EDINBURGH NORTH EAST FOODBANK SCIO

Scottish Charity No - SC044944 Annual Report and Financial Statements

For the year ended 31 October 2016

**Trustees' Annual Report for the year ended 31 October 2016**

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 October 2016.

**Reference and Administrative Information**

Charity name Charity no Address

**Current Trustees** Rev John May Arthur Mathieson Pauline McLaren

# Edinburgh North East Foodbank SCIO SC044944

South Leith Church Halls, 6 Henderson Street

Leith EHG 6B5

Chair

Project Manager Treasurer

**Independent Examiner**

Gregor Cowan CA

30 Primrose Bank Road Edinburgh

EHS 3JF

**Bankers** Clydesdale Bank 140 High Street Musselburgh EH21 70Z

## Structure, Governance and Management

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## Constitution

The Charity is a Scottish Charitable Incorporated Organisation {an SCIO). It was registered 20 June 2014.

## Appointment of Trustees

The management committee, which normally meets on a Thursday evening every couple of months, is the charity's trus­ tees, other office bearers and representatives from each of the Churches involved. Membership of the management committee is open to all volunteers participating in the running of the foodbank. Trustees are elected at the annual gen­ eral meeting held annually. There must be a minimum of three and a maximum of nine trustees.

## Objectives and Activities

The prevention or relief of poverty in Edinburgh North East and surrounding areas in particular but not exclusively, by providing emergency food supplies to individuals in need, to prevent or relieve poverty. To advance citizenship and com­ munity development by encouraging volunteering within the project. The organisation shall promote (but not promote exclusively) its activities and delivery operations to people within the 'Area of Benefit' who are experiencing financial hardship and or vulnerable. These people will be the organisation's beneficiaries.

## Charitable Purposes

The relief of poverty of those in need by reason of financial hardship, by the provision of short term food supplies and advice/assistance regarding relief/prevention of underlying situation. The advancement of citizenship or community de­ velopment by bringing volunteers from the local area to distribute the food supplies and offer companionship by sharing conversation and refreshments while the supplies are being made up and passing on details of appropriate professionals to alleviate the client's situation

## Activities

Our foodbank helps no particular group specifically, but anybody in need in the community in general. It operates under the guidelines of the Trussell Trust.

We are open Mon:

Tue: Tue Wed: Wed: Thu: Fri; Fri:

1.00pm - 2.30pm 10.00am - 12.00pm

1.00pm - 2.30pm 4.30pm - 6.00pm 11.00am - 12.30am

10.00am - 11.30am

10.00am - 12.00pm

3.00pm - 5.00pm

at South Leith Parish Church Halls, 6 Henderson Street, EH6 6BS

at North Leith Parish Church Session Rooms, la Madeira Place, EH6 4AW at Leith St Andrews Parish Church, 410-412 Easter Road, EH6 8HT

at Pilrig St Pauls Parish Church, lb Pilrig Street, EH6 SAH.

at St Margaret's Church Halls, 48 Restalrig Road South, EH7 6LE at Leith St Andrews Parish Church, 410-412 Easter Road, EH6 8HT

at North Leith Parish Church Session Rooms, la Madeira Place EH6 4AW at South Leith Parish Church Halls, 6 Henderson Street, EH6 6BS

All food given out is donated from schools, churches, businesses, individuals, or through supermarket collections. At the warehouse, volunteers weigh and sort the donated food according to typ \_e and 'best before date.' Professionals from statutory and voluntary organisations such as doctors, health visitors, social workers, Citizens Advice Bureau staff, wel­ fare officers, the police and probation officers, identify people in crisis and issue them with a foodbank voucher. Clients bring their voucher to a foodbank centre where it can be exchanged for three days supply of emergency food. Clients are signposted to further support.

## Achievements and Performance

2015/16 has been a busy year for all connected with the Edinburgh North East Foodbank. The foodbank continues to utilise the skills and talents of both church connected folk and also those within our community who wish to help in whatever way they can. We currently have over 100 volunteers who help our foodbank operate in an efficient and friendly way. Our volunteers help out at our individual food bank outlets, the Church of Scotland buildings within Leith. They also assist on a weekly basis in helping to distribute food from our central distribution centre.

