

**West Berks Foodbank**  
(A Charitable Incorporated Organisation)

**Annual Report and Financial Statements  
to the Year Ended 1<sup>st</sup> April 2016**

**Charity name**

West Berks Foodbank

**Charity registration number**

1151996

**Principal office** c/o The Salvation

Army,  
8 Northcroft Lane,  
Newbury,  
Berkshire  
RG14 1BU

**Registered office**

Liberty House,  
Greenham Business Park,  
Newbury,  
Berkshire  
RG19 6HW

**Trustees**

Andrew Doctor Bruce\*<sup>1</sup> (Chair)  
Jason Paul Collis  
Roger Rowland Ryton (Treasurer)  
Barbara Doreen Warner  
Andrew Stephen Willis

\*<sup>1</sup> (This trustee retired as required under the West Berks Foodbank Constitution at the AGM (on 24<sup>th</sup> June 2015) and was re-elected)

**Independent Examiner**

David R Weller DMA, ONC/HNC

**1) Structure, Governance and Management**

**a) General**

**Structure, Governance and Management**

West Berks Foodbank became a Charitable Incorporated Organisation (Associated Model Constitution) on the 13<sup>th</sup> May 2013 with Charity Registration Number 1151996. (During its foundation period it operated under a Trust Deed as a Charitable Trust under the name of Newbury and Thatcham Foodbank.)

West Berks Foodbank is an independent social franchise partner of the Trussell Trust Foodbank Network – the largest foodbank network in the United Kingdom – and it adheres to the policies and procedures laid down in the Trussell Trust Operations Manual which have been developed and proven in over 440 actively operating Trussell Trust model foodbanks in the UK network.

The trustees manage the affairs of the CIO and for that purpose exercise all of the powers of the CIO. Each trustee is charged to exercise their powers and perform their functions as a trustee in the way they decide in good faith would be most likely to further the purposes of the CIO. They are also expected to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard to any

special knowledge or experience that they have or holds themselves as having. A charity trustee must be a natural person; be over the age of 16 years; have not retired from, or been removed from, office; have expressly acknowledged acceptance of the office of charity trustee; be a practicing Trinitarian Christian.

In seeking new trustees, the Foodbank looks for people who strongly endorse, and seek to further, the charitable objectives of the charity; have the vision, enthusiasm, drive and contacts to make things happen; bring complementary skills that ensure there is the broad range of relevant skills needed to successfully direct and manage the charity.

The trustees are responsible for vision, strategic direction, fund raising, the financial health, regulatory conformance and general well-being of the Foodbank. Significant changes or issues are normally fully discussed with, and ideas developed in conjunction with, the Operational managers. Minutes of meetings are normally recorded.

The separate functions of the foodbank – Food Collections, Food Warehousing, Food Provision and Administration – are essentially autonomous operations with well-established and proven communications channels. Operations meeting are normally held every 6-8 weeks to report on performance, preview the expected workload in the next period and resolve issues that arise. In the event of a significant problem or undertaking arising ad-hoc meetings are called to quickly discuss and effectively address the issues. Usually some of the trustees attend meetings to give oversight, clarification and guidance as required. Minutes of meetings are normally recorded.

## **b) Charitable Objects**

“To relieve persons in West Berkshire and local surrounding areas who are in conditions of need, hardship or distress by providing free food, and in such other ways as the trustees from time to time think fit, *and also in other parts of the United Kingdom and in such ways as the trustees from time to time think fit*, thereby demonstrating the love of Jesus Christ for all.”

(At the Annual General Meeting of the Foodbank on 6<sup>th</sup> July 2016 the additional clause (underlined and in italics) was unanimously approved by the members. This addition was requested by the Trustees who recognised that on occasions generous offers or donations of food are made in excess of the local demand in West Berkshire which could be supplied to help other Foodbanks outside this area who are in need of these items, thereby reducing food waste and additional costs and alleviating hunger across a wider geographical area.)

