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**HELP IN THE COMMUNITY T/A MEDWAY FOODBANK**

**Charity Registration Number : 1166505**

**REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL  
STATEMENTS**

**For the Year Ended 31 March 2019**

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**HELP IN THE COMMUNITY T/A MEDWAY FOODBANK**

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For the Year Ended 31 March 2019**

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**HELP IN THE COMMUNITY T/A MEDWAY FOODBANK**

**CHARITY INFORMATION**  
**For the Year Ended 31 March 2019**

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CHARITY NAME : Help in the Community t/a Medway Foodbank

CHARITY REGISTRATION NUMBER : 1166505

TRUSTEES : Mrs Linda Margaret Fiddymont  
Mr Mark Anderton  
Ms Barbara Matthews-Hodge  
Miss Alison Clare West

PRINCIPAL ADDRESS : Unit 19,  
Riverside Estate,  
Sir Thomas Longley Road,  
Medway City Estate,  
Rochester,  
Kent.  
ME2 4DP

ACCOUNTANTS : Accounting Connections Limited

ADDRESS : 7-8 New Road Avenue,  
Rochester,  
Kent.  
ME4 6BB

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## HELP IN THE COMMUNITY T/A MEDWAY FOODBANK

### TRUSTEES' REPORT For the Year Ended 31 March 2019

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The trustees' present their report along with the unaudited financial statements and supporting notes, of the charity for the year ended 31st March 2019.

#### CHARITY NAMES

Although the charity's legal name is Help in the Community the charity operates under the name Medway Foodbank.

#### TRUSTEES

The trustee(s) shown below have held office during the whole period under review :

Mrs Linda Margaret Fiddymont  
Mr Mark Anderton  
Ms Barbara Matthews-Hodge  
Miss Alison Clare West

The trustee(s) shown below have resigned as a trustee during the period under review :

Mr Stephen Milford-Kemp

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

<b>Type of governing document</b> (eg trust deed, constitution)	<u>Constitution</u>
<b>How the charity is constituted</b> (eg trust, association, company)	<u>Charitable incorporated organisation</u>
<b>Trustee selection methods</b> (eg appointed by, elected by)	<u>Elected by the current Board</u>

#### Additional governance issues

Help in the Community was constituted in April 2016 as a Charitable Incorporated Organisation. The originating trustees were those who were on the steering group of Medway Foodbank. In the past, Medway Foodbank was part of an organisation called Hope in The Community, but as that organisation was closing its local office, it requested Medway Foodbank be transferred to another charitable organisation. The Trustees are held responsible for the organisation's finances, as well as setting the strategy and monitoring the performance against that strategy. Medway Foodbank is a member of The Trussell Trust, which is a Christian Organisation. Before anybody can become a Trustee, they must first be able to demonstrate in writing, the skills that the organisation has identified that it needs. This will then be discussed at a Board meeting before the person is invited to come and observe the workings of the Board. If everybody is in agreement, the person will then be asked to become a member. The Trustees are all volunteers. Medway Foodbank has three paid employees: The Project Manager, Warehouse Manager, and an Administrator, all based in the Food Distribution Warehouse. The food is distributed to those in need through the local churches; all these are operated by volunteers.

**OBJECTIVES AND ACTIVITIES**

**Summary of the objects of the charity set out in it's governing document**

The principal object of Help in the Community is: 'The relief and prevention of poverty, for the public benefit, in Medway and North Kent through: the provision of free emergency food; and partnership with other organisations working to prevent or relieve poverty.' Help in the Community is the overarching body for Medway Foodbank, which provides emergency food for those who are in need. We are part of the Trussell Trust and therefore use their system for distributing the food.

**Summary of the main activities undertaken for the public benefit in relation to these objects**

Medway Foodbank works with a number of agencies around the Medway Towns who assess those who require food, and provide them with a voucher, which can be redeemed at one of eight centres, situated in churches in Lower Stoke, Strood, Rochester, Chatham, and Gillingham. In addition it is a partner in a Lottery Funded Medway wide project known as Medway REAP, which is committed to helping anyone in a hardship crisis.

