REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2022

FOR

WEST NORTHUMBERLAND FOOD BANK CIO

Ribchesters Chartered Accountants Finchale House Belmont Business Park Durham DH1 1TW

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2022

The trustees present their report with the financial statements of the charity for the year ended 30 September 2022. The trustees have adopted the provisions of 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 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objective of West Northumberland Food Bank ("the Food Bank") is the prevention or relief of poverty in West Northumberland in particular but not exclusively, by providing emergency food supplies and related provisions to individuals in need, and to charities or other organisations working to prevent or relieve poverty.

The Food Bank's activities are generally to provide emergency food supplies to people throughout West Northumberland, providing much needed information and signposting to help people through these very difficult times and helping people to access other support services.

Hardship grants can be made to individuals and households, and small grant awards to organisations having similar objectives to reduce poverty and the effects of poverty in accordance with the associated policies.

Small grants applications are initially assessed by the Grant Awards Committee with sign off required at a meeting of the Trustees.

Hardship grants are made in those situations where the service user might be at a tipping point likely to develop into a debt spiral. Frequently, these are for those using coal or oil for heating. Such awards are signed off by both the project manager and one of the helpline team leaders in accordance with the policy.

Surveys are undertaken of service users to assist in developing strategies to improve the services offered.

Volunteers are essential to the Food Bank achieving its objective. There are two pools of volunteers. One set operate the helpline for service users to request food and to receive signposting to other services. The other set are engaged in the warehouse logistics and delivery (including collection) of donated food and household essentials.

The Food Bank could not achieve its objective without their fantastic contribution.

Public benefit

The Charity Commission states that there are two tests that must be passed to meet the definition of providing public benefit: firstly, there must be an identifiable benefit or benefits; secondly the benefit(s) must be to the public or a section of the public.

The Trustees have given due consideration to the Charity Commission's general guidance on public benefit and are satisfied that the aims and objectives of the Food Bank as set out in its Constitution and its activities, as described in this report, demonstrate that the Food Bank satisfies these two tests.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2022

ACHIEVEMENT AND PERFORMANCE

Over the year, the Food Bank supported 570 households, comprising 1,246 people with 5,067 deliveries of food and household essentials. On occasion, food vouchers redeemable at accessible supermarkets were provided. Most frequently, these vouchers are issued to those service users in urgent need or where the delivery logistics cannot accomplish a food parcel delivery due to the extensive rural area served.

No individual or household has failed to receive the offered support they needed.

Service users are treated with compassion and respect. A recent survey has confirmed that these attributes are recognised and appreciated by them.

The main target is to meet the essential needs of the service users, whose numbers have increased year on year since the Food Bank was formed. This has been successful in that 100% of the requested help for food has been achieved. A large percentage of service users have also been offered signposting to other sources of help.

There is strong community support for the Food Bank both in food donations and financial donations which allow the Food Bank to purchase additional food supplies.

Grants and donations from philanthropic individuals and organisations have also been a great help - frequently these are unsolicited. Further details of these are noted on Page 10 of the accounts. We are incredibly appreciative of this generous support. The financial position and forecast are reviewed monthly, and these guide the need for additional fundraising.

Surplus funds are held in an interest bearing account with Triodos Bank. It has become clear that, due to the generosity of the local community and other funders, income is likely to continue to provide a surplus once food costs and operating costs have been met. A strategy is under development to use the Charity Aid Foundation (CAF) savings platform to generate interest income, particularly as interest rate increases are enhancing this area of income with a view to implementation early next project year. This strategy will encompass seeking good interest rates and terms, whilst always maintaining adequate accessible funds. In addition, to further our social impact, since November 2022 £15,000 of the Food Bank's funds held in NE First Credit Union. Whilst financial returns are very low, the credit union frequently makes loans to low income families at reasonable rates, helping those in poverty avoid illegal lenders (loan sharks).

