



Edinburgh Food Project

Scottish Charitable Incorporated Organisation

Charity No: SC043220

**Trustees' Annual Report
Year ended 31 March 2020**

**Edinburgh Food Project
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Year ended 31 March 2020**

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Edinburgh Food Project Trustees' Annual Report Year ended 31 March 2020

The Trustees present the annual report and financial statements for Edinburgh Food Project for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the Accounting Policies set out in this report and comply with (1) the Charities and Trustee Investment (Scotland) Act 2005, (2) the Charities Accounts (Scotland) Regulations 2006 (as amended) and (3) the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Objectives and Activities

Edinburgh Food Project is a Scottish Charitable Incorporated Organisation whose objects are (a) the prevention or relief of poverty in Edinburgh and surrounding areas in particular but not exclusively by providing emergency food supplies to individuals in need and/or charities, or other organisations working to prevent or relieve poverty and (b) to advance citizenship and community development by encouraging volunteering within the project.

It promotes its activities and delivery operations to people within the City of Edinburgh and the surrounding area who are experiencing financial hardship and/or are vulnerable. These people are the organisation's beneficiaries.

Its mission is to provide emergency food supplies and support to people in crisis, while working with people, communities and our partner agencies to address the underlying causes of food poverty.

Edinburgh Food Project is affiliated to the Trussell Trust and its network of foodbanks in the UK. It operates the Edinburgh North-West, Central and East Foodbanks. North-West opened on 12/11/12 covering the postcode areas of EH4, 5, 12, 28, 29 & 30, Central opened on 21/11/13 covering postcodes EH1, 2, 3, 9 & 10 and East opened on 19/10/16 covering postcodes EH15 & 16.

Emergency food provision is delivered by:-

- Operating 8 foodbank centres in North-West, East and Central Edinburgh.
- Providing 3 meals a day for 3 days plus some snacks and household essentials alongside care, compassion within a safe
- Building and maintaining relationships with 240+ referral partners.

Tackling the underlying causes of food poverty through our 'More Than Food' programme within foodbank centres meant

- Debt advice.
- Mental health support.
- Signposting to other agencies.
- Advice drop-in sessions with partner agencies.

Achievements and Performance

By the end of the 2019/20 financial year, EFP had provided emergency food supplies to 17,018 people (11,495 2018/19) in turn providing 153,162 meals (103,455 2018/19) referred to it by its partner network of around 240 professional frontline care agencies. This was only possible through the generosity of the public donating approximately 166,129 kg of food (130,000 2018/19), strong working partnerships with food retailers, schools and faith groups and the hard work of committed volunteers.

Table of causes of referral relating to the people who received emergency food supplies in the year.

Benefit Changes	2,764
Benefit Delays	3,422
Child Holiday Meals	45
Debt	1,628
Delayed Wages	195
Domestic Violence	84
Homeless	1,158
Low Income	6,696
No recourse to public funds	208
Other	407
Refused STBA	101
Sickness	310
Total	<u>17,018</u>

EFP has continued to expand the drop-in sessions provided by specialist support agencies within the foodbank centres and is now able to offer 10 agencies in 56 foodbank sessions per month.

EFP continued with fundraising and submitting new applications for grant funding. Descriptions of the grant-funded restricted funds appear in Note 18 and a list of the grants received in the year appears in note 6.

Edinburgh Food Project
Trustees' Annual Report (cont.)
Year ended 31 March 2020

Post - Balance Sheet Events, COVID-19 and Plans for Future Periods

The end of the financial year coincided with the arrival of the Coronavirus pandemic whose impact can be summarised as follows.

Switch to virtual meetings of the Board with increased frequency in order to develop plans with the staff to change the working model of emergency food distribution and to keep staff, volunteers and clients safe.

Regular updating of a Risk Register for COVID issues.

Closure of all but one of the foodbanks and a switch to a delivery service for emergency food distribution. This was provided by a third party "at cost" using their expertise in distribution management.

Increased demand for emergency food supplies the content of which had to be simplified for logistical reasons.

Automation of the referral service for clients in line with Trussell Trust methodology.

Massive increase in donations from individuals and companies along with grants from funders several sourced from the Scottish Government. While extra resources will be needed for the remainder of the COVID crisis, the Board is already considering how best to make use of these extra funds in the longer term. For example, an Office & Finance Manager has been appointed which will free up valuable time for the Director.

Expansion into a second unit on the same site to improve office accommodation and increase capacity for the warehouse.

Most of the foodbanks reopened in September 2020 but certain postcodes are still covered by the delivery service.

The Board wishes to record its thanks to all the staff for the way they have been meeting the challenge of COVID and the extra hours they worked in difficult circumstances and is conscious of the fact that the pandemic is far from over.

The start of the Mental Health and Wellbeing project with a third party was delayed and paused after a three month trial period due to the difficulty of clients accessing the advice during the pandemic. A restart is being planned.

Edinburgh Food Project
Trustees' Annual Report (cont.)
Year ended 31 March 2020

Financial Review

Restricted Funds

Voluntary Action Fund (funded by the Scottish Government) : £10,000 was received for 2019/20 and the budget for volunteer costs was fully spent. The final year's grant of £10,000 will be used in 2020/21.