## **2) Activities of the Charity**

### **a) Satisfying Short Term Crisis Food Needs**

The Charity directly serves those people in short term crisis food need. It has established a wide network of referrers, who, knowing the circumstances of the referred beneficiary can vouch for their crisis food needs. It has also established a wide range of generous food donors – churches, the general public via food supermarkets, schools, businesses, organisations and others. It sorts, stores and manages the supply of food to its foodbank centres. Here it provides, on presentation of each referral food voucher, a minimum of three days of nutritionally-balanced emergency food for the family group affected. It also seeks to restore the dignity of, and revive the hope of, and signpost, those affected to other charitable organisations that can help them overcome their longer term difficulties.

### **b) Assisting with Longer Term Food Needs**

The Charity supports other local organisations that deal with vulnerable people who have longer term food needs. The main charities it supports are: -

**Loose Ends**, a charity that supports homeless and vulnerable people and people with addictions in the Newbury area

**Two Saints**, a charity that helps the homeless get accommodation, gain new skills or qualifications in order to find employment, and maintain an independent life

**Fairclose Day Centre** is an independent charity set up to encourage, promote, and organise direct services appropriate to the needs of elderly people. It serves freshly cooked meals daily and delivers freshly cooked meals-on-wheels within the Newbury area. The Foodbank passes on to this charity fresh produce it receives and also excess non-perishable food that is approaching its "Best-Before-Date".

**Children First West Berkshire** which houses and helps disadvantaged children and young people who have been in care, or are homeless to gain the necessary skills to become fully independent.

### c) Supporting Other Ad Hoc Food Shortage Needs

The Charity also supports other ad-hoc calls for food from other organisations supporting those in crisis need. It has supported other foodbanks when they have had critical stock shortages due to building damage, stock theft, etc.

## 3) Achievements and Performance (April 1<sup>st</sup> 2015 to April 1<sup>st</sup> 2016)

### a) Operations

#### i) Referrers

The Foodbank separates itself from the business of the identification of need, and places this in the hands of professionals who normally meet these people during the course of their work. In this way it can be sure that not only is there a proper assessment of immediate need, but also that the longer term requirements of the client are being addressed.

The referring performance in the year has been sound: -

	2015-16	2014 -15	Change in year
Number of referring organisations	42	46	-8.7%
Number of vouchers issued	1,278	1,540	-17.0%
Number of adults fed* <sup>1</sup>	1,885	2,330	-19.1%
Number of children fed* <sup>1</sup>	1,116	1,152	-3.1%
Total number of people fed* <sup>1</sup>	3,001	3,482	-13.8%

(\*<sup>1</sup> given food sufficient for 10 meals)

There were 42 active referrers and the top three referrers accounted for 68% of the total number of vouchers issued and 64% of the people fed. These referrers and their performances are: -

	Vouchers	People
WBC - Social Care Commissioning & Housing Department	58.3%	56.6%
Two Saints Floating Support	5.1%	3.7%
Citizens Advice Bureau	4.5%	3.6%

#### ii) Food Collections

The amount of food collected in the year decreased by 17.3% on the prior year as the Foodbank took active steps to balance the food inflow to meet food demands. Shoppers in food stores are now the major food donors; giving from churches is the primary balance tool in controlling donations flow by personal contact and the foodbank app which advises stock situations and up to the moment shortage needs.

There are 3 volunteers in the "regular weekly collections team" who pick up donations from permanent collection points in the churches, supermarkets and businesses.

<b>Food Collections (2015-2016)</b>				
<b>Food Sources</b>	<b>% change from 2014-15</b>	<b>Tonnes</b>	<b>% of Total</b>	<b>% change from 2014-15</b>
<b>13 Food Stores</b>	<b>-13.3%</b>	<b>18.076</b>	<b>50.3%</b>	<b>-17.5%</b>
<b>33 Churches</b>	<b>-5.7%</b>	<b>9.246</b>	<b>25.8%</b>	<b>-26.6%</b>
<b>31 Schools</b>	<b>-6.1%</b>	<b>3.653</b>	<b>10.2%</b>	<b>6.2%</b>
<b>13 Businesses</b>	<b>-35.0%</b>	<b>3.125</b>	<b>8.7%</b>	<b>42.9%</b>
<b>5 Foodbanks</b>	<b>25.0%</b>	<b>1.593</b>	<b>4.4%</b>	<b>-37.1%</b>
<b>6 Organisations</b>	<b>-45.5%</b>	<b>0.190</b>	<b>0.5%</b>	<b>-74.3%</b>
<b>Stock Adjust</b>		<b>0.020</b>	<b>0.1%</b>	
<b>101 Sources</b>	<b>-14.4%</b>	<b>35.903 Tonnes</b>		<b>-17.3%</b>

