Edinburgh NE

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EDINBURGH NORTH EAST FOODBANK SCIO

Scottish Charity No - SC044944 Annual Report and Financial Statements

For the year ended 31 October 2017

**Trustees' Annual Report for the year ended 31 October 2017**

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 October 2017.

**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 EH6 6BS

Chair

Project Manager Treasurer

**Independent Examiner**

Gregor Cowan CA

30 Primrose Bank Road Edinburgh

EHS 3JF

**Bankers** Clydesdale Bank 140 High Street Musselburgh EH21 7D2

**Structure, Governance and Management 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 situa ti on. 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: 1.00pm - 2.30pm

Tue: 10.00am - 12.00pm

Tue 1.00pm - 2.30pm

Wed: 4.30pm - 6.00pm

Wed: 11.00am - 12.30am

Thu: 10.00am - 11.30am

Fri: 10.00am - 12.00pm

Fri: 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 type 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**

In the last year Edinburgh NE food bank has continued to serve and provide essential emergency food to the people of Leith . In the last year the food bank served 3,815 people, of which 872 were children (27%). In the year we gave out 28 tonnes of food and received 37 tonnes from community and corporate donors.

The food bank has great support from a large pool of volunteers both from within the church and the wider community including a number of local business providing staff to assist on supermarket collection days. All volunteers are supported by our project management team and team leaders at each of our distribution centres. During the year a number of volun­ teer meetings have been held where volunteers receive updates, training, real life stories all shared as learning points, to­ gether with the social aspect of being together.

Local supermarkets, in particular Tesco Leith, have continued to support the foodbank. With the twice yearly weekend food collections in Tesco in December 2016 and September 2017 this enables the foodbank to receive some 5 tonnes in 2 large exercises.

Tesco Leith has a permanent collection point on the shop floo r. The amount donated has grown steadily over the years such that by October 2017 this large collection point is needing emptied twice a week. Approximately 140 kg is collected

each week.

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Approximately 8 tonnes of food was collected on one Saturday afternoon (24 December 2016) at Easter Road football sta­ dium from the Hibs fans. The food was taken off site and st ored. The food bank greatly appreciates the support Helping Hands Edinburgh give in organising this special day. 3 Saturday mornings later in January & February 2017 with large teams of volunteers enables all of this food be sorted, crated and stored.

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 foodbank purchased a large supply of Scotmid vouchers in September 2017 enabling each voucher referral to receive vouchers (£2 for a single person or a couple; £5 for families). These vouchers can be used to buy fresh milk, bread, or fruit and veg.

The charity Nappirunz continues to supply the foodbank with significant supplies of nappies.

Overall the food bank is in good, financial, management and food stock order. It continues to provide food to those in need and provide a safe and supportive space for many vulnerable people in the community of Leith .

### Financial Review Summary

The loss incurred in the last financial year has been overturned and the foodbank is now back to making a small profit to the tune of £2722.08. The bank account has funds of £14449.03.

### Main source of funding

The main source of funding continues to be on-going general donations received from volunteers and members of the public and a large number of individual donations made over the Christmas period contributed significantly to the loss of the previous year becoming a profit. Monetary donations this year are over double the previous year. Retiral offerings at the Harvest Ser­ vices within the 5 Churches have all been for the benefit of the foodbank.

### Grants

No grants were received this year.

### Fund Raising

Fund raising remains at a similar level to the previous year by securing approximately £3000. Tesco supermarket days continue twice yearly 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 continues to be successful in building up food supplies but also in obta ining donations and offers of assistance. Tesco also top up food donations by 30%. Pilrig St Paul's Church held a concert which raised £250.

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### Just Text Giving

No funds were raised through Just Text Giving.

**Easy Fund Raising** This raised £25.77. **Standing orders**

We now have 11 standing orders in place donating £152 mont hly.

### Gift Aid

Gift Aid raised £507.75.

### Expenditure

Transport costs are maintained at the same level of just under £2500 which covers the cost of van rental-all driving is volun­ tary.

Storage Costs have increased by approximately £3600, however it should be noted that last year this cost was only for part of the year. This also indicates how much our food donations have increased resulting in the need to increase the amoun t of st or­ age we use at the facility. This was particularly evident after the Tesco supermarket days and Hibs' donation days.

Another cost identified this year is pest cont rol within one dist ribu ti on centre amounting to £180 (part year)

The cost of our food supplies continues to decrease due to large amounts donated through Tesco and Hibs but also because the food donations through the Churches are targeted at the required foodstuffs at a particular ti me.

Scotmid vouchers remain at £4000 and this figure was supplemented by Scotmid by a further £1000 and these enable our Cus­ tomers to purchase bread, milk and fresh fruit and veg.

Toiletries costs have halved but many of these are donated now.