All our volunteers, week by week, operate the food bank centres where they have a friendly and warm welcome for those clients who come for help. Many volunteers from our community help out at the various collections within supermarkets throughout the year. Behind the scenes we have a number of dedicated volunteers who help operate the foodbank i.e. in finance, project management, IT support, stock control, liaising with over 150 agencies that refer folk to us.

The Management Committee meet on a regular basis to discuss the overall direction of the foodbank. The committ ee is made up of volunteers and the Ministers of the five Church of Scotland congregations in Leith .

The foodbank finances are in good order and we have been able to use some of the money donated to provide bus ti ckets , food vouchers for fresh food, milk and essential toiletries. These 'extras' have made a big difference to those we serve, as we continue to help restore dignity and give hope to those who come to us for support.

Overall the food bank has had a successful year but we are still focused on being a place where all are welcome, where we offer a safe and supportive environment, operating in a non-judgemental, caring and Christian way.

During the third year of operation the following was achieved:

* 1744 vouchers presented
* 2304 Adults fed, 856 children fed= 3160 total
* Breakdown of vouchers : Couples 199, Family 225, Single 1095, Single Parent 225 (Total 1744)
* Stock in 35,046Kg, Stock Out 29,882Kg = difference between stock in & out 5124kg
* 205 Referral agencies hold our vouchers.

**Specific Points of Note Regarding Community Support and Involvement**

Local supermarkets, in particular Tesco Leith, have continued to support the foodbank. With the twice year ly weekend food collections in Tesco in July and December this enables the foodbank to receive some 6 tonnes in 2 large exercises.

Tesco Leith placed a permanent collection point on the shop floor in December 2015. The amount donated has grown steadily over the months such that by November 2016 this large collection point is needing emptied every week. Approxi­ mately 120 kg is now collected each week.

The volunteer meetings have continued with 4 meetings throughout the year. Manual handling awareness, real life stories and examples are shared as learning points, together with the social aspect of being t ogether.

The 'hungry for books' pilot initiated by the City of Edinburgh Council in a small number of primary schools produced an offer of over 2,000 story books for the foodbank. These books were distributed by the Foodbank to foodbank users and other agencies and charities far and wide.

5.4 tonnes of food was collected on one Saturday afternoon (12 December 2015) at Easter Road football stadium from the Hibs fans. The food was sort ed, crated and stored by 6.30pm that same day. Teamwork by a large group of 45 volunteers!

The foodbank collects end of day produce from a local Greggs shop each Thursday and Sunday. This food is appreciated and enjoyed by those using the foodbank.

The changeover and move to the new storage facility in Salamander Street was carried out smoothly over 2 Saturdays. This is a significant change as the foodbank is now paying a commercial monthly rent for this space.

The foodbank purchased a large supply of Scotmid vouchers in April 2016 enabling each voucher referral to receive vouch­ ers worth £2. These vouchers can be used to buy fresh milk, bread, or fruit and veg.

The char ity Nappirun z continues to supply the foodbank with significant supplies of nappies.

The foodbank continues to receive large donations of toiletries such that almost every voucher referral receives a number of toiletry items as needed.

## Financial Review Summary

For the first year since inception the foodbank has made a loss in financial terms to the tune of £4369.06. The bank ac­ count has funds of £11538 .95.

## Main source of funding

The main source of funding continues to be on-going general donations received from volunteers and members of the public, Monetary donations this year are slightly down on last year but still remain steady considering the main focus of donation tends to be food. Retiral offerings at the Harvest Services within the 4 Churches have all been for the benefit of the foodbank.

## Grants

No grants were received this year. Sandisk Corporation Fund permitted us to spend the balance of their grant from last year of £101.90 on cans of food. The balance of the Big lottery grant (which was for set up costs) of £260.06 was used for shelving in one of the distribution centres.