### iii) Warehouse Operations

West Berks Foodbank currently operates from two warehouse units in Greenham Common near Newbury. These premises, owned by Greenham Common Trust, are leased to the Foodbank at no charge.

Warehouse Operations sort, hold, manage and deliver non-perishable food and other items such as toiletries to the foodbank centres. The operations comply with food storage regulations and the West Berkshire Council Environmental Health Department have visited and approved the storage operations. All food is weighed on receipt, despatched and fully accounted for. All damaged and Out-Of-Date foodstuffs when received are disposed of in compliance with regulations.

The warehouse typically operates with 5 people per day, currently 3 days per week, nominally for 3 hours per day (though at peak times this increases greatly).

The Foodbank has operated for the last 3 years with a donated Vauxhall Combo Van. This is smaller than desirable and on food collections several runs have to be made due to weight and space considerations. There also have been some reliability issues with this vehicle. A decision was made to purchase a good quality used Nissan NV200 van. This is adequate for the envisaged usage of the vehicle over 5 years. It is planned to dispose of the Combo van in autumn 2016.

### iv) Food Distribution

<b>Food Distributed (April 2015-March 2016)</b>		
<b>Distribution Outlet</b>	<b>Tonnes</b>	<b>% of Food Distributed</b>
<b>Foodbank: Newbury</b>	<b>17.995</b>	<b>48.0%</b>
<b>Foodbank: Thatcham</b>	<b>6.131</b>	<b>16.3%</b>
<b>Foodbank: Hungerford</b>	<b>1.532</b>	<b>4.1%</b>
<b>Foodbank: Lambourn Valley</b>	<b>0.682</b>	<b>1.8%</b>
<b>Loose Ends</b>	<b>6.904</b>	<b>18.4%</b>
<b>Children First West Berks</b>	<b>0.395</b>	<b>1.1%</b>
<b>Two Saints</b>	<b>0.21</b>	<b>0.6%</b>
<b>Other Foodbanks (4 off)</b>	<b>2.513</b>	<b>6.7%</b>
<b>Other Charities (5 off)</b>	<b>0.364</b>	<b>1.0%</b>
<b>Damaged/Out of Date Stock and Stock Adjustments</b>	<b>0.779</b>	<b>2.1%</b>
	<b>37.505 Tonnes</b>	

This amount of food distributed is sufficient for ~ 47,000 meals

## Foodbank Centres (Short Term Crisis Need)

The Foodbank Centres handle all of the short term crisis food distribution activity.

Foodbank Centres have been successfully established in The Salvation Army premises in Newbury, the Baptist Church premises in Thatcham, the Methodist Church premises in Hungerford and in The Sacred Heart Catholic Church premises in Lambourn. There are no charges for the use of these premises. These premises all have sufficiently spacious halls to lay out the tables and chairs so that a reasonable degree of privacy can be maintained while speaking with beneficiaries. In each Foodbank Centre there is an immediately adjacent kitchen with good tea/coffee and snack making facilities.

Foodbank Centres are key areas as this is where beneficiaries are shown Christian love in their difficulties, not just through the giving of food, but through the volunteers' caring attitudes. It is a place where volunteers listen to the beneficiaries' hardship issues over the sharing of tea/coffee and help by sign-posting them to appropriate other longer term assistance and, if requested, pray with them.

The Foodbank Centres open for a two-hour period in the early afternoon on a rota basis

Lambourn Valley Foodbank	Mondays	13:30-15:30
Thatcham Foodbank	Mondays	13:00-15:00
Newbury Foodbank	Tuesdays	13:00-15:00
Hungerford Foodbank	Wednesdays	13:00-15:00
Thatcham Foodbank	Thursdays	13:30-15:30
Newbury Foodbank	Fridays	13:00-15:00

In the year of operations 26.3 Tonnes of food and toiletries was given to Foodbank beneficiaries who were experiencing short term crises. The food given is sufficient for approximately 32,900 meals. The direct financial benefit of food at cost for these people is around £44,700.

