



## **NORTH GUILDFORD FOOD BANK**

***Registered Charity No.1188640***

**St Clare's Church  
Cabell Road  
Guildford  
GU2 8JW**

**Trustees' Annual Report and Accounts  
for the year  
to 31<sup>st</sup> March 2022**

# **NORTH GUILDFORD FOOD BANK**

## **TRUSTEES**

Mrs Joanna Woodhouse  
Mr Leslie Smith  
Rev Stephen Pownall  
Mrs Susan Williams  
Mrs Zoe Watts

Chair & Secretary  
Treasurer

## **BANKERS**

**Lloyds Bank plc  
Guildford Branch  
PO Box 1000  
BX1 1LT**

## **INDEPENDENT EXAMINER**

**Graham Norton FCA  
2 Patterdale  
Coldharbour Road  
West Byfleet  
Surrey  
KT14 6JN**

[www.northguildfordfoodbank.co.uk](http://www.northguildfordfoodbank.co.uk)

***Registered Charity No.1188640***

# **NORTH GUILDFORD FOOD BANK**

## **Annual Report and Accounts**

The Trustees present their Annual Report and Accounts, for the year ended 31<sup>st</sup> March 2022. The Charity was registered on 19 March 2020. Prior to this date the North Guildford Food Bank existed but it was not a registered charity. The Funds transferred into this charity were £12,422 on 1 April 2020.

This report and the independently examined accounts will be lodged with the Charity Commission. Copies will be made available to all donors, where names and addresses are known.

### **Objects of the Charity**

The objects of the Charity are:

The relief of financial hardship amongst people in Guildford and the surrounding area in such ways as the trustees from time to time think fit, in particular, but not exclusively by:

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

### **Statement of Trustees' Responsibilities**

Law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing accounts giving a true and fair view the Trustees should follow best practice and:

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity, and which enable them to ensure that the accounts comply with applicable law. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention of fraud and any other irregularity.

**Trustee Structure and Selection of Trustees**

The charity has five Trustees, three with portfolio: chair, secretary and treasurer. When recruiting trustees a balance is sought between:

- Alignment with the charitable objectives of the charity
- Financial experience in managing accounts and cash flow
- Strategic and management skill

All new trustees would be interviewed by the chair of trustees.

The Trustees' main concern is that any Trustee plays a part in managing the Charity and helping to raise funds, whilst acting in a spirit of cooperation and mutual help.

# NORTH GUILDFORD FOOD BANK

## Trustees' Report

### History

The North Guildford Food Bank was started in November 2012 based at St Clare's Church on the Park Barn estate, North Guildford. Food collections were made at the local Tesco and individuals and churches and other organisations in the area made food collections and provided financial help. Funds were held in the St Francis & St Clare Parish accounts. A second outlet was opened at New Hope Church on the Bellfields estate in January 2014 and a third at Bushy Hill Community Centre, Merrow in May 2014. A Lloyds Charity current account was opened in April 2017 and funds transferred from the parish account. In 2017 collections for the food bank moved from the local Tesco to the Burpham branch of Sainsbury's. The Food Bank was registered with the Charity Commission on 19 March 2020 and with HMRC soon after. Gift Aid has been claimed from the date of Charity Commission registration.

### Client Numbers

The number of clients helped has typically increased year on year. However with the effects of Covid-19 the number of households referred to us due to being unable to afford food more than doubled in 2020/21, and has reduced by 16% this year.

<b>North Guildford Foodbank 2020/21 Overall Statistics Summary (1 Apr 2020 to 31 Mar 2021)</b>			
	<b>2021/22</b>	<b>2020/21</b>	<b>2019/20</b>
Total number of parcels	1619	1925	940
Comparison with previous year	84%	105%	51%
Total number of people fed	4693	5330	2715
Comparison with previous year	88%	96%	47%
Adults	2485	2933	1423
Children	2208	2397	1292
Spend on gas and electricity top ups (* Top ups were only made for the period Dec 20 to Mar 21)	£37,577	£7,630*	£6,221

The referrals came from a variety of other local agencies such as the local authority, schools, churches, Citizens' Advice, medical professionals and support workers.