## Fund Raising

Supermarket days have been held where members of the public have been encouraged as part of their regular shop to purchase additional items from the foodbank list for donation. This has proved particularly successful in building up food supplies but also in obtaining donations and offers of assistance. Tesco also top up food donations by 30%. A collection was held at the Get Soul Choir Concert in the Queens Hall raising £1063.87. Individual and group supporters also continue to fund raise in many ways ensuring this method of income is maintained at a steady level.

## Just Text Giving

Just Text Giving donations reaped £32.50.

**Easy Fund Raising** This raised £79. **Standing orders**

We now have 8 standing orders in place donating £125 monthly.

## Gift Aid

Gift Aid has now settled at £350 after the initial surge to bring it up to date.

## Expenditure

Transport, which was recognised as an on-going requirement part way through last year is now a steady expense to the tune of £2600 which covers the cost of van rental-all driving is voluntary.

Another regular expense is storage since our existing storage was no longer an option and no other free space could be identified. This has cost us just short of £1200 but this does not cover a full year.

The cost of our food supplies has gone down considerably since there are on-going donations through supermarkets and other drop-off points

All other costs have remained at last year's level.

## Reserves Policy

The Trustees have no defined policy in terms of the level of reserves held.

#### Future Plans

**Supermarket Days**

Further events will be held and these will be on-going with two scheduled each year in Tesco. Links already made with Sainsbury's will be further encouraged

#### Standing Orders, Gift Aid, Easy Fund Raising and Just Text Giving

These will be promoted at all opportunities

#### Funding Opportunities

Other funding opportunities will be sought as appropriate.

## Independent Examiner's Report

I report on the accounts of the charity for the year ended 31 October 2016

## Respective responsibilities of trustees and examiner

The charity trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) regulations 2006

The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the accounts Regulations does not apply , It is my responsibility to examine the accounts under section 44(1)© of the Act and to state whether particular matters have come to my attention.

## Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts pre­ sented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matt ers. The procedures undertaken do not provide all the evi­ dence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

## Independentexaminer's statement

In the course of my examination of the statement of account for the year ended 31 October 2016, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect:
	* Accounting records have not been kept in accordance with Section 44 (l)(a) of the Charities and Trustee Investments (Scotland) Act 2005 and Regulation 4 of the Charities Accounts (Scotland) Regulations 2006
	* The accounts do not accord with these records
	* The statement of accounts do not comply with any of the requirements of Regulation 9 of the Charities Accounts (Scotland) Regulations 2006
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed Dated