There are 65 volunteers available to work in the centres and approximately 35 of these are required each week for around 3 hours. These volunteers undertake a significant amount of training after basic training and are acquainted with basic warehouse functions required in Foodbank Centres. Other training includes listening skills and how to deal with homelessness, addictions and challenging behaviour.

During the year Karen Laybourne who set up, organised and managed all the Foodbank Centres resigned as Foodbank Centres Manager due to workload pressures but she still remains with the Foodbank in a lead volunteer role. Her vital contributions in establishing and running the Foodbank Centres are immensely appreciated. A new Foodbank Centres Manager (John Andrews) has been appointed.

## Food Distribution (Longer Term Support)

The year the Foodbank also provided over 7.51tonnes of food support to other local charities that help vulnerable people. This is equivalent to a notional total benefit of ~£12,750 of food to these organisations. Warehouse staff members liaise directly with these charities. The principal organisations being supported are: -

**Loose Ends** is a drop-in centre for the homeless and vulnerable of Newbury and surrounding areas. It provides food, clothing, bedding and friendly support. Its clients may have addictions, suffer from a mental illness or are on low incomes. It provides healthy hot meals and it also offers groceries, tins, toiletries and clean clothes to all those in need. Currently it opens for five sessions a week.

**Two Saints** provides a range of services and a support care path to help homeless people in

Newbury and West Berkshire turn their lives around and ensure they move towards finding a home of their own and become more independent. It runs safe secure accommodation - three hostels and has six one-bedroom flats.

**Fairclose Day Centre** is an independent charity set up to encourage, promote, and organise direct services appropriate to the needs of elderly people. It serves freshly cooked meals daily and delivers freshly cooked meals-on-wheels within the Newbury area.

In the case of the latter two charities the Foodbank directly passes to them any fresh produce it receives and also excess food that is moving towards is “Best Before Date”.

### **Damaged and Out of Date Stock**

This often arises from public donations handed in when houses are being cleared. As the warehouse personnel follow very strict guidelines on food safety, anything that is damaged or is beyond its “Best-Before-Date” is disposed of as commercial waste in conformance with West Berkshire Council policy.

### **Other Foodbanks**

After the Christmas collections there was an excess amount of certain food items which could not be used up by West Berks Foodbank before their “Best-Before-Dates” could be reached and which exceeded the storage space available. These were offered to other foodbanks and Woodley Foodbank and City Harvest (which provides food to make 190,000 meals per annum for those in hunger in inner London). They welcomed these items as they could use them up before the expiry dates were reached.

### **v) Administration**

There were 4 people in the Administration team.

During the year some volunteers in the Administration Team stated that as they worked in a separate office they did not feel part of the Foodbank volunteer team. It was decided to move out of Broadway House and have an administration volunteer located in the Foodbank Centres. This allowed them to update voucher details directly each day.

Day-to-day calls and enquiries, correspondence and volunteer applications are now handled by the Administration Manager. She also generates food vouchers and monitors the number of vouchers issued per claimant and seeks to identify any claimants abusing the system. When this happens she advise the issuing referrer of her concerns about the individual and discusses with them the appropriate actions to be taken to prevent further exploitation of the system.

### **vi) Volunteers**

There are no paid employees.

There are 90 regularly active volunteers (who work more than 2 times per month), many of whom help in more than one activity area.

<i>Activity</i>	<i>Number</i>
Food Distribution	65
Food Collections (Weekly)	3

Warehouse	13
Administration	4
Trustees	5

With the exception of Trustees (see below) it is considered that there is adequate volunteer back-up cover for all the activities at this time.

## **vii) Trustees**

Two Trustees have indicated that they are resigning at the AGM.

