

Charity registration number: 1154256

East Grinstead Food Bank

Annual Report and Financial Statements
for the Year Ended 30 November 2020

Lucraft Hodgson & Dawes LLP
Ground Floor
19 New Road
Brighton
East Sussex
BN1 1UF

East Grinstead Food Bank

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East Grinstead Food Bank

Trustees:

Mr Clive Wills – Treasurer
Mr James Hennessy – (stepped down 6 July 2020)
Mrs Lynne Loving – (stepped down April 2020)
Mrs Karen West
Ms Mandy Cunningham
Cllr Adam Peacock – (stepped down in May 2021)
Mr Andrew Smith - Chair of Trustees
Tony Cox – Appointed 9 September 2020

Principal Office:

Jubilee Community Centre,
Charlwoods Road, East Grinstead, West Sussex RH19 2HL

Charity Registration Number: 1154256

Independent Examiner:

Lucraft Hodgson & Dawes LLP
Ground Floor, 19 New Road, Brighton East Sussex, BN1 1UF

East Grinstead Food Bank

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 30 November 2020.

Objectives and activities

A Christian initiative for the prevention or relief of poverty in East Grinstead and the surrounding area, particularly, but not exclusively by:

a) providing emergency food boxes containing a minimum of three days' supply of balanced and nutritional foodstuffs, using a Trussell Trust-supplied picking list, and household items to individuals in need and for distribution by charities and other organisations working to prevent, or provide relief from, poverty – such as the probation service in Crawley.

b) the provision of such other help and comfort for the beneficiaries and signposting to relevant information to other advisory services, as may be required.

Public benefit

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

East Grinstead Food Bank

Trustees' Report

Use of volunteers

It has been an extraordinary year - the single largest global situation anyone living has been through. No one knew where the situation was headed and, as a charity foodbank located near Gatwick Airport, the area's largest employer, with potentially huge numbers of redundancies, was, and still is, daunting.

Since we started with a few food boxes in a garage in East Grinstead in December 2012, we have now assisted over 12,300 people.

Over the past year many members of our volunteer team of close to 70 people have been required to self-isolate, and in lockdown one we were down to approximately 10 people, in total, running the foodbank.

In July 2020 our volunteer Warehouse Manager James Hennessey retired, East Grinstead Foodbank team and Trustees thank him and his family for five years of tremendous service.

It quickly became clear that we needed to recruit an entire new team of younger volunteers – that didn't need to self-isolate – all of whom had to be trained and four teams set up in silos to reduce the risk of cross-infection. We have now expanded to a cohort of approximately 40 volunteers, with plans to bring back our older volunteers as regulations are eased in 2021.

Our volunteers, the donors of food at supermarkets in East Grinstead and the supporters within the town who make monetary donations, are all intrinsic to our effectiveness, we owe them all a debt of gratitude, we couldn't continue to serve the community without them,

Throughout the Covid-19 crisis East Grinstead Foodbank remained open, and as the figures below show, we are now working harder to meet the needs of more clients.

Year to 30/11/2019 - numbers fed
Vouchers 792 Adults 1122 Children 829 Total 1951

Year to 30/11/2020 - numbers fed
Vouchers 915 Adults 1412 Children 1009 Total 2421

April 1 2019 – April 1 2020 - numbers fed
Vouchers 834 Adults 1203 Children 973 Total 2176

April 1 2020 – April 1 2021 - numbers fed
Vouchers 986 Adults 1527 Children 1119 Total 2646

In partnership with The East Grinstead CAP Debt Centre we are now able to give families and individuals free access to a full debt counselling service. At the moment we advise initial contact by phone due to current restrictions. Call free on 0800 328 0006 or visit capuk.org to find out more.

In addition, we are now also partnering with the Stone Quarry Community Fridge run by Sarah Howland to help provide fresh vegetables and fruit together with ready cooked frozen meals using food donated by supermarkets.

Once again we would like to thank Rob Bothwell and his team at Lucraft Hodgson Dawes for their assistance in preparing our accounts pro bono.

East Grinstead Food Bank

Trustees' Report

Structure, governance and management

Nature of governing document

Constitution adopted 18 June 2013 as amended on 9 October 2013

The annual report was approved by the trustees of the charity on 22/6/21 and signed on its behalf by:



.....
Andrew Smith
~~Chair of Trustees~~

East Grinstead Food Bank

Statement of Trustees' Responsibilities

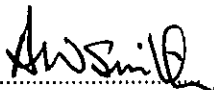
The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

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 27/6/21 and signed on its behalf by:


.....
Andrew Smith
Chair of Trustees

East Grinstead Food Bank

Independent Examiner's Report to the trustees of East Grinstead Food Bank

I report on the accounts of the charity for the year ended 30 November 2020 which are set out on pages 7 to 14.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act 2011; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Robert Bothwell FCA
ICAEW