### **Food Deliveries to Clients**

Prior to March 2020 we did not offer delivery of food parcels on a routine basis, although very occasionally an ad hoc arrangement had been made. Once the period of lockdown began it became difficult for many of our clients to collect their parcels due to shielding, isolating, lack of available public transport or fear of going out. We recruited additional volunteers to offer a delivery service to clients' home addresses. From July 2020 we were also able to make use of a delivery driver and van provided by the local authority one morning per week. Since the lockdowns have ended, we have endeavoured to reduce the number of deliveries made, partly due to a reduction in availability of drivers, and partly to encourage clients to take responsibility for their own arrangements, and to enable them to access the other support we offer.

### **Café**

Prior to Covid all of our client sessions operated on a café model, ie clients would be offered refreshments and a chance to chat to a volunteer whilst their food parcels were prepared. During the lockdowns this was prohibited but after a trial in November 2021, the cafe was reopened at our Park Barn sessions from February 2022. This allows us to offer a service to local residents, whether or not they are food bank clients, to assist with isolation, and to discuss with clients what other support might be valuable, and to signpost to suitable agencies. Feedback from clients who use the cafe are that this is a valuable service and enables them to feel as though someone cares about them, reducing isolation.

### **Venues and Sessions**

The food bank has previously run sessions in 3 venues, close to where many of our clients reside. During lockdown, we amalgamated the Bellfields service into our Park Barn service and have since vacated the Bellfields premises. We routinely run 3 client sessions in Park Barn and one in Merrow per week, and one donation and stock-sorting session in Park Barn. We continue to use the church hall at St Clare's Church, Park Barn to store the majority of our stock, which is our preferred option, but we do not have long term security of tenure there and this is subject to the church's leadership.

### **Change in Trustees**

In June 2021 our former Chair of Trustees, Heather Roche, sadly died. She volunteered at the food bank from the early years, taking on shared leadership and then being Coordinator from February 2018 and Chair of Trustees from March 2020. Heather had devoted a significant amount of her time and energy to ensuring the smooth running of the food bank and had overseen substantial changes as our referral process moved online, numbers of clients grew and Covid restrictions affected all of our operations. She is greatly missed.

There were some consequential changes in the management of the food bank - Joanna Woodhouse (existing trustee) took over the role of Chair and Zoe Watts (stock manager) became a trustee.

## **Staff**

All trustees, team leaders and helpers at the food bank have continued on a voluntary basis, but the administrative work involved has become substantial and the trustees started the recruitment process for a part-time paid administrator, as the work had grown beyond that which was manageable on a voluntary basis.

## **Provision of Food and Household Supplies**

Up until March 2020 the Food Bank relied mainly on the food contributions made by shoppers, initially at the local Tesco and from mid-2017 at the Burpham branch of Sainsbury's. A smaller Sainsbury's branch and Waitrose now also run collection points. This was supplemented by gifts from various local churches, schools and organisations, particularly at Harvest Festival and Christmas. Since March 2020 the Food Bank has continued to receive donations, but also started to purchase food from Sainsbury's, particularly fresh and refrigerated items which cannot be safely donated.

## **Gas & Electricity Top Ups for Clients**

In February 2016, with funds being available, the Food Bank was able to offer small credit top ups on gas and electricity meter cards for clients who had gone into their 'fuel emergency allowance'. From March 2020 the topping up of gas and electricity meter cards stopped due to Covid-19 and did not resume until mid-December 2020.