### **Barbara Warner**

Barbara is retiring and moving to the Milton Keynes area. A major part of Barbara's legacy to Newbury and surrounding areas is her compassion for the poor and hungry. She was one of those who called for more organised help for people in crisis food need and she has provided unfailing contributions to ensure that this desire became a reality. Her cheery smile, her ability to actively listen to tales of woe, her ability to console and uplift people with her words and prayers has transformed the outlook and lives of many people in despair. We thank her most sincerely for her immense contributions. We will miss her greatly.

### **Andrew Willis**

Andrew has been with the Foodbank as a Trustee for 22 months. His knowledge of personnel legislation and his incisiveness in organisational change have been great contributions to the Foodbank.

Unfortunately increasing work demands have meant that Andrew has reluctantly decided to resign at this time. We thank him for his contributions.

### **Andrew Bruce**

Andrew has informed the Trustees that he intends to stand down as Chairman after the AGM when new Trustees are appointed. He will continue as a Trustee and help complete the introduction of Crisis FoodLine and Foodbank Expansion into Rural West Berkshire.

## **viii) Profile of Short Term Crisis Food Need Beneficiaries**

During the period 1st April 2015 – 1st April 2016 2015 a total of 1,278 vouchers were issued which provided a minimum of 3 days' food to 1,885 adults and 1,116 children (3,001 people in total).

94.0% of the beneficiaries were ethnically white and 82.1% of the beneficiaries were in the age range 25 to 64.

The distribution of family types were single people (44.9%); couples (15.9%); family (15.3%); single parent (14.7%); others (9.2%)

The major causes of crises were benefit delays (31.8%); low income (26.1%); benefit changes (11.7%); debt (5.1%).

## ix) Issues That Affected the Year End

The Foodbank was very badly affected by a number of adverse significant events (especially in March 2016):

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### a) West Berkshire Council Budget Cuts

Due to the budget cut imposed by central government on the district council, the latter made significant cuts in its budgets, and the Social Care Commissioning team that distributed the vast majority of food vouchers is no longer in existence. Furthermore, the Citizens Advice Bureau and Two Saints Floating Support, the next two largest voucher suppliers, received large cuts in their grant funding from the Council and no longer refer at such significant rates. These organisations combined accounted for 70% of all the people fed by the foodbank up to the end of March 2016.

In response to the above events it was decided that immediate action had to be taken to overcome the dramatic reduction in anticipated referrals –

- Get JCP/DWP to send people to the Foodbank
- Start a direct telephone call referral service

### b) Job Centre Plus / Department of Work and Pensions

Since over 50% of all referrals relate to people affected by benefits delays, benefit changes, unemployment and sanctions it was deemed very important to have the JCP/DWP send people to the Foodbank to obtain food.

After prolonged discussions it was agreed that the JCP/DWP would “signpost” people to the Foodbank. However, since this agreement was made zero people have been signposted to Foodbank from this source as “they have not asked for a food parcel”.

### c) Crisis FoodLine

The concept was to have people in crisis food need be able to directly call a provided telephone number to ask for food. As the FoodLine operator has direct access to the vouchers history of the person, any concerns on past claims can be addressed on the call. If there are no issues the person is given a unique voucher number to access a food parcel at any of the Foodbank Centres. Identity and other checks made when the person collects the parcel.

There was initial resistance from the Trussell Trust as referrers should be independent of the Foodbank, although they eventually agreed that this was the only pragmatic solution. The Crisis FoodLine commenced operating on May 16<sup>th</sup> 2016.

### d) Changes to the Trussell Trust Database

Although there was a general understanding that the Trussell Trust was working on a new database there was only two weeks’ notice that this was going to change at the end of March 2016. This caused very considerable problems and setbacks at the change of the Foodbank’s financial year: -

- There was a period of 15 days where new data could not be entered
- It changed the data system from one about vouchers and who uses them, to one about clients and the services they receive. This is not our Foodbank’s desired operating mode
- It was supposed to maintain continuity with historical data, migrating existing data without loss. However, the old data and the new data are held separately and data formats of the old and new data are very different and the Foodbank has had to develop conversion utilities to merge the old and new data
- On many queries historical data (prior to April 2016) is not retrievable which was a much used feature by this Foodbank in the prior system
- The new system was introduced with many bugs and getting the system to function reliably has been an issue
- It was supposed to deliver improved functionality in monitoring client identity and history. History beyond six months is not retrievable without creating the foodbank’s own database.
- It has caused many problems in maintaining and retrieving data for Crisis FoodLine use which has had to create its own database to store and sort data pertinent to its particular needs

**e) Expansion into West Berkshire**

East Downlands Benefice was signed up as a referrer /distributor in October 2015 and three clergy volunteered to become referrers, and four church members volunteered and trained to handle food distribution and client listening duties.