**Additional details of objectives and activities**

The constitution sets out the rules that Directors of the organisation are expected to follow. A copy of this is given to each incoming member, with an explanation as to what is expected. Help in the Community is highly dependent upon volunteers, especially within the warehouse and the food distribution centres. The Board and paid staff are highly appreciative of the hard work undertaken by the teams of dedicated volunteers, who give of their time voluntarily each week.

TRUSTEES' REPORT  
For the Year Ended 31 March 2019

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**ACHIEVEMENTS AND PERFORMANCE**

**Summary of the main achievements of the charity during the year**

Medway Foodbank provided 3 days emergency food to 5,656 individuals, including 2,157 children in the last financial year. Over 40% of clients reported that issues with benefits were the most significant reason for their crisis, with low income and debt also significant. Clients of Medway Foodbank receive personal support and are signposted to organisations that can help them further to resolve their immediate issues and to increase resilience for the future.

Over this financial year, Medway Foodbank has received over 50,000kg of food donations and has distributed over 48,000kgs to the needy. Over the last 6 years that represents an increase of 124% in food being donated and 163% in food being distributed.

**FINANCIAL REVIEW**

**Brief statement of the charity's policy on reserves**

It is the aim of the trustees to build the charities reserves to the point where it totals three months' worth of expenses.

**Details of any funds materially in deficit**

There are no funds materially in deficit.

**Further financial review details**

The organisation's constitution states that 'The income and property of the CIO must be applied solely towards the promotion of the objects.' Help in the Community first started trading in July 2016 when Hope in the Community closed (see Structure, Governance and Management). £20,952 was transferred from Hope. At the same time, we became a partner in a local project called Medway REAP, which provides help and practical support to people in the area. This is a five year project, worth in the region of £10,000 per year.

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HELP IN THE COMMUNITY T/A MEDWAY FOODBANK

TRUSTEES' REPORT  
For the Year Ended 31 March 2019

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**OTHER OPTIONAL INFORMATION**

**Summary of other information the trustees' feel is relevant**

Year on year the need grows within Medway to support people who are in crisis. Medway Foodbank will continue to work with other charities and agencies to support those in need to help resolve their crisis. We can only achieve this with the help of our volunteers and the enormous support of local people and local businesses who provide us with the food and resources to continue our Mission.

**DECLARATION**

This report was reviewed and approved by the Board of Trustees on \_\_\_\_\_

And Signed On Behalf Of The Board By :

*Barbara Matthews-Hodge*

\_\_\_\_\_  
Ms Barbara Matthews-Hodge  
Trustee of Help in the Community t/a Medway Foodbank

**HELP IN THE COMMUNITY T/A MEDWAY FOODBANK**

**STATEMENT OF FINANCIAL ACTIVITIES**

**For the Year Ended 31 March 2019**

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds £	Prior year funds £
<b>Incoming Resources</b>					
Donations and legacies	36,747	10,177	-	46,924	57,062
Charitable activities	-	-	-	0	-
Other trading activities	-	-	-	0	-
Investments	-	-	-	0	-
Other	-	-	-	0	-
<b>Total</b>	<b>36,747</b>	<b>10,177</b>	<b>0</b>	<b>46,924</b>	<b>57,062</b>
<b>Resources Expended</b>					
Expenditure on:					
Raising funds	-	-	-	0	-
Charitable activities	37,634	10,767	-	48,401	48,951
Other	-	-	-	0	-
<b>Total</b>	<b>37,634</b>	<b>10,767</b>	<b>0</b>	<b>48,401</b>	<b>48,951</b>
<b>Net Income / (Expenditure)</b>	<b>(887)</b>	<b>(590)</b>	<b>0</b>	<b>(1,477)</b>	<b>8,111</b>
Transfers between funds	1,873	(1,873)	-	-	-
<b>Net Movement in Funds</b>	<b>986</b>	<b>(2,463)</b>	<b>0</b>	<b>(1,477)</b>	<b>8,111</b>
<b>Reconciliation of funds</b>					
Funds brought forward	13,157	33,848	-	47,005	38,894
Net movement in year	986	(2,463)	-	(1,477)	8,111
<b>Funds carried forward</b>	<b>14,143</b>	<b>31,385</b>	<b>0</b>	<b>45,528</b>	<b>47,005</b>



**HELP IN THE COMMUNITY T/A MEDWAY FOODBANK**

**BALANCE SHEET  
As at 31 March 2019**

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
<b>FIXED ASSETS</b>					
Intangible fixed assets	-	-	-	0	-
Tangible fixed assets	1,044	-	-	1,044	1,829
Investments	-	-	-	0	-
<b>Total Fixed Assets</b>	<b>1,044</b>	<b>0</b>	<b>0</b>	<b>1,044</b>	<b>1,829</b>
<b>CURRENT ASSETS</b>					
Stocks and work in progress	-	26,775	-	26,775	28,736
Debtors	-	-	-	0	200
Cash at bank and in hand	16,352	4,610	-	20,962	20,893
<b>Total Current Assets</b>	<b>16,352</b>	<b>31,385</b>	<b>0</b>	<b>47,737</b>	<b>49,829</b>
<b>CREDITORS : Amounts falling due within one year</b>					
Creditors < 1 year	(3,253)	-	-	(3,253)	(4,653)
<b>Total Current Liabilities</b>	<b>(3,253)</b>	<b>0</b>	<b>0</b>	<b>(3,253)</b>	<b>(4,653)</b>
<b>NET CURRENT ASSETS</b>	<b>13,099</b>	<b>31,385</b>	<b>0</b>	<b>44,484</b>	<b>45,176</b>
<b>Total Assets Less Current Liabilities</b>	<b>14,143</b>	<b>31,385</b>	<b>0</b>	<b>45,528</b>	<b>47,005</b>
<b>CREDITORS : Amounts falling due after more than one year</b>					
Creditors > 1 year	-	-	-	0	-
<b>Total Long Term Liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET ASSETS</b>	<b>14,143</b>	<b>31,385</b>	<b>0</b>	<b>45,528</b>	<b>47,005</b>
<b>FUNDS OF THE CHARITY</b>					
Endowment funds	-	-	-	0	-
Restricted income funds	14,143	31,385	-	45,528	47,005
Unrestricted funds	-	-	-	0	-
Revaluation reserve	-	-	-	0	-
<b>Total Funds</b>	<b>14,143</b>	<b>31,385</b>	<b>0</b>	<b>45,528</b>	<b>47,005</b>

**CHARITY REGISTRATION NUMBER : 1166505**

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**HELP IN THE COMMUNITY T/A MEDWAY FOODBANK**

**BALANCE SHEET**  
**As at 31 March 2019**

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These accounts have been prepared on an accruals basis and in accordance with relevant Financial Reporting Standards and the Charities Act 2011 as set out in the notes to these accounts.

These accounts have also been subjected to an independent examination as required by the Charities Act 2011.

The trustees acknowledge their responsibilities for complying with the requirements of the Charities Act 2011 with respect to accounting records and the preparation of accounts.

The financial statements were approved by the Board of Trustees on \_\_\_\_\_

**SIGNED ON BEHALF OF THE BOARD BY :**

*Barbara Matthews-Hodge*

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Ms Barbara Matthews-Hodge  
Trustee of Help in the Community t/a Medway Foodbank

The notes form part of these financial statements

**CHARITY REGISTRATION NUMBER : 1166505**

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**HELP IN THE COMMUNITY T/A MEDWAY FOODBANK**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**For the Year Ended 31 March 2019**

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I report to the trustees on my examination of the accounts of Help in the Community T/A Medway Foodbank for the year ended 31 March 2019.

**Responsibilities and Basis of the Report**

As the charity trustees of the Trust 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 Trust'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 Examiners 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:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable 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.

*MJ. Thompson*

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Michael Thompson FCCA  
Thompson Elphick Limited,  
2 High Street,  
Aylesford,  
Kent.  
ME20 7BG

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Date

NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 31 March 2019

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**1 BASIS OF PREPARATION**

**1.1 Basis of Accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. These accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), as well as the Charities Act 2011.

**1.2 Going Concern**

There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2019

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**2 ACCOUNTING POLICIES - INCOME**

**Recognition of Income**

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

**Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

**Grants and Donations**

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

**Legacies**

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

**Government Grants**

The charity has received local government grants in the reporting period for the Eat Well Spend Less project.

**Tax Reclaims on Donations and Gifts**

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

**Contractual Income and Performance Related Grants**

This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

## 2 ACCOUNTING POLICIES - INCOME (Continued)

### **Donated Goods**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. This valuation is determined by The Trussell Trust.

The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.

Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.

Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.

Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.

### **Donated Services and Facilities**

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.

### **Volunteer Help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2019

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**2.1 ACCOUNTING POLICIES - EXPENDITURE AND LIABILITIES**

**Liability recognition**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**Governance and support costs**

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Grants with performance conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

**Grants payable without performance conditions**

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

**Redundancy Costs**

The charity made no redundancy payments during the reporting period.

**Deferred Income**

No material item of deferred income has been included in the accounts.

**Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

**Provisions for Liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2019

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**2.1 ACCOUNTING POLICIES - EXPENDITURE AND LIABILITIES (Continued)**

**Basic Financial Instruments**

The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

**2.2 ACCOUNTING POLICIES - ASSETS**

**Tangible fixed assets for use by charity**

These are valued at cost less depreciation. The depreciation rates and methods used detailed in note 9.2

**Stocks and work in progress**

Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.

Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock. The valuation of stock held at the year end per kg is determined by The Trussell Trust.

Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.

**Debtors**

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**Current Asset Investments**

They are valued at fair value except where they qualify as basic financial instruments.



**HELP IN THE COMMUNITY T/A MEDWAY FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2019**

**3 ANALYSIS OF INCOME**

	<b>Unrestricted funds £</b>	<b>Restricted income funds £</b>	<b>Endowment funds £</b>	<b>Total funds £</b>	<b>Prior year funds £</b>
<b>Donations and Legacies</b>					
Donations and gifts	34,473	2,000	-	<b>36,473</b>	36,354
Gift Aid	2,274	-	-	<b>2,274</b>	-
Legacies	-	-	-	<b>0</b>	-
General grants provided by government/other charities	-	10,138	-	<b>10,138</b>	15,735
Membership subscriptions and sponsorships which are in substance donations	-	-	-	<b>0</b>	-
Donated goods, facilities and services	-	(1,961)	-	<b>(1,961)</b>	4,973
Other	-	-	-	<b>0</b>	-
<b>Total</b>	<b>36,747</b>	<b>10,177</b>	<b>0</b>	<b>46,924</b>	<b>57,062</b>
 <b>TOTAL INCOME</b>	 <b>36,747</b>	 <b>10,177</b>	 <b>0</b>	 <b>46,924</b>	 <b>57,062</b>

**Other Information :**

Within the income items above the following items are material: (please disclose the nature, amount and any prior year amounts)

None

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HELP IN THE COMMUNITY T/A MEDWAY FOODBANK

NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 31 March 2019

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4 ANALYSIS OF RECEIPT OF GOVERNMENT GRANTS

	2019 £	2018 £
Government Grant - EWSL	0	3,598
Other	0	0
<b>Total</b>	<u>0</u>	<u>3,598</u>

Please provide details of any unfulfilled conditions and other contingencies attaching to grants that have been recognised in income.

None

Please give details of other forms of government assistance from which the charity has directly benefited.

None

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**HELP IN THE COMMUNITY T/A MEDWAY FOODBANK****NOTES TO THE FINANCIAL STATEMENTS****For the Year Ended 31 March 2019**

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**5 DONATED GOODS, FACILITIES AND SERVICES**

	2019	2018
	£	£
Donated stock	26,775	28,736
Use of property	0	0
Other	0	0
<b>Total</b>	<b>26,775</b>	<b>28,736</b>

Please provide details of the accounting policy for the recognition and valuation of donated goods, facilities and services.

Goods are donated to Help in the Community from members of the public. The goods are donated to distribute to people facing food poverty. The Trussell Trust are the overseeing charity authority that sets the stock valuation level. For the year ended 31 March 2018 and 31 March 2019 the stock has been valued at £1.75 / kg, both in accordance with The Trussell Trust guidance (copy available upon request).

Please provide details of any unfulfilled conditions and other contingencies attaching to resources from donated goods and services not recognised in income.

None

Please give details of other forms of other donated goods and services not recognised in the accounts, eg contribution of unpaid volunteers.

The charity benefits from contributions of unpaid volunteers to perform tasks such as bookkeeping, accounts production, social media marketing, health and safety consulting, administration, stock movement, stock distribution and centre management. Since these services are provided at no cost to the charity, no financial liability has been entered into these financial statements to represent them. However, absence of these volunteered services would result in costs to the charity in the future.

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2019

6 ANALYSIS OF EXPENDITURE

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds £	Prior year funds £
<b>Expenditure on Charitable Activities</b>					
Incurring seeking donations	-	-	-	0	-
Advertising, marketing, direct mail and publicity	593	-	-	593	1,297
Property costs	10,416	1,597	-	12,013	9,623
Staff and volunteer costs	16,298	8,630	-	24,928	23,796
Office administration costs	6,268	-	-	6,268	8,815
Motor and travel expenses	3,095	540	-	3,635	4,480
Accounting and legal fees	179	-	-	179	155
Project costs	-	-	-	0	-
Depreciation	785	-	-	785	785
Other trading activities	-	-	-	0	-
<b>Total</b>	<b>37,634</b>	<b>10,767</b>	<b>0</b>	<b>48,401</b>	<b>48,951</b>
<b>TOTAL EXPENDITURE</b>	<b>37,634</b>	<b>10,767</b>	<b>0</b>	<b>48,401</b>	<b>48,951</b>

Other Information :

Within the expenditure items above the following items are material: (please disclose the nature, amount and any prior year amounts)

None

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HELP IN THE COMMUNITY T/A MEDWAY FOODBANK

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2019

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7 DETAILS OF CERTAIN ITEMS OF EXPENDITURE

	2019	2018
	£	£
Independent examiner's fees	0	0
Assurance services other than audit or independent examination	0	0
Tax advisory fees	0	0
Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2019

8 PAID EMPLOYEES

8.1 STAFF COSTS

	2019 £	2018 £
Salaries and wages	23,575	23,498
Social security costs	0	0
Pension costs (defined contribution scheme)	73	15
Other employee benefits	0	0
<b>Total</b>	<b>23,648</b>	<b>23,513</b>

Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party

The charity employs 3 people. One of these employees, is deemed to work predominately for the REAP project, so her salary has been allocated to this fund accordingly. The charity funds it's own payroll costs.

Please give details of the number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards. If there are no such transactions, please enter 'true' in the box provided.

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

0

Band	Number of employees
£60,000 to £69,999	
£70,000 to £79,999	
£80,000 to £89,999	
£90,000 to £99,999	
£100,000 to £100,999	

Please provide the total amount paid to key management personnel (includes trustees and senior management) for their services to the charity

None of the trustees are included on the charity payroll, or are paid by any other method for their services to the charity.

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2019

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**8 PAID EMPLOYEES (Continued)**

**8.2 AVERAGE HEAD COUNT IN THE YEAR**

The parts of the charity in which the employees work

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Fundraising	<b>0</b>	0
Charitable Activities	<b>1</b>	1
Governance	<b>2</b>	2
Other	<b>0</b>	0
<b>Total</b>	<b>3</b>	3

NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 31 March 2019

9 TANGIBLE FIXED ASSETS

9.1 COST OR VALUATION

	Freehold land & buildings £	Other land & buildings £	Plant, machinery and motor vehicles £	Fixtures, fittings and equipment £	Total £
At the beginning of the year	0	0	2,362	778	3,140
Additions	0	0	0	0	0
Revaluations	0	0	0	0	0
Disposals	0	0	0	0	0
Transfers	0	0	0	0	0
<b>At end of the year</b>	<b>0</b>	<b>0</b>	<b>2,362</b>	<b>778</b>	<b>3,140</b>

9.2 DEPRECIATION AND IMPAIRMENTS

Basis and rates of depreciation

Plant, machinery and motor vehicles - 25% on cost

Fixtures, fittings and equipment - 25% on cost

	Freehold land & buildings £	Other land & buildings £	Plant, machinery and motor vehicles £	Fixtures, fittings and equipment £	Total £
At beginning of the year	0	0	1,117	194	1,311
Disposals	0	0	0	0	0
Depreciation	0	0	591	194	785
Impairment	0	0	0	0	0
Transfers	0	0	0	0	0
<b>At end of the year</b>	<b>0</b>	<b>0</b>	<b>1,708</b>	<b>388</b>	<b>2,096</b>

9.3 NET BOOK VALUE

Net book value at the beginning of the year	0	0	1,245	584	1,829
<b>Net book value at the end of the year</b>	<b>0</b>	<b>0</b>	<b>654</b>	<b>390</b>	<b>1,044</b>



NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2019

10 STOCKS

10.1 ANALYSIS OF STOCK AND WORK IN PROGRESS BETWEEN ACTIVITIES

Stock		Donated goods		Work in Progress
For distribution	For resale	For distribution	For resale	
£	£	£	£	£

Charitable Activities

Opening	0	0	28,736	0	28,736
Added in period	0	0	(1,961)	0	(1,961)
Expensed in period	0	0	0	0	0
Impaired	0	0	0	0	0
<b>Closing</b>	<b>0</b>	<b>0</b>	<b>26,775</b>	<b>0</b>	<b>26,775</b>

Other Trading Activities

Opening	0	0	0	0	0
Added in period	0	0	0	0	0
Expensed in period	0	0	0	0	0
Impaired	0	0	0	0	0
<b>Closing</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Other

Opening	0	0	0	0	0
Added in period	0	0	0	0	0
Expensed in period	0	0	0	0	0
Impaired	0	0	0	0	0
<b>Closing</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Total This Year</b>	<b>0</b>	<b>0</b>	<b>26,775</b>	<b>0</b>	<b>26,775</b>
Total Previous Year	0	0	28,736	0	28,736

10.2 STOCKS PLEDGED AS LIABILITIES

Please specify the carrying amount of any stocks pledged as security for liabilities

None

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2019

**11 DEBTORS AND PREPAYMENTS**

	2019 £	2018 £
Trade debtors	0	0
Prepayments and accrued income	0	0
Other debtors	0	200
<b>Total Debtors</b>	<u>0</u>	<u>200</u>

**12 CREDITORS : Amounts falling due within one year**

	2019 £	2018 £
Accruals for grants payable	0	0
Bank loans and overdrafts	0	0
Trade creditors	595	4,653
Payments received on account for contracts or performance-related grants	0	0
Accruals and deferred income	0	0
Taxation and social security	304	0
Other creditors	2,354	0
<b>Total Creditors Less Than 1 Year</b>	<u>3,253</u>	<u>4,653</u>

**12.1 DEFERRED INCOME**

Please explain the reasons why income is deferred.

None

<b>Movement in Deferred Income</b>	2019 £	2018 £
Balance at the start of the reporting period	0	0
Amounts added in current period	0	0
Amounts released to income from previous periods	0	0
<b>Balance at the end of the reporting period</b>	<u>0</u>	<u>0</u>

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2019

**13 CASH AT BANK AND IN HAND**

	2019 £	2018 £
Short term cash investments (less than 3 months maturity date)	0	0
Short term deposits	0	0
Cash at bank and on hand	20,962	20,893
Other	0	0
<b>Total</b>	<b>20,962</b>	<b>20,893</b>

**14 FAIR VALUE OF ASSETS AND LIABILITIES**

Please provide details of the charity's exposure to credit risk (the risk of incurring a loss due to a debtor not paying what is owed) , liquidity risk (the risk of not being able to meet short term financial demands) and market risk (the risk that the value of an investment will fall due to changes in the market) arising from financial instruments to which the charity is exposed at the end of the reporting period and explain how the charity manages those risks.

The charity does not enter into debtor relationships, so the exposure risk is low.

Please give details of the amount of change in the fair value of basic financial instruments (debtors, creditors, investments (see section 11, FRS 102 SORP)) measured at fair value through the SoFA that is attributable to changes in credit risk.

Not applicable.

**HELP IN THE COMMUNITY T/A MEDWAY FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2019**

**15 CHARITY FUNDS**

**15.1 DETAILS OF MATERIAL FUNDS HELD AND MOVEMENTS DURING THE CURRENT REPORTING PERIOD**

<b>Fund Names</b>	<b>Type PE, EE R or UR *</b>	<b>Purpose and restrictions</b>	<b>Fund balances brought forward £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Gains and losses £</b>	<b>Fund balances carried forward £</b>
Medway Foodbank	UR	Financial donations	13,157	36,747	(37,634)	1,873	0	<b>14,143</b>
Medway Foodbank	R	Donations of food	28,736	(1,961)	0	0	0	<b>26,775</b>
Eat Well Spend Less	R	To provide EWSL courses.	4,846	0	0	(4,846)	0	<b>0</b>
Restoration, Empowerment, Action, Purpose	R	To help people who are in immediate crisis.	266	10,138	(10,227)	0	0	<b>177</b>
Van	R	To fund food transportation costs	0	2,000	(540)	2,973	0	<b>4,433</b>
<b>Total Funds</b>			<b>47,005</b>	<b>46,924</b>	<b>(48,401)</b>	<b>0</b>	<b>0</b>	<b>45,528</b>

\* Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and UR - unrestricted funds

NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 31 March 2019

16 TRANSACTIONS WITH TRUSTEES AND RELATED PARTIES

16.1 TRUSTEE REMUNERATION AND BENEFITS

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (True or False)

TRUE

Name of Trustee	Legal authority (eg order, governing document)	Amounts paid or benefit value				
		This year				Last Year
		Remuneration £	Pension contribution £	Redundancy (including loss of office)/ex gratia £	Other £	Total £
						0
						0
						0
						0
		0	0	0	0	0

Please give details of why remuneration or other employment benefits were paid.

None.

Where an ex gratia payment has been made to a trustee, provide an explanation of the nature of the payment.

None.

NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 31 March 2019

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16 TRANSACTIONS WITH TRUSTEES AND RELATED PARTIES

16.2 TRUSTEES' EXPENSES

No trustee expenses have been incurred (True or False)

**FALSE**

	2019 £	2018 £
Travel	0	0
Subsistence	0	0
Accommodation	0	0
Other (please specify):	0	114
<b>Total</b>	<b>0</b>	<b>114</b>

Please provide the number of trustees reimbursed for expenses or who had expenses paid by the charity

During the year ended 31 March 2018 the trustee Linda Fiddymment was reimbursed for £114 of costs incurred in the advertising to find a new project manager. During the year ended 31 March 2019 the trustee Alison West was reimbursed for £57 of costs incurred for volunteer welfare.

**HELP IN THE COMMUNITY T/A MEDWAY FOODBANK**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2019**

**16 TRANSACTIONS WITH TRUSTEES AND RELATED PARTIES (Continued)**

**16.3 TRANSACTIONS WITH RELATED PARTIES**

There have been no related party transactions in the reporting period (True or False)

TRUE

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	Amount £	Balance at period end £	Provision for bad debts at period end £	Amounts written off during reporting period £
			0	0	0	0

In relation to the transactions above, please provide the terms and conditions, including any security and the nature of any payment (consideration) to be provided in settlement.

None.

For any related party, please provide details of any guarantees given or received.

None.

NOTES TO THE FINANCIAL STATEMENTS  
For the Year Ended 31 March 2019

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**17 ADDITIONAL DISCLOSURES**

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.