



**BRECHIN
COMMUNITY
PANTRY**

Keeping the Heart in the Community

**TRUSTEES ANNUAL REPORT
AND RECEIPT & PAYMENT ACCOUNTS**

FOR YEAR ENDING 31ST MARCH 2019

SCOTTISH CHARITY No. SC047269

TRUSTEES ANNUAL REPORT YEAR ENDED 31 MARCH 2019

Structure, Governance and Management

Governing Document

The Charity operates under a two-tier constitution as a Scottish Charitable Incorporated Organisation.

Recruitment and Appointment of Trustees

All Volunteers of the Charity are recorded as Members and all Trustees are voted onto the Board of the Charity. Trustees are chosen from the membership who have the appropriate gifts and skills.

Charitable Purposes

The organisation's five main purposes are:

- the prevention or relief of Poverty
- the advancement of Education
- the advancement of Health
- the advancement of Community Development
- the relief of those in need by reason of Financial Hardship

Summary of the main Activities and Achievements of the Charity

Background; Brechin Community Pantry was formed in late 2016 after a small group of local community representatives, made up of councilors, churches, schools and support groups to support a desperate need. Brechin is the town in Angus with the largest number of individuals and families in abject poverty.

Charity Status; we applied for Charity Status and this was granted on 22 March 2017, this then allowed us to approach Angus Council for suitable premises to operate from as a total non-political and non-religious organization.

New Premises: Angus Council offered a lease on a shop in the centre of Brechin at 7, Swan Street, and allocated monies to carry out an internal refurbishment to meet our service needs. We were involved with the Council officers on the layout, facilities and finishes, giving a reception and meeting area, main operating area with separate food storage and clothing area, small kitchen and disabled toilet. Our proposal for Swan Street was for a warm, welcoming, calm and safe environment for our clients, the community, our volunteers and trustees to operate from, this has been achieved with the wonderful refurbishment.

Operation: The Pantry is open three days per week, on Monday, Wednesday and Friday from 10am till 4.00pm for clients to collect food parcels, which include toiletries and household items, children's clothing and school uniforms or just drop in for a drink and a chat. We rely almost totally on donations of food, toiletries,

TRUSTEES ANNUAL REPORT YEAR ENDED 31 MARCH 2019 (Cont.)

household items and children's clothing, modelled on the community supporting the community.

We are different to other foodbanks in that we do not operate a voucher service but by recommendation from any agency and from the community. We do not like to be referred to as a foodbank, more of a community service because we offer much more.

Clients visiting the Pantry complete on their first visit a client registration form with the basic information of address, contact details, landlord/ housing details, cooking facilities, benefit details if applicable and reason for the first visit. All information is placed in a confidential client file and no information is stored electronically. Clients are welcomed at the front part of the Pantry offered a drink whilst the file is found or opened and then taken through to the rear area to issue the food parcel. We give clients a choice from a suggested meal list that provides food for breakfast, lunch and evening meal, plus additional items such as fruit, vegetables and other perishable goods. We issue two days' supply on Monday and Wednesday and for three days on Friday, clients can return on the next open day if there is still a need. Food, together with toiletries and household goods issued are recorded on a pick sheet and a note is added to client information sheet on their current circumstances, these are then attached to the clients file.

We have found that by treating clients with respect and a nonjudgement approach we can build up a relationship and we are able to signpost them to other agencies to seek help for their individual need or problem.

Universal Credit: From November 2017 Angus was one of the pilot schemes for the roll out of Universal Credit to replace existing benefits. We continue to help those who were transferred to this new benefit and the problems of clients waiting six weeks or more for payments and all the associated debt problems. The Pantry's policy is not to give out any financial help but to help with budgeting if required.

Signposting: Many of our clients need assistance with budgeting, benefits knowledge, computer access, health and well-being issues. With the various skill sets within our Volunteers and Trustees, this year we have been able to assist clients on these various issues and point them in the correct direction for further and official direction.

Food Share: We continue to benefit from food share operated by the local Tesco store, which provided the Pantry with on date or short date food items that would normally be disposed of, this both saves waste and supports our clients. This year we have also been accepted through Neighbourly program to benefit from the Fresh Produce which is on date or short date from the local Lidl store. This has been a great help in promoting health eating and saves our tinned and packet food items.

Christmas: For Christmas 2018 we experienced wonderful generosity from both the community, churches, schools, youth organisations, local emergency service units and stores with seasonal items that enabled us to give our clients a little bit extra for Christmas.