In January 2021 the Food Bank entered into a trial scheme with Surrey Community Action (SCA) whereby they organised the topping up of gas and electricity cards for clients on pre-payment meters using a third party. This required us to recruit additional volunteers to make telephone calls and arrange the vouchers, but no longer required clients to bring their prepayment key or card to us in person, and was therefore more practical for clients receiving deliveries. In February 2021, following the successful trial, we were able to open this to all clients on prepayment meters. This has continued and has been extremely popular with clients, especially as utility prices have increased substantially. We now have a team of 3 volunteers managing this system in conjunction with SCA, but there are significant administrative charges payable to the voucher issuer, and the workload is considerable. We have not been able to offer this service to clients who pay for utilities via direct debit rather than a prepayment meter.

## **Electricity Contributions to Churches/Community Centre.**

During the period the food bank has paid a monthly amount to St Clare's Church for hire of the church hall, electricity and cleaning. It also makes an annual contribution to the Bushey Hill Community Centre for electricity.

## **Trustee Meetings**

The Trustees held regular meetings during the period. Items included in a typical agenda were:

- Appointment of Trustees
- Risk
- Finance
- Capacity
- Premises

- Future Strategy
- Conflicts of Interest

**Thanks**

The Trustees wish to thank St Francis & St Clare's PCC for the use of the St Clare's church premises for the Food Bank and our special thanks go to all the faithful and hard-working volunteers who give their time and support to the work.

**Total Charity Value**

The total value of the Charity as at 31 March 2022 is £109,118 comprising net payment in the period of £1,321 and funds brought forward from the previous year of £110,439.

**Income and Expenditure Details**

The Total Income for the period was £107,882 nearly all of which was donations and the attributable reclaimed gift aid. Costs were £109,203.

This report was approved by the Trustees on 9<sup>th</sup> August 2022 and signed on their behalf by:

J Woodhouse  
Chair of Trustees

# NORTH GUILDFORD FOOD BANK

## Receipts and Payments Account

For the year to 31<sup>st</sup> March 2022

		Trust Total Funds	Trust Total Funds
		<u>2022</u>	<u>2021</u>
<u>Receipts and Payments</u>	<u>Note</u>	<u>£</u>	<u>£</u>
<b><u>Receipts</u></b>			
Donations			
General donations	7	94,124	135,925
Restricted donations	7	-	8,555
Bankuet income	10	-	19,110
Interest income		8	9
Gift Aid		13,750	8,022
<b>Total Receipts</b>		<b><u>£107,882</u></b>	<b><u>£171,621</u></b>
<b><u>Payments</u></b>			
Energy grants	6	37,577	7,630
Running costs	8	11,358	9,955
Food purchases	9	59,617	55,668
Transaction fees		651	351
<b>Total Payments</b>		<b><u>£109,203</u></b>	<b><u>£73,604</u></b>
<b>Net Receipts/(Payments)</b>		<b><u>£(1,321)</u></b>	<b><u>£98,017</u></b>
<b>Transfer from the North Guildford Food Bank</b>			
<b>Total Funds Brought Forward</b>		<b><u>£110,439</u></b>	
<b>Total Funds Carried Forward</b>	5	<b><u>£109,118</u></b>	<b><u>£110,439</u></b>

All of the charity's activities derive from continuing operations during the period.

The notes on pages 11 and 12 form part of these accounts.

# NORTH GUILDFORD FOOD BANK

## Statement of Assets and Liabilities

As at 31<sup>st</sup> March 2022

		<u>2022</u>	<u>2021</u>
	<u>Note</u>	<u>£</u>	<u>£</u>
<b><u>Current Assets</u></b>			
	12		
Lloyds Bank – Current Account - Instant Access		9,197	13,510
Lloyds Bank – Savings Account - Instant Access		96,016	88,008
Bankuet Fund - Instant Access			8,646
Energy Grants Fund	6	1,868	-
Tesco vouchers	9	1,380	-
Cash		657	275
<b><u>Total Current Assets</u></b>		<b><u>£109,118</u></b>	<b><u>£110,439</u></b>
<b><u>Current Liabilities</u></b>			
	11	-	-
<b><u>Total Assets Retained For The Charities Own Use</u></b>	12	<b><u>£109,118</u></b>	<b><u>£110,439</u></b>
<b><u>Represented By Statement of Receipts and Payments</u></b>	12	<b><u>£109,118</u></b>	<b><u>£110,439</u></b>

The notes on pages 11 and 12 form part of these accounts.

