A Reference and administration details

Charity name

Lincoln Community Larder

Other names charity is known by

Registered charity number (if any)

1175176

Charity's principal address

YMCA Building

St Rumbolds Street

Lincoln

Postcode

LN2 5AR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Alan Wilson	Chair		
2	Mr Tom James	Secretary		
3	Mrs Karen Mayor	Treasurer		
4	Mrs Tina James			
5	Mrs Joan Bennett			
6	Mrs Patsy Booth			
7	Mrs Dawn Nightingale			
8	Miss Jackie Kirk			
9	Miss Lucinda Preston			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Tina James - Larder Coordinator

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation (Foundation)

Trustee selection methods
(eg. appointed by, elected by)

Apart from the first charity trustees, every trustee must be appointed for a term of four years by a resolution passed at a properly convened meeting of the charity trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity is governed by the Trustees who determine strategic direction and policy. The day to day running and management of the Charity and its volunteers is under the authority of the Larder Coordinator who is assisted by the Volunteer Supervisor.

Section C Objectives and activities

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

The relief of poverty in Lincoln and the surrounding area by the provision of basic nutritious food and other basic amenities.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In setting our objectives and planning our activities the LCL trustees have given serious consideration to the Charity Commission's general guidance on public benefit and all its activities are undertaken to further its charitable purposes for the public benefit.

LCL provides food parcels for people who need short-term help to make ends meet.

The size of parcels is increased for families based on the number of individuals in need. In some special cases LCL goes beyond the basic food parcel, supporting people with other essential items e.g. toiletries, cooking equipment. In fact, all reasonable requests for short term help are considered and a few for longer term help under consultation with LCL Trustees and volunteers. LCL also caters for those suffering from illness or special needs and provides individual food parcels to meet specific needs when possible.

LCL has three food distribution centres in Lincoln at;

- the YMCA Building, St Rumbolds Street,
- St John the Baptist Parish Church Hall,
- Laughton and St Giles Methodist Church, Addison Drive.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Trustees are very grateful to all the individuals and organisations who have given financially or otherwise to LCL, as the operation of the charity requires significant support to meet the needs of the local community.

The volunteer team has continued to grow and in some cases take on additional responsibilities. Without their dedication, LCL could not function as it does. The Trustees are very grateful to all those volunteers for their contribution in meeting the charity's objective of relieving poverty in Lincoln and the surrounding area.

Summary of the main achievements of the charity during the year

The main achievements during this period of operation were as follows:

- Operating a warehouse facility for storage of donated food and for packing food parcels;
- Managing 25 volunteers who serve each week in LCL's activities;
- Attracting financial support from individuals and organisations who make donations to supplement the food donations;
- Maintaining contact with approved agencies in the Lincoln area with whom the LCL partners to support those in financial crisis;
- Collecting donated items of food from individuals and commercial organisations;
- Distributing food parcels to individuals and family groups in crisis situations;
- Providing advice and support to people who use the service.

A total of 10,700 people were fed for three days, from April 2018 – March 2019 compared to the same period, it is estimated that there was an approximate 30% increase on the previous year.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees of LCL seek to maintain adequate reserves so as to ensure all reasonable day to day running costs can be met as and when they fall due, recognising the basic financial principle that the Trustees are responsible for ensuring that solvency is maintained. "Adequate reserves" are deemed to be sufficient funding for six months of normal expenditure and have been set at £8,500.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The necessity to buy in food on a regular basis has continued but a number of financial donations from a wide range of supporters has made this possible.

In the period April 2018 - March 2019, financial donations totalled £22,821.

In addition, food and other non-monetary items were gifted to LCL from numerous sources, with an estimated value of £750.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

Charity Name Lincoln Community Larder	No (if any) 1175176
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Receipts and payments accounts

For the period from	01/04/2018	To	31/03/2019
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Grants & Donations	22,228	-	-	22,228
Refunds from BT	559	-	-	559
Refunds from Sainsbury's	34	-	-	34
Refunds (Tom James)	-	-	-	-
The Bishop of Lincoln Social Fund	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	22,821	-	-	22,821
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	22,821	-	-	22,821
A3 Payments				
Food purchases	12,167	-	-	12,167
Volunteer expenses	372	-	-	372
Insurance	250	-	-	250
Telephone & Internet	724	-	-	724
Sundry payments (Toiletries, keys, removals, locksmith etc)	225	-	-	225
Stationary Items (Postage, Vouchers, Printer ink etc)	427	-	-	427
Rent for Storage Facility	7,092	-	-	7,092
Electricity & Gas for Storage Facility	183	-	-	183
Larder Mobile Phone Contract (Tesco)	70	-	-	70

Miscellaneous Expenses	244	-	-	244
Buildings Insurance for Storage facility		-	-	-
		-	-	-
	-	-	-	-
Sub total	21,754	-	-	21,754
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	21,754	-	-	21,754
Net of receipts/(payments)	1,067	-	-	1,067
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	30,500	-	-	30,500
Cash funds this year end	31,567	-	-	31,567

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Bank Accounts	27,747	3,820
		-	-
		-	-
	Total cash funds	27,747	3,820
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error
		Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets	Insurance	104	-
	Rent (Paid in advance)	2,041	-

	-	-
	-	-
	-	-
	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)
		-
		-
		-
		-
		-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)
6 Months Operating Costs	Unrestricted funds	8,500
12 months Storage facility rent	Restricted	3,500
		-
		-
		-
		-
		-
		-
		-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)
The Bishops Fund	Restricted	320

Sheet1

		-
		-

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

CC16a



Last year
to the nearest £

5,805
-
-
19
5,420
-
-
-
11,244

-
-

11,244

1,649
37
-
200
110
-
903
36
-

23
418
-
-
3,376

-

3,376

7,868
-
22,632
30,500



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-

-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval
