Charity registration number: 1156466

# SOUTH LIVERPOOL FOODBANK

Annual Report and Financial Statements

for the Year Ended 31 March 2019

GRC Accountants Limited 166 Banks Road West Kirby Wirral CH48 0RH

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### **Reference and Administrative Details**

Tr	ustees	

Mr Derek Arthur Howard

Mr John Arthur Sumner

Mrs Muriel Kelly

Mrs Glenys Howard

Mrs Tricia O'Brien

Mr John Penketh

1156466

Mrs Barbara Jones

**Principal Office** 

BRIDGE CHAPEL CENTRE HEATH ROAD LIVERPOOL L19 4XR

**Charity Registration Number** 

Independent Examiner

GRC Accountants Limited 166 Banks Road West Kirby Wirral CH48 0RH

#### **Trustees' Report**

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2019.

#### Trustees

Mr Derek Arthur Howard Mr John Arthur Sumner Mrs Muriel Kelly Mrs Glenys Howard Mrs Tricia O'Brien Mr John Penketh Mrs Barbara Jones

#### Overview

The South Liverpool Foodbank is part of the Trussell Trust's network of foodbanks.

The objects of the charity are:

To relieve persons in South Liverpool and the surrounding area that are in financial hardship in such ways as the Trustees from time to time think fit, in particular, but not exclusively by:

- 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.
- Such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

During the year 2018-2019 South Liverpool Foodbank has continued to distribute food from 8 different centres across South Liverpool, with 2 centres open on each of 6 days per week. In July 2019, in response to the increased workload (the expansion from 5 to 8 centres in January 2019), an additional part-time member of staff was appointed.

South Liverpool Foodbank has approximately 150 regular volunteers who assist in the distribution centres, at the warehouse, at supermarket collections, and with fund raising. We continue to benefit from volunteering by two Duke of Edinburgh students and this year hosted a University student on placement for a few weeks. Corporate social responsibility programs from a variety of organisations also provided team of volunteers, particularly in November and December, helping with supermarket food collections, sorting and dating food at our warehouse and distribution centres, and preparing boxes for toy parcels.

#### **Food provision**

During this year we have provided 5,491 food parcels to clients referred with a food voucher issued by a partner agency. In total we fed 11,382 individuals; 7,420 adults and 3,962 children. This represents a rise of 10% over the previous year in real terms (i.e. comparing data from all 8 centres). 45% of those fed were resident in just three city Wards (Speke-Garston, Picton and Princes Park). The main causes of food crisis were benefit delays and low income. Notably we heard many stories from clients of hardship due to a move to Universal Credit or from reassessment of disability entitlements.

#### **Trustees' Report**

#### **Partnerships**

Together with North Liverpool foodbank and other organisations in December 2018 we participated in a city-wide initiative funded by the Mayor's Hope Fund (a local Liverpool charity) to provide fresh vegetables and a supermarket voucher for meat over the Christmas period. 80 families benefited.

This year the Metro Mayor Steve Rotherham organised the provision of 5000 single bus journey tickets to foodbanks within the Liverpool City region, and we distributed our portion of these from January to March.

As usual, one of our supporters, together with friends, family and 2 local supermarkets, organised, packed and delivered more than 150 hampers of age-and gender-specific toys and treats to foodbank families.

We were successful in our application to the Santander Foundation for funding to support basic cookery classes in collaboration with a local organisation Bay Tree Cookery Academy CIC. These were carried out at 3 different organisations supporting foodbank clients, with excellent feedback.

Clients are referred to our Foodbank with vouchers issued by staff and/or volunteers within partner agencies. We acquired several new referral agencies, and new branches or divisions of existing agencies. We continue to provide pre-packed food boxes for emergency relief to the Red Cross, and to 2 hostels that support clients with mental health issues and victims of domestic abuse.

The provision of basic toiletries as part of all food parcels has continued, this year with additional help from the national charity Beauty Banks.

We participated in Pyjamarama (previously known as the National Bookstart Week), distributing free copies of the Book Trust's chosen title "Car, Car, truck, Jeep" and related activity handouts to families with pre-school children.

The Trussell Trust began a new national partnership with ASDA-Walmart and the food distribution charity Fareshare in May 2018, and launched this in store at ASDA with permanent donation points. We have 2 large ASDA stores, and these donation trolleys have gained momentum over the year. To promote this, one store's community champion invited us to participate in an hour-long show about food poverty on new local station Access North West Radio.

In autumn 2018 we began the first round of client interviews (tablet-based surveys) in 2 of our centres, as one of 43 Trussell Trust foodbanks participating in a 3-year national research project in partnership with Heriot-Watt University.

#### Listening and advice

Clients visiting the Foodbank are offered a drink and snack whilst volunteers prepare food parcels. This year we have significantly updated our signposting folders, containing information about many different types of support available in the communities round our foodbank centres. Most of our centres also host advisors from a variety of organisations; including an energy advice charity, local Council-funded floating support teams, back-to-work support organisations.

#### Supporting the hungry via other charitable organisations

We have provided support to other foodbanks at times when we have excess of particular food items, including neighbouring Trussell Trust foodbanks and independent foodbanks such as that run jointly by the Liverpool Anglican and Catholic cathedrals. Other organisations that received donations of food include a local church and 3 local youth centres providing holiday club activities alongside a healthy lunch, St. Aidan's Church in Speke which offers some free food provision to parishioners.

#### Supporting our Foodbank

#### **Trustees' Report**

The bulk (95%) of the food we provide was donated to us by the public; we received 92,485 kg, and purchased 4,899 kg to ensure sufficient stock for nutritionally balanced complete 3-day parcels (typically long-life milk, juice and tinned fruit are bought). Food was donated via several routes:

- 52 tonnes of food and toiletries were donated via supermarket collections (14 days in total) and permanent supermarket donation boxes.
- Individual donations of food from members of the public.

Regular donations from faith-based organisations. Several South Liverpool churches of different Christian denominations collect and deliver food on a regular basis. This year the Liverpool Muslim Outreach Society have begun a monthly donation of food, both halal and non-halal. Halal items are particularly in demand at one of our centres located close to accommodation for recently arrived refugees and asylum seekers; 250 vouchers were issued to clients with no recourse to public funds in 2018-2019.

• Donations from local and national charities. For example this year we continued to receive donations of surplus dogfood from the Dogs' Trust, and also received toiletries from Beauty Banks.

Local business collections. These range in size from a single box in a local hairdresser's salon to substantial collections fortnightly by one large local organisation. We received a large donation from a local Housing Association, South Liverpool Housing during the summer holidays in 2018, which boosted our stocks considerably.

We continue to benefit from donated storage at a local warehouse, and additional space within a central Council-owned unit remains available to us. This year we received a donation of a previously-used large chest freezer from the supermarket Iceland, together with vouchers to help stock the freezer, we have located this in one of our busier centres and it is used to store any excess of the bread that one donor has started to bring regularly. We also received a fridge from Give Back with Grundig as part of the Currys/Dixons community programme (nominated by a local employee), and this was installed in preparation for storing fresh fruit and vegetables from the next phase of the new ASDA/Trussell Trust/Fareshare partnership.

#### **Raising awareness & fundraising**

We continue to promote our service: - for example this year at local fetes, in local schools at Harvest and Easter assemblies, on our website and via social media (Facebook and Twitter).

We have found that volunteer teams who come in to help as part of corporate social responsibility days are often unaware of the practicalities of our service, and wherever possible we spend some time explaining how we work, to everyone's benefit.

Fundraising has been achieved in a number of ways: -

- Direct regular giving standing orders and cheque donations
- Direct one-off cash donations, for example into donation buckets at supermarket food collections, fun days.
- A team from a national bank's local call centre held a matched-funding fundraising day, selling cakes, gifts and sweets, etc.
- One-off and regular donations via an online donation platform (although we pay a small fixed fee, we receive donations significantly exceeding the expenditure)
- Volunteer-driven events such as fund-raising evenings and meals

#### **Financial reserves**

The Trustees monitor the financial health of the foodbank, with the aim at all times of maintaining a reserve sufficient for 6months worth of normal expenditure.

### **Trustees' Report**

#### **Public Benefit**

The Trustees have considered the guidance given by the Charity Commission on furthering public benefit, when discussing Foodbank objectives and policies. We consider that our current aims are clear and appropriate, and that the Foodbank has been successful throughout the year in relieving immediate food crisis as well as helping clients to access support of which they were previously unaware.

The annual report was approved by the trustees of the charity on 9/1/200 and signed on its behalf by:

Mr John Arthur Sumner Trustee

### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on  $\frac{9122020}{2020}$  and signed on its behalf by:

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Mr John Arthur Sumner Trustee

# Independent Examiner's Report to the trustees of SOUTH LIVERPOOL FOODBANK

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2019 which are set out on pages 8 to 17.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of SOUTH LIVERPOOL FOODBANK 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 SOUTH LIVERPOOL FOODBANK '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 examiner's 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:

- 1. accounting records were not kept in respect of SOUTH LIVERPOOL FOODBANK as required by section 130 of the Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the accounting 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.

Gareth Cooper

166 Banks Road West Kirby Wirral CH48 0RH

Date: 28/01/2020

# Statement of Financial Activities for the Year Ended 31 March 2019

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and Endowments from:				
Donations and legacies		27,605	13,773	41,378
Charitable activities		16,313	-	16,313
Investment income	4	56	-	56
Total income		43,974	13,773	57,747
Expenditure on:				
Raising funds		(1,913)	(5,669)	(7,582)
Charitable activities		(34,906)	(3,279)	(38,185)
Total expenditure		(36,819)	(8,948)	(45,767)
Net movement in funds		7,155	4,825	11,980
<b>Reconciliation of funds</b>				
Total funds brought forward		66,275	12,071	78,346
Total funds carried forward	11	73,430	16,896	90,326
		Unrestricted	Restricted	Total
	Note	funds £	funds £	2018 £
Income and Endowments from:			-	
Donations and legacies		15,315	14,498	29,813
Charitable activities		6,970	-	6,970
Investment income	4	27	-	27
Total income		22,312	14,498	36,810
Expenditure on:				
Raising funds		(1,836)	-	(1,836)
Charitable activities		(19,575)	(6,835)	(26,410)
Total expenditure		(21,411)	(6,835)	(28,246)
Net income		901	7,663	8,564
Gross transfers between funds		(420)	420	-
Net movement in funds		481	8,083	8,564
<b>Reconciliation of funds</b>				
Total funds brought forward		65,794	3,988	69,782
Total funds carried forward	11	66,275	12,071	78,346

All of the charity's activities derive from continuing operations during the above two periods. The funds breakdown for 2018 is shown in note 11.

### (Registration number: 1156466) Balance Sheet as at 31 March 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible assets	9	192	269
Current assets			
Stocks	10	20,910	11,795
Cash at bank and in hand		69,224	66,282
		90,134	78,077
Net assets		90,326	78,346
Funds of the charity:			
Restricted funds		16,896	12,071
Unrestricted income funds			
Unrestricted funds		73,430	66,275
Total funds	11	90,326	78,346

The financial statements on pages 8 to 17 were approved by the trustees, and authorised for issue on  $\frac{1}{2020}$  and signed on their behalf by:

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Mr John Arthur Sumner Trustee

#### Notes to the Financial Statements for the Year Ended 31 March 2019

#### 1 Accounting policies

#### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

#### **Basis of preparation**

SOUTH LIVERPOOL FOODBANK meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### **Donations and legacies**

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

#### Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### Notes to the Financial Statements for the Year Ended 31 March 2019

#### Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### Support costs

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

#### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £250.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

#### Asset class

Fixtures & fittings

**Depreciation method and rate** 25% straight line

#### Stock

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Trade creditors

are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

## Notes to the Financial Statements for the Year Ended 31 March 2019

### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

### 2 Income from donations and legacies

	Unrestricted funds			
	General £	Restricted funds £	Total 2019 £	Total 2018 £
Donations and legacies;				
Donations from individuals Gift aid reclaimed	27,275 330	13,773	41,048 330	29,098 715
	27,605	13,773	41,378	29,813

#### 3 Income from charitable activities

	Unrestricted funds		
	<b>General</b> £ 16,313	Total 2019 £ 16,313	Total 2018 £ 6,970
4 Investment income			
	Unrestricted funds		
	General £	Total 2019 £	Total 2018 £
Interest receivable and similar income;			
Interest receivable on bank deposits	56	56	27