After a few weeks without referring a client, a meeting was held to review the obstacles inhibiting progress. This fruitful meeting identified the following main factors: -

- Lack of awareness of the Foodbank and how people in hunger can obtain food parcels from it
- Difficulty in accessing referrers and Foodbank Centres
- Travel costs and timings (especially with anticipated local budget cuts affecting public transport) □  
Difficulty in transporting food

These insights led to a totally new approach in rural areas to overcome the above difficulties.

- The introduction of a Crisis FoodLine for prospective clients to call directly to ask for food parcels
- Placing posters (with the telephone number to call) in locations where the needy are likely to visit – village shops, doctors' surgeries, schools, village noticeboards, etc.
- Providing leaflets explaining how to get a parcel and about the foodbank
- Identifying food preferences, needed toiletries, and any special dietary issues so the parcel is personalised for delivery
- Delivery of the parcel to local Foodbank volunteers who meet and talk with the client and hand over the food.

Productive conversations are ongoing with church benefice groups in the Chieveley, Compton, Downlands and Kintbury Wards of West Berkshire. However, progress has had to be put on hold to focus attention on sustaining referral coverage in the major towns despite the loss of major referrers.

**Perspective and Objectives for 2016 - 2017**

West Berks Foodbank believes that there will be an ongoing demand for its services but that the level of this demand will be less in the coming year, extensively due to the loss of major referrers at the end of March 2016 and the transition time for clients to move to the new telephone referral system. The extent of this reduction in demand is not currently quantifiable but considerable effort is being expended in making all clients aware of the service and how to contact it.

It is envisaged that one of the effects of Brexit for the next few years will be a slowing down of the economy and a growth in unemployment. This is likely to increase the demand for food though the extent of this cannot yet be quantified.

It is intended to continue efforts to extend foodbank coverage into rural areas of West Berkshire initially Northwards from Newbury and Thatcham and then Westward and then Eastward of these towns.

**4) Financial Reserves Policy**

The Reserves Policy for West Berks Foodbank is: -

a) to hold a sum at least equivalent to 3 months' average running costs and expenditure. This should be sufficient to meet any unforeseen item of major expenditure and / or to be able to continue in the short term

plus

b) to hold sufficient reserves to fund at least 50% of the necessary planned expenditure in the year ahead.

There are no funds in material deficit.

c) *Declaration*

*The trustees declare that they have approved the trustees report above.*

*Signed on behalf of the charity trustees*

**Andrew Doctor Bruce**

A handwritten signature in black ink that reads "Andrew D. Bruce." The signature is written in a cursive style and is contained within a light grey rectangular box.

**Roger Rowland Ryton,**

A handwritten signature in black ink that reads "R.R. Ryton". The signature is written in a cursive style and is positioned to the right of the printed name.



West Berks Foodbank		1151996		<b>CC16a</b>
<b>Receipts and payments accounts</b>				
For the period from	01/04/2015	to	31/03/2016	

