

**EDINBURGH NORTH EAST FOODBANK SCIO**

**Scottish Charity No – SC044944**

**Annual Report and Financial Statements**

**For the year ended 31 October 2018**

**Trustees’ Annual Report for the year ended 31 October 2018**

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 October 2018.

**Reference and Administrative Information**

Charity name Edinburgh North East Food bank SCIO

Charity no SC044944

Address South Leith Church Halls,

 6 Henderson Street

 Leith

 EH6 6BS

**Current Trustees**

Rev John May Chair

Arthur Mathieson Trustee

Pauline McLaren Treasurer

**Independent Examiner**

Gregor Cowan CA

30 Primrose Bank Road

Edinburgh

EH5 3JF

**Bankers**

Clydesdale Bank

140 High Street

Musselburgh

EH21 7DZ

**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 trustees, 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 food bank. Trustees are elected at the annual general 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 community 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 development 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 food bank 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 at South Leith Parish Church Halls, 6 Henderson Street, EH6 6BS

Tue: 10.00am - 12.00pm at North Leith Parish Church Session Rooms, 1a Madeira Place, EH6 4AW

Tue 1.00pm - 2.30pm at Leith St Andrews Parish Church, 410-412 Easter Road, EH6 8HT

Wed: 4.30pm - 6.00pm at Pilrig St Pauls Parish Church, 1b Pilrig Street, EH6 5AH.

Wed: 11.00am - 12.30am at St Margaret's Church Halls, 48 Restalrig Road South, EH7 6LE

Thu: 10.00am - 11.30am at Leith St Andrews Parish Church, 410-412 Easter Road, EH6 8HT

Fri: 10.00am - 12.00pm at North Leith Parish Church Session Rooms, 1a Madeira Place EH6 4AW

Fri: 3.00pm - 5.00pm 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, welfare officers, the police and probation officers, identify people in crisis and issue them with a food bank voucher. Clients bring their voucher to a food bank 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, EdinburghNE food bank has continued to serve and provide essential emergency food to the people of Leith. In the last year the food bank served 3,763 people, of which 932 were children (25%). In the year we gave out 35 tonnes of food approx. 700kg per week relating to 50 boxes each week on average. The food bank received 35 tonnes from community and corporate donors including a large donation of in excess of 10 tonnes from the Hibs Supporters Organisation ‘Helping Hands’.

The food bank has great support from a large pool of volunteers both from within the church and the wider community including several 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 several volunteer meetings have been held where volunteers receive updates, training, real life stories, all shared as learning points, together with the social aspect of being together. In addition, when we received large quantities of food around Christmas, it is encouraging to see how the volunteer community responds to help sort, weigh and then store the various food stuffs.

Storage continues to be a challenge at peaks times for donations. However, the commitment and facilities given by the various churches involved either free or at a reduced rental, are greatly appreciated. The food bank rents storage facilities within a local warehouse where tinned goods are stored and in 2019 we will be looking at the overall storage situation.

In the last year the food bank has benefited from several permanent collection’s points including Tesco Leith, Local Care Homes and Libraries. The amount of food donated has grown steadily over the years and coupled with the annual Tesco supermarket collection days, they make a significant contribution to the overall food donated. The food bank management team is most appreciative of food donations at special times of year e.g. Easter Eggs at Easter and Christmas fare around December and toiletries, which all add to helping restore dignity and hope for the many clients who use our food bank.

Schools and local churches also contribute on a regular basis to our food stocks. Several primary schools for their Harvest Service arrange a collection of food for the food bank.

In December 2017 approximately 10 tonnes of food were collected on one Saturday afternoon, 23rd December, at Easter Road football stadium. The food was taken off site and stored. The food bank greatly appreciates the support Helping Hands Edinburgh gave in organising this special day.

The food bank collects end of day produce from a local Greggs shop and LIDL supermarket. This food adds to the little extras we as a food bank can provide and these extras are particularly appreciated by the food bank users.

The food bank once more, purchased a large supply of Scotmid vouchers in 2017/18 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.

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 Leith.