Ground Floor
19 New Road
Brighton
East Sussex
BN1 1UF

Date: 7/7/2021

East Grinstead Food Bank

Statement of Financial Activities for the Year Ended 30 November 2020

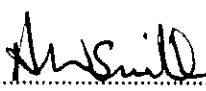
	Note	Unrestricted funds £	Total 2020 £
Income and Endowments from:			
Donations and legacies		62,898	62,898
Charitable activities		10,000	10,000
Total Income		<u>72,898</u>	<u>72,898</u>
Expenditure on:			
Raising funds		(524)	(524)
Charitable activities		(33,369)	(33,369)
Total Expenditure		<u>(33,893)</u>	<u>(33,893)</u>
Net movement in funds		39,005	39,005
Reconciliation of funds			
Total funds brought forward		<u>35,564</u>	<u>35,564</u>
Total funds carried forward	11	<u>74,569</u>	<u>74,569</u>
		Unrestricted funds £	Total 2019 £
	Note		
Income and Endowments from:			
Donations and legacies		34,304	34,304
Expenditure on:			
Raising funds		(990)	(990)
Charitable activities		(28,207)	(28,207)
Total Expenditure		<u>(29,197)</u>	<u>(29,197)</u>
Net movement in funds		5,107	5,107
Reconciliation of funds			
Total funds brought forward		<u>30,457</u>	<u>30,457</u>
Total funds carried forward	11	<u>35,564</u>	<u>35,564</u>

The funds breakdown for 2019 is shown in note 11.

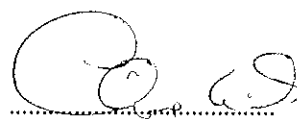
East Grinstead Food Bank
(Registration number: 1154256)
Balance Sheet as at 30 November 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	9	1,278	-
Current assets			
Cash at bank and in hand		72,670	36,094
Creditors: Amounts falling due within one year		621	(530)
Net current assets		73,291	35,564
Net assets		74,569	35,564
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		74,569	35,564
Total funds	11	74,569	35,564

The financial statements on pages 7 to 14 were approved by the trustees, and authorised for issue on ~~22.11.20~~ and signed on their behalf by:



 Andrew Smith
 Trustee
 Chair of Trustees



 Clive Wills
 Trustee
 Treasurer

East Grinstead Food Bank

Notes to the Financial Statements for the Year Ended 30 November 2020

1 Accounting policies

Statement of compliance

The financial statements have been prepared on the receipts and payments basis 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

East Grinstead Food Bank 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.

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.

East Grinstead Food Bank

Notes to the Financial Statements for the Year Ended 30 November 2020

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

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.

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	Depreciation method and rate
Computer equipment	33% on cost

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.

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.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

2 Income from donations and legacies

	Unrestricted funds	Total 2020	Total 2019
	General	2020	2019
	£	£	£
Donations and legacies;			
Donations from individuals	62,898	62,898	34,304
	<u>62,898</u>	<u>62,898</u>	<u>34,304</u>

East Grinstead Food Bank

Notes to the Financial Statements for the Year Ended 30 November 2020

3 Income from charitable activities

Unrestricted funds	Total 2020
General £	£
10,000	10,000
<u>10,000</u>	<u>10,000</u>

4 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total 2020 £	Total 2019 £
Costs of goods sold		524	524	990
		<u>524</u>	<u>524</u>	<u>990</u>

5 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2020 £	Total 2019 £
Staff costs			
Wages and salaries	23,385	23,385	19,968
Pension costs	197	197	20
Depreciation, amortisation and other similar costs	630	630	-
Other governance costs	9,157	9,157	8,219
	<u>33,369</u>	<u>33,369</u>	<u>28,207</u>

6 Net incoming/outgoing resources

Net incoming resources for the year include:

Depreciation of fixed assets	2020 £ <u>630</u>
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East Grinstead Food Bank

Notes to the Financial Statements for the Year Ended 30 November 2020

7 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
Staff costs during the year were:		
Wages and salaries	23,385	19,968
Pension costs	197	20
	23,582	19,988

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2020 No	2019 No
Administration	1	1

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

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 December 2019	1,244	1,244
Additions	1,908	1,908
At 30 November 2020	3,152	3,152
Depreciation		
At 1 December 2019	1,244	1,244
Charge for the year	630	630
At 30 November 2020	1,874	1,874
Net book value		
At 30 November 2020	1,278	1,278
At 30 November 2019	-	-

East Grinstead Food Bank

Notes to the Financial Statements for the Year Ended 30 November 2020

10 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £197 (2019 - £20).

East Grinstead Food Bank

Notes to the Financial Statements for the Year Ended 30 November 2020

11 Funds

	Balance at 1 December 2019 £	Incoming resources £	Resources expended £	Balance at 30 November 2020 £
Unrestricted funds				
General	35,564	72,898	(33,893)	74,569
	<u>35,564</u>	<u>72,898</u>	<u>(33,893)</u>	<u>74,569</u>
	Balance at 1 December 2018 £	Incoming resources £	Resources expended £	Balance at 30 November 2019 £
Unrestricted funds				
General	30,457	72,898	(33,893)	69,462
	<u>30,457</u>	<u>72,898</u>	<u>(33,893)</u>	<u>69,462</u>

12 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Tangible fixed assets	1,278	1,278
Current assets	72,670	72,670
Current liabilities	621	621
Total net assets	<u>74,569</u>	<u>74,569</u>

13 Analysis of net funds

	At 1 December 2019 £	Cash flow £	At 30 November 2020 £
Cash at bank and in hand	36,094	36,576	72,670
Net funds	<u>36,094</u>	<u>36,576</u>	<u>72,670</u>