Without doubt, the achievements noted above could not have been achieved without donations from grant giving trusts and support from Northumberland County Council through delivery of the Department of Work and Pensions (DWP) Household Support Fund. And notably the brilliant support from hundreds of local people who donate food, money, and their time volunteering helping the Food Bank to support more people than ever before.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2022

FINANCIAL REVIEW

The Food Bank's total income for the year was £271,508 (2020/21: £197,407) generated from grants and donations. This includes both monetary donations and estimated values for the donation of goods. The total resources expended were £227,085 (2020/21: £161,795) and represented costs incurred to enable the Food Bank to carry out its operations, provide hardship awards and make grants under the Food Bank's small grant scheme. The Food Bank made a surplus for the year of £44,423 compared with a surplus of £35,612 in the previous year, due to a significant and welcome increase in financial support from the local community.

Reserves Policy

The Trustees consider it appropriate to hold unrestricted cash reserves equivalent to 3 - 9 months of operating expenditure (excluding donated goods) to provide a level of working capital that protects the continuity of the work of the Food Bank.

The level of reserves will take into consideration future strategy and the potential for unforeseen expenditure or unanticipated loss of income. This is reviewed annually in conjunction with the budget setting process.

As of 30 September 2022 the Food Bank had total unrestricted reserves of £200,834 of which £183,971 were held in cash. This represents approximately 15 months of operating expenditure which is higher than the top end of the range specified in the reserves policy. The Trustees have taken account of this during the budget setting process for the project year to 30 September 2023 and have considered how the additional funds can be used to further the objective of the Food Bank without committing to levels of expenditure which cannot be maintained in the long-term.

Over the coming months a significant increase in demand is expected and inflationary factors are projected to impact both income and expenditure levels. To ease the burden on our service users the Trustees have committed to a cost of living initiative to support households in need of assistance with domestic fuel costs over the coming project year. In addition we have planned for the purchase of a third van to assist with the rising number of food deliveries. Further to this we have recruited an additional part-time help line team leader to enhance the level of support and signposting we can provide to service users. Consequently, the Trustees anticipate reserves being within range by the conclusion of the project year ended 30 September 2023.

Going Concern

After making appropriate enquiries, the trustees have a reasonable expectation that the Food Bank has adequate resources to continue in operational existence for the foreseeable future. The reserves policy and level of reserves currently held by the Food Bank supports this position. For this reason, the trustees continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Without succumbing to complacency, we are confident that within reason we have the capacity to respond appropriately to any increase in poverty in the local area; we continue to monitor the economic and social situation locally and nationally. We will amend our procedures and policies in the light of any relevant developments.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Charity constitution

West Northumberland Food Bank is a registered charity, number 1158289, and is constituted under a Charitable Incorporated Organisation (CIO) constitution.

Organisational structure

The governance, management and administration of the Food Bank is the responsibility of the Trustees who meet at least 11 times per annum. The day to day running of the Food Bank is delegated to the project manager, who reports to the Trustees, supported by the staff team.

Any contentious issues that arise will be notified to the Trustee chair who will determine if it requires referring to the Trustee board, or can be managed directly with subsequent notification to the Trustee board.

Recruitment and appointment of new trustees

New trustees are elected and co-opted appointed on the recommendation of existing trustees under the terms of the constitution. There must be at least 3 trustees of the Food Bank and a maximum of 12 trustees.

Where additional specific skills are considered desirable, a recruitment process can be invoked.

Induction and training of new trustees

The Trustees have induction procedures to ensure that new trustees understand their roles and obligations. Appropriate training is given on an ongoing basis to Trustees, including new trustees.

Wider network

The Food Bank is a member of the Independent Food Aid Network UK (IFAN) and our project manager regularly engages with them. Our project manager is also in frequent contact with the other independent food banks within Northumberland.

Related parties

The Food Bank aims to have good relationships and maintains contact with other organisations having similar objectives in fighting poverty, and its effects. These are generally informal or topical, though they have on occasion resulted in the Food Bank providing grant assistance.