Brechin Community Christmas Day Lunch: We were approached by a few local volunteers in assisting with the Christmas Day lunch for folks on their own and for

TRUSTEES ANNUAL REPORT YEAR ENDED 31 MARCH 2019 (Cont.)

those not able to afford to celebrate Christmas day. We assisted by being the central point for booking forms and holding food items donated in our fridges and freezers. This was a great success with nearly 50 people including families attending. We have agreed to continue our support for this event each year as we are able.

Laptop: In March 2018 we had a nearly new laptop computer donated to the Pantry from PETF, this will help our clients to have supervised help with the completion of benefit applications forms which are now mostly on-line. We have now installed a landline telephone and internet connection for the Pantry.

What we have achieved: At the end of March 2019 we had 242 client files, an increase of 124, comprising 302 Adults and 180 Children and we issued in excess of 1300 food parcels in the year.

We have seen the development of several of our individual volunteers become more confident in dealings with all, giving something back and assisting them to get back to employment. We are also in discussion with the local Communities Team from Angus Council in setting up training sessions for a formal Qualification in Volunteering for both clients and our own Volunteers.

Holiday Food Poverty: During school holiday periods we find an increase in families coming to us for extra food parcels. This is because many of their children are in receipt of free school meals and are unable to cope when they are on holiday from school. With this in mind, we are planning to provide a breakfast and lunch club at each of the three Brechin Schools during the 2019 school holidays.

Period Poverty: We are now in receipt of sanitary goods to issue as required to our clients. This is a Scottish backed initiative and the products are supplied directly from Fareshare in Dundee.

Independent Food Aid Network: The Pantry is a member of this organization, who reports to the Scottish Government on the work provided by Independent Food Banks/ Pantry's such as us. We supply them with an anonymous data analysis based on usage of the Pantry. These figures breakdown information such as no children, Housing demographic, which benefits are being claimed by our clients and general reporting of our work. This information is gathered then published, the next reporting period will be April 2019.

The National Lottery: in December 2018 we received a grant of £3,156 to purchase Fridges and Freezers. These were duly purchased from Nisbetts Catering Company and installed. The benefits of having professional equipment such as this, enables us to store more fresh produce as well as being able to accept frozen foodstuffs.

YPI: Youth Philanthropy Initiative was started about 10yrs ago by Sir Ian Wood of the Wood Group, Aberdeen to introduce school pupils to charity organisations and how they were managed and operated. Each year High Schools across Scotland choose a year group to break into small groups of 2/3 pupils, chose a charity to represent, then research it and find out how that charity could use £3,000.00. The groups would make initial presentations to fellow pupils and teachers and a Final of the best 5/6 presentations would be held in public with a panel of local businesses making the decision of which one would be granted the money. The money comes directly from the Charity arm of The Wood Group. In December, 3 pupils from Mearns Academy chose the Pantry to represent and were announced the winners of the grant Final. The presentation follows our vision to fight Holiday Food Poverty and this

TRUSTEES ANNUAL REPORT YEAR ENDED 31 MARCH 2019 (Cont.)

£3000.00 will assist us in 2019/2020 to achieve the running of breakfast and lunch clubs in Brechin.

Our Vision: Is still to promote healthy eating by issuing as much fruit and vegetables as possible, to give simple recipes for basic soups and meals and in the long term a premises to enable us to teach people how to cook simple and economical meals. Forge more links with all other community groups and agencies.

Continue to work with the Angus Council Communities Team and local Social Service Agencies. To enlarge our donations from Food Share via other Supermarkets in our area and to maintain a presence on social media to engage people in the community to share our work.

Community Clothes Bank: We have a stock of clothing available to our clients in the Pantry, but in 2019/2020 it is our vision to operate a clothes bank from a separate property. We are currently in discussion with Angus Council in this regard.

Financial Review

The principle source of income is in the form of donations, grants and vouchers, the main expenditure is for the running costs of the establishment including the building, plus supplementary food items, toiletries and household products.

Reserve Policy

It is the Trustees policy to prepare a budget at the beginning of each financial year, for both income and expenditure based on previous year's running costs and provide fundraising targets.

The Charity's Bank account shall be maintained at a minimum of £1,000 in credit and the Cash Box at a minimum £50 available, these limits to be reviewed annually.