# Notes to the Financial Statements for the Year Ended 31 March 2019

5 Expenditure on raising funds

a) Costs of trading activities

		Unrestricted funds			
	Note	General £	Restricted funds £	Total 2019 £	Total 2018 £
Costs of goods sold		1,913	5,669	7,582	1,836
a a chuir a		1,913	5,669	7,582	1,836

 $a_1 \in \mathbb{R}^{n}$ 

# Notes to the Financial Statements for the Year Ended 31 March 2019

				Total
	14			2019
				£

Total

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Total

### 6 Analysis of support costs

Support costs allocated to raising funds **Other support** costs

	costs	2019	2018
	£	£	£
Depreciation of tangible fixed assets	269	269	221

#### Support costs allocated to charitable activities

	Governance costs £	Administration costs £	Premises costs including depreciation £	Total 2019 £	Total 2018 £
Establishment costs	-	-	4,535	4,535	3,315
Repairs and maintenance	-	-	375	375	353
Office expenses	-	556	-	556	-
Printing, posting and stationery Subscriptions and	-	836	-	836	1,519
donations	-	555		555	
Sundry and other costs	-	738	-	738	1,072
Accountancy fees	750		-	750	750
Legal and professional costs Training		503 3,166		503 3,166	375
	750	6,354	4,910	12,014	7,415

#### 7 Staff costs

The aggregate payroll costs were as follows:

	2019 £	2018 £
Staff costs during the year were:		
Wages and salaries	25,902	18,775

No employee received emoluments of more than £60,000 during the year

# Notes to the Financial Statements for the Year Ended 31 March 2019

### 8 Taxation

The charity is a registered charity and is therefore exempt from taxation.

### 9 Tangible fixed assets

			Furniture and equipment £	Total £
Cost				
At 1 April 2018			884	884
Additions			192	192
At 31 March 2019			1,076	1,076
Depreciation				
At 1 April 2018			615	615
Charge for the year			269	269
At 31 March 2019			884	884
Net book value				
At 31 March 2019			192	192
At 31 March 2018			269	269
10 Stock				
			2019	2018
Stocks			£ 20,910	<b>£</b> 11,795
		,	20,710	11,795
11 Funds				
	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Balance at 31 March 2019 £
Unrestricted funds				
General				

General				
General	66,275	43,974	(36,819)	73,430
Restricted funds				
Byrne - Cate Byrne	8,831	13,773	(5,708)	16,896
Mayor 1 - Mayoral Pledge	440	-	(440)	-
Santander Award	2,800		(2,800)	
Total restricted funds	12,071	13,773	(8,948)	16,896
Total funds	78,346	57,747	(45,767)	90,326

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	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2018 £
Unrestricted funds					
General					
General	65,794	22,312	(21,411)	(420)	66,275
Restricted funds					
AMCCT - Andrew Mitchell					
Christian Charitable	1,372	2,000	(140)	(3,232)	-
Byrne - Cate Byrne	1,047	9,298	(1,514)	-	8,831
Mayor 1 - Mayoral Pledge	1,569	-	(1,129)	-	440
Lord Mayors Hope Fund	-	-	(12)	12	-
Mayors Hope Van Fund	-	400	(4,040)	3,640	-
Santander Award	-	2,800			2,800
Total restricted funds	3,988	14,498	(6,835)	420	12,071
Total funds	69,782	36,810	(28,246)	<u> </u>	78,346

# Notes to the Financial Statements for the Year Ended 31 March 2019

### 12 Analysis of net assets between funds

	Unrestricted funds		
	General £	Restricted funds £	Total funds £
Tangible fixed assets Current assets	192 73,238	- 16,896	192 90,134
Total net assets	73,430	16,896	90,326

# Notes to the Financial Statements for the Year Ended 31 March 2019

### 13 Analysis of net funds

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	At 1 April 2018 £	Cash flow £	At 31 March 2019 £
Cash at bank and in hand	66,282	2,942	69,224
Net funds	66,282	2,942	69,224
			At 31 March
	At 1 April 2017 £	Cash flow £	2018 £
Cash at bank and in hand	•		2018