Plans for future periods

The Food Bank is committed to delivering a high standard of service to households experiencing poverty in the area we serve. We believe that the best way to improve these services is by learning from the people who deliver and use our services. During the previous project year we undertook an extensive user survey which is helping to inform our future plans. We also held strategy and training days to pull together the ideas of trustees, staff and volunteers in driving forward improvements to the way we deliver our services.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1158289

Principal address

Unit 2 Adapt Enterprise Hub Burn Lane Hexham NE46 3HN

Trustees

J R A Hill

T J Hakim

L Ferguson

R Theobalds

A L Proctor

N Thornthwaite

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2022

REFERENCE AND ADMINISTRATIVE DETAILS Independent Examiner

David Holloway
FCA DChA
Ribchesters
Chartered Accountants
Finchale House
Belmont Business Park
Durham

Approved by order of the board of trustees on 5 April 2023 and signed on its behalf by:

J R A Hill - Trustee

DH1 1TW

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WEST NORTHUMBERLAND FOOD BANK CIO

Independent examiner's report to the trustees of West Northumberland Food Bank CIO

I report to the charity trustees on my examination of the accounts of West Northumberland Food Bank CIO for the year ended 30 September 2022.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the ICAEW which is one of the listed bodies.

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 the CIO 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 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.

David Holloway FCA DChA Ribchesters Chartered Accountants Finchale House Belmont Business Park Durham DH1 1TW

5 April 2023

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2022

	N	Unrestricted fund	Restricted funds	2022 Total funds	2021 Total funds
INCOME AND ENDOWMENTS FROM	Notes	£	£	£	£
Donations and legacies	2	251,310	20,000	271,310	197,351
Investment income	3	200	_	200	56
Total		251,510	20,000	271,510	197,407
EXPENDITURE ON Charitable activities Foodbank NET INCOME		207,087 44,423	20,000	227,087 44,423	161,795 35,612
RECONCILIATION OF FUNDS					
Total funds brought forward		156,411	-	156,411	120,799
					
TOTAL FUNDS CARRIED FORWARD		200,834	<u> </u>	200,834	156,411

BALANCE SHEET 30 SEPTEMBER 2022

FIXED ASSETS Tangible assets	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £ 17,254	2021 Total funds £ 21,568
CURRENT ASSETS					
Debtors Cash at bank and in hand	8	6,380 183,971	<u>-</u>	6,380 183,971	4,669 130,190
		190,351	-	190,351	134,859
CREDITORS Amounts falling due within one year	9	(6,771)	-	(6,771)	(16)
NET CURRENT ASSETS		183,580		183,580	134,843
TOTAL ASSETS LESS CURRENT LIABILITIES		200,834	-	200,834	156,411
NET ASSETS		200,834	<u> </u>	200,834	156,411
FUNDS Unrestricted funds	10			200,834	156,411
TOTAL FUNDS				200,834	156,411

The financial statements were approved by the Board of Trustees and authorised for issue on 5 April 2023 and were signed on its behalf by:

J R A Hill - Trustee

L Ferguson - Trustee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

Income is only deferred when:

- The donor specified that the grant or donation must be only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has any unconditional entitlement.

Donated goods, services and facilities are included at the value to the charity where this can be quantified.

Investment income is recognised on a receivable basis.

Grants

Grants of a revenue nature are credited to income in the period to which they relate.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor vehicles - 20% on reducing balance

The charity capitalise individual assets which cost more than £1,000.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 SEPTEMBER 2022

1. ACCOUNTING POLICIES - continued

Fund accounting

3.

Bank interest

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	2022 £	2021 £
Gifts	2	<i>~</i> -
Public donations	126,944	112,960
Donated goods	83,063	63,355
Gift aid	17,901	10,536
Grants	43,400	10,500
	271,310	197,351
Grants received, included in the above, are as follows:		
	2022	2021
	£	£
Northumberland County Council	20,000	2,000
Country Durham Community Foundation	5,900	4,000
Tynedale Lions Club	2,500	-
Freemasons of Northumberland	2,000	-
The Neighbourly Foundation	500	-
The De Vitre Fund	500	-
Community Foundation	8,000	1,500
Leslie & Lillian Manning Trust	2,000	-
Masonic Charitable Fund	2,000	-
Go North East	-	2,000
Karbon Homes		1,000
	43,400	10,500
INVESTMENT INCOME	2022	2021
	2022	2021

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£

200

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 SEPTEMBER 2022

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2022 nor for the year ended 30 September 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 September 2022 nor for the year ended 30 September 2021.