**Financial Review**

**Summary**

The small profit realised last year has unfortunately been overturned and the food bank has again incurred a small loss for the year, amounting to £2203.65. The bank account has funds of £12550.38.

**Main source of funding**

The main source of funding continues to be on-going general donations received from volunteers, members of the public and local organisations . Monetary donations although down on last year are significantly up on previous years with many donors from previous years now making repeated donations . Christmas is also a time when many people donate directly through our bank account and we received in excess of £500 during this period. Retiral offerings at the Harvest Services within the 5 Churches have all been for the benefit of the food bank. The All Under One Banner march raised a magnificent sum of £803 in cash as well as over 240kg of food donations

**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 food bank list for donation. This continues to be successful in building up food supplies but also in obtaining donations and offers of assistance. Tesco also top up food donations by making a financial contribution equivalent to 20% of the value of the food.

**Just Text Giving**

No funds were raised through Just Text Giving.

**Easy Fund Raising**

This raised £22.56.

**Standing orders**

We now have 12 standing orders and 1 Payroll Giving in place donating £207.50 monthly.

**Gift Aid**

Gift Aid raised £785.25.

**Expenditure**

Transport costs were slightly up on last year at £2700, which covers the cost of van rental only—all driving is voluntary.

Storage Costs are up by 72% on previous year to almost £6300, and this is likely to be the level going forward due to the regular large donations of food received at particular times of the year.

The cost of our food supplies remains constant at approximately £3000.

Scotmid vouchers remain at £4000 and these enable our Customers to purchase bread, milk and fresh fruit and veg.

Toiletries costs are slightly up on last year.

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.

**Independent Examiner’s Report**

I report on the accounts of the charity for the year ended 31 October 2018

**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 presented 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 evidence 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 statement of account for the year ended 31 October 2018, 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 (1)(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.



Gregor Cowan CA

30 Primrose Bank Road

Edinburgh

EH5 3JF

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| **Income and Expenditure for the year ended 31 October 2018** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  **Unrestricted Funds**  |  |  **Restricted Funds**  |  |  **Year ended 31/10/2018**  |  |  **Year ended 31/10/2017**  |
|  |  |  |  |  |  |  |  |  |
| **Receipts** |  |  |  |  |  |  |  |  |
| Donations |  |  £ 12,416.07  |  |  £ -  |  |  £ 12,416.07  |  |  £ 15,008.18  |
| Gift Aid |  |  £ 785.25  |  |  £ -  |  |  £ 785.25  |  |  £ 507.75  |
| Grants |  |  £ -  |  |  £ -  |  |  £ -  |  |  £ -  |
| Fundraising |  |  £ 3,513.32  |  |  £ -  |  |  £ 3,513.32  |  |  £ 3,151.96  |
| Scottish Welfare Fund |  |  £ -  |  |  £ -  |  |  £ -  |  |  £ -  |
| Interest |  |  £ 1.02  |  |  £ -  |  |  £ 1.02  |  |  £ 0.17  |
|  |  |  |  |  |  |  |  |  |
| Total Receipts |  |  £ 16,715.66  |  |  £ -  |  |  £ 16,715.66  |  |  £ 18,668.06  |
|  |  |  |  |  |  |  |  |  |
| **Payments** |  |  |  |  |  |  |  |  |
| Food Supplies |  |  £ 3,151.58  |  |  £ -  |  |  £ 3,151.58  |  |  £ 2,631.17  |
| Scotmid Vouchers |  |  £ 4,000.00  |  |  £ -  |  |  £ 4,000.00  |  |  £ 4,000.00  |
| Toiletries |  |  £ 909.39  |  |  £ -  |  |  £ 909.39  |  |  £ 659.68  |
| Transport |  |  £ 2,700.58  |  |  £ -  |  |  £ 2,700.58  |  |  £ 2,495.09  |
| Trussell Trust Fee |  |  £ 360.00  |  |  £ -  |  |  £ 360.00  |  |  £ 360.00  |
| Insurance |  |  £ 285.60  |  |  £ -  |  |  £ 285.60  |  |  £ 280.50  |
| Cost of Charitable Activities |  £ 620.39  |  |  £ -  |  |  £ 620.39  |  |  £ 799.48  |
| Governance |  |  £ 50.00  |  |  £ -  |  |  £ 50.00  |  |  £ 50.00  |
| Equipment Purchase/Setup Costs |  £ 124.84  |  |  £ -  |  |  £ 124.84  |  |  £ 408.66  |
| Clothing |  |  £ 443.33  |  |  £ -  |  |  £ 443.33  |  |  £ 443.00  |
| Storage |  |  £ 6,273.60  |  |  £ -  |  |  £ 6,273.60  |  |  £ 3,818.40  |
|  |  |  |  |  |  |  |  |  |
| Total Payments |  |  £ 18,919.31  |  |  £ -  |  |  £ 18,919.31  |  |  £ 15,945.98  |
|  |  |  |  |  |  |  |  |  |
| Surplus/(Deficit) for year | -£ 2,203.65  |  |  £ -  |  | -£ 2,203.65  |  |  £ 2,722.08  |