Gregor Cowan CA

30 Primrose Bank Road Edinburgh

EHS 3JF

## Income and Expenditure for the year ended 31 October 2016

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Unrestricted** | **Restricted** | **Year ended** | **Vear ended** |
| **Funds** | **Funds** | **31/10/2016** | **31/10/2015** |
| **Receipts**Donations | £ | 6,906.90 |  | £ |  |  | £ | 6,906.90 |  | £ | 7,837.41 |
| Gift Aid | £ | 350.09 |  | £ |  |  | £ | 350.09 |  | £ | 729.69 |
| Grants | £ |  |  | £ |  |  | £ |  |  | £ | 3,480.78 |
| Fundraising | £ | 3,085.52 |  | £ |  |  | £ | 3,085.52 |  | £ | 3,359.70 |
| Scottish Welfare Fund | £ |  |  | £ |  |  | £ |  |  | £ | 6,875.84 |
| Bank Interest | £ |  |  | £ |  |  | £ |  |  | £ |  |
| Total Receipts | £ | 10,342.51 |  | £ |  |  | £ | 10,342.51 |  | £ | 22,283.42 |
| **Payments**Food Supplies | £ | 3,457.86 |  | £ | 101.90 |  | £ | 3,559.76 |  | £ | 8,753.45 |
| Scotmid Vouchers | £ | 4,690.00 |  | £ |  |  | £ | 4,690.00 |  | £ | 4,725.00 |
| Toiletries | £ | 1,318.64 |  | £ |  |  | £ | 1,318.64 |  | £ | 1,636.29 |
| Transport | £ | 2,633 .78 |  | £ |  |  | £ | 2,633.78 |  | £ | 1,158.57 |
| Trussell Trust Fee | £ | 360.00 |  | £ |  |  | £ | 360.00 |  | £ | 360.00 |
| Insurance | £ | 279.23 |  | £ |  |  | £ | 279.23 |  | £ | 378.06 |
| Cost of Charitable Activities | £ | 383.94 |  | £ |  |  | £ | 383.94 |  | £ | 243.33 |
| Governance | £ | SO.OD |  | £ |  |  | £ | 50.00 |  | £ | 50.00 |
| Equipment Purchase/Setup Cost | £ | 7.67 |  | £ | 260.05 |  | £ | 267.72 |  | £ | 2,169.73 |
| Clothing | £ | 10.00 |  | £ |  |  | £ | 10.00 |  | £ |  |
| Storage | £ | 1,158 .50 |  | £ |  |  | £ | 1,158 .50 |  | £ |  |
| Total Payments | £ | 14,349.62 |  | £ | 361.95 |  | £ | 14,711.57 |  | £ | 19,474.43 |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Surplus/(Deficit) for year | -£ | 4,007.11 |  | -£ | 361.95 |  | -£ | 4,369.06 |  | £ | 2,808..99 |

**Statement of Balances as at 31 October 2016**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Unrestricted** |  | **Restricted** |  | **Year ended** |  | **Vear ended** |
| **Funds** |  | **Funds** |  | **31/10/2016** |  | **31/10/2015** |
| Opening Cash at bank and in hand | £ 16,039.06 |  | £ 361.95 |  | £ 16,401.01 |  | £ 13,.592.02 |
| Surplus/(Deficit) for the year | -£ 4,007 .11 |  | -£ 361.95 |  | -£ 4,369.06 |  | £ 2,808.99 |
| Closin g cash at bank and in hand | £ 12,031.95 |  | £ |  | £ 12,031.95 |  | £ 16,401.01 |
| **Bank and Cash Balances** |  |  |  |  |  |  |  |
| Old Bank AccountNew Bank Account | ££ 11,538.95 |  | £ |  | ££ 11,538.95 |  | ££ 1.5,770.01 |
| Petty Cash | £ 493.00 |  | £ |  | £ 493.00 |  | £ 631.00 |
|  | £ 1 2,031 .95 |  | £ |  | £ 12,031.95 |  | £ 16,401.01 |



### Dated

Arthur Mathieson

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Signed

### Pauline McLaren

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#### Notes to the Accounts- for the year ended 31 October 2016

1. **Basis of Accounting**

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended)

#### Nature and Purpose of Funds

Unrestricted funds are those that can be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day to day running of the cha r ity . Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. Only one bank account is held but restricted funds since not common will be managed manually.

#### Donations

The following significant financial donations were received during the year:

|  |  |
| --- | --- |
| Leith Links Community Council | £300.00 |
| High Constables | £432.00 |
| Creative Scotland | £340 .10 |
| Celtic FC Supporters | £500.00 |
| Craigentinny Primary | £202.00 |
| Morgan | £100.00 |
| Edinburgh/Lothians Trust Fund | £190.00 |
| Deirdre Brock | £130.00 |
| John Cumming | £100.00 |
| Macleod | £115.00 |
| Clemente | £184.39 |
| SNP | £300.00 |
| lain Venebles | £100.00 |

#### Grants Received

No grants were received in this financial year-the balance of previous grants was spent.

#### Cost of Charitable Activities

This covers gift aid envelopes and other small miscellaneous costs incurr ed in carrying out the function..

#### Governance Costs

This is an honorarium for the examiner of the accounts.

#### Restricted Funds-these are broken down as follows:

Big Lott ery Fund Balance c/f of £260.05 now spent on sh elving, Silic on Valley Community Fund Balance c/f of £101.90.

No funds r estrict ed at end of financial year