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	Food bank		2022 <u>4</u>	2021 <u>4</u>
	No employees received emoluments in excess of £60,000.			
6.	COMPARATIVES FOR THE STATEMENT OF FINANCE	CIAL ACTIVITIES Unrestricted fund £	Restricted funds £	Total funds £
	INCOME AND ENDOWMENTS FROM Donations and legacies	197,351	-	197,351
	Investment income	56		56
	Total	197,407	-	197,407
	EXPENDITURE ON Charitable activities Foodbank NET INCOME	161,795 35,612	- -	161,795 35,612
	RECONCILIATION OF FUNDS			
	Total funds brought forward	120,799	-	120,799
	TOTAL FUNDS CARRIED FORWARD	156,411		156,411

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 SEPTEMBER 2022

7. TANGIBLE FIXED ASSETS

•				Motor vehicles £
	COST At 1 October 2021 and 30 September 2022			24,639
	DEPRECIATION At 1 October 2021 Charge for year			3,071 4,314
	At 30 September 2022			7,385
	NET BOOK VALUE At 30 September 2022			17,254
	At 30 September 2021			21,568
8.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEA	AR	2022	2021
	Trade debtors Other debtors Prepayments		£ 2,245 4,135 6,380	£ 4,669 - 4,669
9.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE Y	YEAR	2022	2021
	Trade creditors Other creditors		£ 6,771 6,771	£ 16
10.	MOVEMENT IN FUNDS		NI	
		At 1.10.21 £	Net movement in funds £	At 30.9.22 £
	Unrestricted funds General fund	156,411	44,423	200,834
	TOTAL FUNDS	156,411	44,423	200,834

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 SEPTEMBER 2022

10. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended £	Movement in funds £
Unrestricted funds General fund	251,510	(207,087)	44,423
Restricted funds Hardship Fund	20,000	(20,000)	-
TOTAL FUNDS	271,510	(227,087)	44,423
Comparatives for movement in funds			
	At 1.10.20 £	Net movement in funds £	At 30.9.21 £
Unrestricted funds General fund	120,799	35,612	156,411
TOTAL FUNDS	120,799	35,612	156,411
Comparative net movement in funds, included in the above are as	s follows:		
	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	197,407	(161,795)	35,612
TOTAL FUNDS	197,407	(161,795)	35,612
A current year 12 months and prior year 12 months combined po	sition is as follo	ws:	
Universal de	At 1.10.20 £	Net movement in funds £	At 30.9.22 £
Unrestricted funds General fund	120,799	80,035	200,834
TOTAL FUNDS	120,799	80,035	200,834

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 SEPTEMBER 2022

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	448,917	(368,882)	80,035
Restricted funds Hardship Fund	20,000	(20,000)	-
TOTAL FUNDS	468,917	(388,882)	80,035

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 September 2022.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2022

FOR THE YEAR ENDED 30 SEPTEMBER 2022	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts Public donations	2 126,944	112,960
Donated goods	83,063	63,355
Gift aid	17,901	10,536
Grants	43,400	10,500
	271,310	197,351
Investment income		
Bank interest	200	56
Total incoming resources	271,510	197,407
EXPENDITURE		
Charitable activities		
Wages	59,546	48,174
Pensions Food & packaging	995 115,273	1,756 76,770
Insurance	415	396
Rent & utilities	12,627	16,448
Office costs	5,933	3,149
Van running costs	4,752	2,847
Advertising Sundries	490 487	3,480 50
Depreciation charge - vans	4,314	3,071
Small grants, hardship award and vouchers	18,579	5,429
	223,411	161,570
Support costs		
Finance		
Accountancy	2,292	-
Bank charges	1,384	225
	3,676	225
Total resources expended	227,087	161,795
Net income	44,423	35,612