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations - via Find Me A Grant	445	-	-	445	3,390
Donations - directly to us	3,319	-	-	3,319	11,850
Tesco Top-up Scheme	4,688	-	-	4,688	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>13,332</b>	<b>-</b>	<b>-</b>	<b>13,332</b>	<b>15,040</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>13,332</b>	<b>-</b>	<b>-</b>	<b>13,332</b>	<b>15,040</b>
<b>A3 Payments</b>					
Equipment Purchases for FC's etc.	1,301	-	-	1,301	3,812
Printing costs	1,324	-	-	1,324	1,138
Transportation costs	3,284	-	-	3,284	2,907
Van purchase	8,720	-	-	8,720	-
Trussell Trust franchise/procedures audit payments	380	-	-	380	380
Insurances - Public Liability etc.	684	-	-	684	648
Food purchases	1,864	-	-	1,864	1,776
Stationery purchases	622	-	-	622	520
Cookery workshop	-	-	-	-	358
Services charges - GCT	838	-	-	838	846
	-	-	-	-	-
Storage Unit hire	-	-	-	-	732
Meeting Room hire	600	-	-	600	600
Sundry expenses	828	-	-	828	860
<b>Sub total</b>	<b>19,776</b>	<b>-</b>	<b>-</b>	<b>19,776</b>	<b>14,243</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>19,775</b>	<b>-</b>	<b>-</b>	<b>19,775</b>	<b>14,243</b>
<b>Net of receipts/(payments)</b>	<b>- 6,443</b>	<b>-</b>	<b>-</b>	<b>- 6,443</b>	<b>797</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	20,852	-	-	20,852	20,055
<b>Cash funds this year end</b>	<b>14,409</b>	<b>-</b>	<b>-</b>	<b>14,409</b>	<b>20,852</b>

**Section B Statement of assets and liabilities at the end of the period**

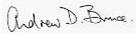
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank - WBF	13,813	-	-
	Petty Cash at FB Centre's	388	-	-
	Find Me A Grant	400	-	-
	<b>Total cash funds</b>	<b>14,403</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Vauxhall Combi Van	General	-	-
	Racking (unit 38) and mobile ladder, scales etc. at warehouse units	General	-	-
	Shelving and Roller Shutter, Trolley etc. (NFC). Roller shutter and/or cupboards at both Thatcham and Hungerford FC's.	General	-	-
	Computer, Monitor, Printer, and External hard drive backup at Broadway House office	General	-	-
	Laptop PC with Treasurer	General	-	-
	2 Chromebooks	General	-	-
	Nissan NV 200 Van	General	-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	None		-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf	Signature	Print Name	Date of approval
		Roger Ryton	
		Andrew Bruce	



## Independent examiner's report on the accounts

### Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
*WEST BERKS FOODBANK*

On accounts for the year ended

<i>31ST MARCH 2016</i>	<b>Charity no (if any)</b>	<i>1151996</i>
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Set out on pages

*1 - 2* (remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees and 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,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 any 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 ~~(other than that disclosed below \*)~~

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep 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 Act have 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

*David R Weller*

Date:

*8/7/2016*

Name:

*DAVID REX WELLER*

Relevant professional qualification(s) or body (if any):

*DMA ONE/UNC*

Address:

9 JESSURCH CLOSE
THATCHAM
REIG A67

**Section B Disclosure**

Only complete if the examiner needs to highlight material problems.

**WEST BERKSHIRE FOODBANK**  
**CHARITY NUMBER 1151996**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDING 31<sup>ST</sup>**  
**MARCH 2016**

**Introduction**

I have great pleasure in reporting on the Accounts of the West Berkshire Foodbank for the year ending 31<sup>st</sup> March 2016.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners and included a review of the accounting records kept, and a comparison of the accounts presented with those records. This examination is in accordance with my responsibilities as set out in Section A of the Charity Commissioners official Independent Examiner's Report under Sections 145 and 145(5)(b) of the Charities Act 2011.

**Independent Examiner's Statement**

I confirm that the financial statements are in accordance with the income, expenditure, assets and investments information supplies to me by the Treasurer and no matters have come to my attention to which the Trustees attention should be drawn

Although the WBF has a fairly healthy balance at the end of the financial year I would ask the Trustees to continue monitoring the income received against expenditure to ensure that the WBF has sufficient funds to cover all expenses.

**Conclusion**

This is my third examination as the appointed Independent Examiner for the West Berkshire Foodbank and I would once again like to place on record my sincere thanks to the Treasurer, Roger Ryton, for all his hard work in preparing the accounts and for providing me with the information and records required to undertake the examination. The accounts are very clear and concise and, once again, it has been a real pleasure to carry out the independent examination.



.....  
David R Weller DMA, ONC/HNC  
Independent Examiner

Date: 7<sup>th</sup> July 2016