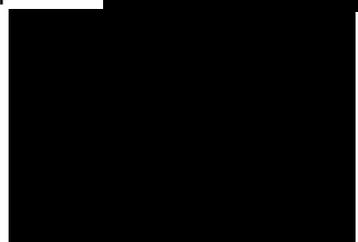
Statement of Trustees' Responsibilities

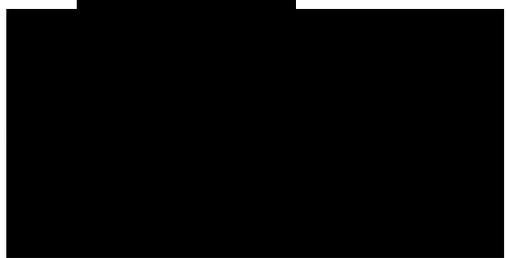
The Trustees of the Charity must ensure the preparation of financial statements which give sufficient detail to enable an appreciation of the transactions of the Charity during the financial year. The Trustees are responsible for keeping proper accounting records which, on request must reflect the financial position of the Charity at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the Charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf,

Chairperson: 

Treasurer 

Date: 

Date 

TRUSTEES ANNUAL REPORT YEAR ENDED 31 MARCH 2019 (Cont.)

Independent Examiner's Report to the Trustees of Brechin Community Pantry

I report on the accounts for the Registered Charity number SC047269 for the year ending 31st March 2019

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act 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 as required under section 44(1) (c) 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 accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

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.

Signed:

Address:

[Redacted Signature]

[Redacted Address]

Date:

16/12/19

**BRECHIN COMMUNITY PANTRY RECEIPTS AND PAYMENT ACCOUNTS
YEAR ENDING 31 MARCH 2019**

Receipts

Cash Donations	£1,782.00
Cheque Donations	£3,711.00
Grant Funding (1)	£6,156.00
Vouchers (used)	£ 100.00
Cash from Bank	£ 990.00
From Cash Box to Bank	£1,040.00
Regular Donations	<u>£ 300.00</u>
Total	£14,079.00

Payments

Rent and Business Rate	£ 1.00
Heat and Light (Electricity)	£ 841.00
Establish / Building	£4,258.00
Cash from ATM	£ 990.00
Insurance	£ 265.00
Telephone/Internet	£ 446.00
Food Purchased	£ 957.00
Toiletries Purchased	£ 238.00
Cash to Bank	£1,016.00
Printing	£ 207.00
Consumables	£ 361.00
Governance Fee	<u>£ 100.00</u>
Total	£9,680.00

Surplus for year **£4,399.00**

Notes to Accounts

(1) Details of the spend to the grant from National Lottery and YPI Award are detailed on page 9.

Balances Carried Forward

Bank Balance at 31/03/19	£6,015.56
Cash Box Balance	£ 108.15

Comparison with End of Year Balances

Year Ending 31 st March 2018	Cash Box	£98.54
	Bank	<u>£1,625.74</u>
	Total	£1,724.28

Year Ending 31st March 2019

Cash Box	£108.15
Bank	<u>£6,015.56</u>
Total	£6,237.71

Movement in Year **£4,399.00**

BRECHIN COMMUNITY PANTRY RECEIPTS AND PAYMENT ACCOUNTS YEAR ENDING 31 MARCH 2019 (Cont.)

1a) Details of Spend on the Grant from The National Lottery of £3,156.00: -
Purchased from Nisbets Aberdeen, 1 x 944 Litre Display Fridge, 1 x 600 Litre
Freezer and 1 x 1200 Litre Freezer, for a total cost of £3,196.77 including Vat.

1b) The Award of £3,000 from the YPI initiative by pupils from Means Academy
be used to help feed local school children in food poverty during holidays when they
would not receive free school meals.

Governance

The trustees confirm that the included in the above accounts is a governance fee of
£100 paid to Fiona Fotheringham for the independent examination of the accounts
for year ending 31 March 2018.

Details of any Deficit

The Trustees confirm that there is no deficit to report during this financial period.

Donated Services and Facilities (does not include donated goods for resale)

The Trustees estimate that the value of the items that are donated from local
individuals, schools, Churches, stores, businesses and other community groups are
as follows:

Food, Toiletries and Household Items

Based on our client files and numbers of parcels given out the cost value of these
items is estimated at, £36,000.00

Children's Clothing

Estimate value of Children's Clothing, £3,000.00

Other Items

Estimate of donated second hand furniture, fridge freezers, and miscellaneous items,
£1,000.00

Total Estimate of Donated Items, £40,000.00

Estimated Value of Current Assets £7,500.00

End



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7 Swan Street Brechin ANGUS DD9 6EE



www.brechincommunitypantry.com