Winter clothing is also now being provided, as well as donated, so warm scarves, gloves, hats and socks are purchased. 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.

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**Independent Examiner's Report**

I report on the accounts of the charity for the year ended 31 October 2017

**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 matters. 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 .

**Independent examiner's statement**

In the course of my examination of the st at ement of account for the year ended 31 October 2017, 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 st at ement 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.

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Signed Dated

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Gregor Cowan CA

30 Primrose Bank Road Edinburgh

EHS 3JF

**Income and Expenditure for the year ended 31 October 2017**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Unrestricted** | **Restricted** | **Year ended** | **Year ended** |
| **Funds** | **Funds** | **31/10/2017** | **31/10/2016** |
| **Receipts**Donations | £ 15,008.18 | £ | £ 15,008.18 | £ 6,906.90 |
| Gift Aid | £ 507.75 | £ | £ 507.75 | £ 350.09 |
| GrantsFundraising | ££ 3,151.96 | ££ | ££ 3,151.96 | ££ 3,085.52 |
| Scottish Welfare FundBank Interest | ££ 0.17 | ££ | ££ 0.17 | ££ |

Total Receipts £ 18,668.06 £ £ 18,668.06 £ 10,342.51

|  |  |
| --- | --- |
| **Payments** |  |
| Food Supplies | £ | 2,631.17 | £ | £ | 2,631.17 | £ | 3,559.76 |
| Scotmid Vouchers | £ | 4,000.00 | £ | £ | 4,000.00 | £ | 4,690.00 |
| Toiletries | £ | 659.68 | £ | £ | 659.68 | £ | 1,318.64 |
| Transport | £ | 2,495.09 | £ | £ | 2,495.09 | £ | 2,633.78 |
| Trussell Trust Fee | £ | 360.00 | £ | £ | 360.00 | £ | 360.00 |
| Insurance | £ | 280.50 | £ | £ | 280.50 | £ | 279.23 |
| Cost of Charitable Activities | £ | 799.48 | £ | £ | 799.48 | £ | 383.94 |
| Governance | £ | 50.00 | £ | £ | 50.00 | £ | 50.00 |
| Equipment Purchase/Setup Costi | £ | 408.66 | £ | £ | 408.66 | £ | 267.72 |
| Clothing | £ | 443.00 | £ | £ | 443.00 | £ | 10.00 |
| Storage | £ | 3,818.40 | £ | £ | 3,818.40 | £ | 1,158.50 |

Total Payments £ 15,945.98 £ £ 15,945.98 £ 14,711.57

Surplus/(Deficit) for year £ 2,722.08 £ £ 2,722.08 -£ 4,369.06

## Statement of Balances as at 31 October 2017

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Unrestricted** |  | **Restricted** | **Year ended** | **Year ended** |
| **Funds** |  | **Funds** | **31/10/2017** | **31/10/2016** |
| Opening Cash at bank and in hand | £ 12,031.95 | £ |  | £ 12,031.95 | £ 16,401.01 |
| Surplus/(Deficit) for the year | £ 2,722.08 | £ |  | £ 2,722.08 | -£ 4,369.06 |
| Closing cash at bank and in hand | £ 14,754.03 | £ |  | £ 14,754.03 | £ 12,031.95 |
| **Bank and Cash Balances** |  |  |  |  |  |
| Old Bank Account | £ | £ |  | £ | £ |
| New Bank Account | £ 14,449.03 |  |  | £ 14,449.03 | £ 11,538.95 |
| Petty Cash | £ 305.00 | £ |  | £ 305.00 | £ 493.00 |



Signed

 Arthur Mathieson Pauline McLaren

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| £ 14,754.03 |  |  | £ |  | £ 14,754.03 |  |  | £ 12,031.95 |  |
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Dated *((/)(1(* 11*I "'I ' 'is'* - *ll[J(;2\_Q[P-*

### Notes to the Accounts-for the year ended 31 October 2017

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 discr etion 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 charity. 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 :

|  |  |
| --- | --- |
| Port of Leith Housing | £160.00 |
| The Pond | £269.55 |
| Free Space | £151.00 |
| Portobello Choir | £100.00 |
| Victoria Pub | £118.00 |
| Bobby's Sandwich Bar | £115.00 |
| Arthu r Mathieson | £145.00 |
| Animate Consulting | £100.00 |
| Rotary Club | £900.00 |
| Bank of Scotland Matched Giving | £360.00 ( Mark Forrester and John Skeldon) |
| Funeral donation | £690.00 |
| Helping Hands | £3366.36 |
| Jessica Pearson | £500.00 |

### Grants Received

No grants were received in this financial year.

### Cost of Charitable Activities

This covers small miscellaneous costs incur red 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:

No funds restricted .