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| **Statement of Balances as at 31 October 2018** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  **Unrestricted Funds**  |  |  **Restricted Funds**  |  |  **Year ended 31/10/2018**  |  |  **Year ended 31/10/2017**  |
|  |  |  |  |  |  |  |  |  |
| Opening Cash at bank and in hand |  £ 14,754.03  |  |  £ -  |  |  £ 14,754.03  |  |  £ 12,031.95  |
| Surplus/(Deficit) for the year |  | -£ 2,203.65  |  |  £ -  |  | -£ 2,203.65  |  |  £ 2,722.08  |
|  |  |  |  |  |  |  |  |  |
| Closing cash at bank and in hand |  |  £ 12,550.38  |  |  £ -  |  |  £ 12,550.38  |  |  £ 14,754.03  |
|  |  |  |  |  |  |  |  |  |
| **Bank and Cash Balances** |  |  |  |  |  |  |  |  |
| Old Bank Account |  |  £ -  |  |  £ -  |  |  £ -  |  |  £ -  |
| New Bank Account |  |  £ 12,550.38  |  |  |  |  £ 12,550.38  |  |  £ 14,449.03  |
| Petty Cash |  |  £ -  |  |  £ -  |  |  £ -  |  |  £ 305.00  |
|  |  |  |  |  |  |  |  |  |
|  |  |  £ 12,550.38  |  |  £ -  |  |  £ 12,550.38  |  |  £ 14,754.03  |
|  |  |  |  |  |  |  |  |  |
| The accounts were approved by the Trustees on 31 January 2019 |  |  |  |  |



**Notes to the Accounts—for the year ended 31 October 2018**

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)

2. **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 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. Currently no funds held are restricted.

3. **Donations** The following financial donations in excess of £100 were received during the year in addition to many of the standing orders which exceed £100 over the space of the year: Ewan Glasgow £180.37Bobby’s Sandwich Bar/Victoria Bar £345.00 Andy Davis £200.00 Under One Banner £803.00 Sunday Assembly £150.00 Rotary Club £513.11 Jamie Mitchell £512.42 Abbeyhill Baptist Church £510.00 Edin Uni Brass Band £121.06 Edin NE Beaver Colony £220.00 Krista and Bill Ellis £100.00 SNP Leith Walk £280.00 Ray Perlman £100.00 Cumming £100.00 Sutherland £200.00 Jones £100.00 John Lewis £955.00 Village Pub £175.00 Gaelic School £297.14 Rifle Lodge of Freemasons £400.00 A&M Hugh £100.00 Port of Leith £285.00 Tesco Gift Cards Celtic Supporters £500.00 Drummond Comm’y High School £135.68

4. **Grants Received** No grants were received in this financial year.

5. **Cost of Charitable Activities** This covers small miscellaneous costs incurred in carrying out the function..

6. **Governance Costs** This is an honorarium for the examiner of the accounts.

7. **Restricted Funds—these are broken down as follows:**  No funds restricted.