Approved by the Trustees on 9<sup>th</sup> August 2022, and signed on their behalf by:

..... J Woodhouse Trustee

..... L Smith Trustee

# NORTH GUILDFORD FOOD BANK

## Notes to the Accounts

1. **Statement of Trustees' Responsibilities.** The Charity was formally established and registered with The Charity Commission as Charity Number 1188640 on 19<sup>th</sup> March 2020. The Trustees are required to prepare an annual report and accounts which are lodged with the Charity Commission. The financial year-end is 31<sup>st</sup> March; these accounts cover the year to 31<sup>st</sup> March 2022.
2. **Scope and Basis of Annual Accounts.** These accounts have been prepared on a Receipts and Payments basis in accordance with applicable accounting standards and the Charities Statement of Recommended Practice.
3. **Accounting Policies.** These are:
  - a. Donations, tax recoveries, interest income and other income have been accounted for on an 'as received' basis.
  - b. Annual income of the Charity is allocated across the funds based on donor preferences.
  - c. Year-end stock values of food are not considered to be material.
4. **Receipts/Payments.** These are attributed to the appropriate sub-fund(s) based on the actual nature of the transactions.
5. **Reserves Policy.** The Charity needs to maintain free reserves to fund its regular work. Currently those free reserves amount to £109,118 (2021:£110,439) which are maintained to support the expenditure needs of the Charity. The Trustees aim to retain such free reserves as are necessary to enable expected works to be completed within a 12 month period.
6. **Energy Grants.** Small credit top ups on gas and electricity meter cards are provided for clients who had gone into their 'fuel emergency allowance'. In addition we use a third party to administer the issuing of energy vouchers that can be used with any energy company and any unissued amount held by the third party is treated as a current asset.
7. **Donations.** These are allocated based on the donor preference, if no preference is given then donations are allocated to the general fund. There were no restricted donations, for 'food only' received in the year.
8. **Running Costs.** These are operational costs incurred in the provision of food to the clients.
9. **Food Purchases.** These are the costs incurred in purchasing food that is distributed to clients. In addition, we have purchased Tesco food vouchers and these are distributed to those in need and any unissued vouchers are treated as a current asset.

10. **Bankuet.** In April 2020 the Food Bank entered into a scheme with a new business, Bankuet Ltd, who would receive donations on behalf of the Food Bank, purchase food at competitive rates and then supply the food as requested to the Food Bank. This arrangement was concluded in April 2021
11. **Current Liabilities.** There are no current liabilities.
12. **Current Assets.** Deposit accounts are interest bearing at market rates. The current account is non-interest bearing and is maintained with the minimum amount estimated as necessary for near term expenditure. The Bankuet fund was closed in April 2021.
13. **Going Concern.** The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.
14. **Related Party Transactions.** No fees or remuneration were paid to any Trustee during the period. Trustees occasionally pay for some sundry items for which they do not make a claim for expenses. Trustees may also buy the food from the supermarkets and then reclaim the costs incurred. There were no transactions with any persons or entities connected in any way to the Charity or its Trustees.
15. **Assessment of Risks.** The Charity has no employees or premises.

# NORTH GUILDFORD FOOD BANK

## Independent Examiner's Report to the Trustees of North Guildford Food Bank

I report on the accounts of The North Guildford Food Bank, for the twelve months ended 31<sup>st</sup> March 2022, Charity No: 1188640, set out on pages 9 to 12.

### Respective Responsibilities of the Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed. It is my responsibility to:

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

### Basis of Independent Examiner's Statement

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 the Trustees concerning 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 statement below.

### 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 proper accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

Graham Norton FCA  
2 Patterdale  
Coldharbour Road  
West Byfleet  
Surrey  
KT14 6N

Signed

9<sup>th</sup> August 2022