Robertson Trust : Grants contributed to the payroll costs of the Operations Manager (now Director). The final grant of £13,000 was received this year and the balance of £8,667 remaining in the fund will be applied to payroll costs from April to November 2020.

New Van Fund : Apart from the net value of the van, the remaining fund balance was £1,939 at 31/3/20 and it is available to be spent on fuel, repairs and running costs for the new van.

Fair Food Fund : The scheme was extended for a final six months until September 2019. Grant payments totalling £13,630 were received comprising £2,400 for ScotMid food vouchers, a £1,500 contribution to payroll costs and £9,730 that was provided to the charity Fresh Start. This fund is now closed.

Food Purchase Fund : During the year, the Conference for Consciousness & Human Evolution (TCCHE) donated £3,273.70 specifically for the purchase of food. LINK also donated £1,000 for food.

Pilton Fresh Food Fund : The KPE4 Charitable Trust provided a grant of £12,500. It comprised £10,800 for ScotMid fresh food vouchers to supplement the food parcels distributed at the Pilton Centre as well as £1,700 towards staff costs and overheads.

SCVO Community & Resilience Fund : The final grant instalment of £7,500 was received making a contribution to payroll costs and overheads. It was agreed with the funder that £1,258 of expenses charged to the Unrestricted Fund in 2018/19 were chargeable to this fund hence the inter-fund transfer shown in Note 16. This fund is now closed.

Debt Advice Fund (part of "More than Food") : Aspiring Communities agreed to fully fund the employment costs of 2 Debt Advisers and a Researcher as well make a contribution towards overhead costs. Payment of the first tranche of the grant has been delayed although it is now expected shortly hence the deficit of £6,919 reported at the end of the year.

Corra for Comic Relief (Mental Health - part of "More than Food") : The Corra Foundation provided a grant of £7,998 from Comic Relief. Over a period of 18 months, this will fund the provision of mental health advice for clients by an external agency and contribute towards overheads.

Investing in Communities Fund (Scottish Government for Mental Health - part of "More than Food") : The 2019/20 grant of £18,830 was received on 20/3/20. A delay to the start of the project led to an underspend of £6,829.96 which the funder has agreed can be carried into the first full year in 2020/21. The project will continue for 2 years and will fund the provision of mental health advice for clients by an external agency and making a contribution to set-up costs and towards future overheads.

Premises Upgrade Fund : ASDA agreed to provide a grant through the Trussell Trust totalling £67,620 to improve and increase the capacity of the warehouse and the office accommodation and meet some of the associated increase in rent. The opportunity to rent additional premises nearby led to changes in the plans so discussions are continuing about the precise coverage of the grant. The first tranche of £16,800 was received in April 2020 along with an unrestricted grant of £2,520 and both amounts are included in debtors.

Warehouse Equipment Fund : This was also funded by ASDA through the Trussell Trust and final expenditure of £775 was incurred during the year. This fund is now closed.

Warehouse Manager Fund : ASDA is contributing to the payroll costs of the Warehouse Manager for 3 years along with some training costs and through the Trussell Trust. The second year's funding was £11,646. The funding years start on 1st December hence the balances at the start and end of each year.

Volunteer Manager Fund : A Bank of Scotland grant covered payroll costs for the Volunteer Manager up to August 2019. This fund is now closed.

Unrestricted Fund

Total income was £167,796. This was 129% higher than income of £73,287 in the previous year. Each of the classes of income increased as can be seen in Note 1. The total donated by individuals (incl collections) increased by 117% to £118,379 from £54,664 last year.

Total expenditure increased by 7.4% to £62,710 from £57,725 last year. Payroll costs fell to £18,491 from £20,036 due to an increased proportion of total payroll costs being covered by grants in the restricted funds. Rental costs decreased to £10,236 from £11,198 while utilities increased to £8,023 from £7,060.

Overall the surplus was £106,344 up from £15,562 last year.

**Edinburgh Food Project
Trustees' Annual Report (cont.)
Year ended 31 March 2020**

Investment Policy

It is the policy of the Board that EFP should only have bank accounts with banks covered by the Financial Services Compensation Scheme and that such balances should not exceed the compensation limit of that scheme, currently £85,000.

When the balance in the Co-Op Bank account exceeded £85,000, the Board sought to diversify its banking by applying to open an account with another bank. Unfortunately that process has taken many months and the bank in question then halted all such applications due to COVID. With funds increasing even further after the balance sheet date, opening multiple accounts with other banks is now being progressed.

EFP provided staff with a Pockit debit card for occasional use when electronic banking was not suitable. A total balance limit on the cards was set at £1,000 as Pockit is not covered by the FSCS scheme. After the balance sheet date, the account was reduced to £5 when there was press speculation about Pockit.

Investment Performance

EFP has no investments and no interest is payable on its Co-Op Bank current account.

Risk Management

EFP maintains a Risk Register which is discussed at each Board meeting. This was first developed after a thorough review of the potential risks that EFP might face that might impact its ability to fulfil its primary purpose in providing emergency food supplies. It has since been expanded to cover the More Than Food project that covers Debt Advice and Mental Health & Wellbeing.

The Board is aware that the balance in the Co-Op Bank account exceeds the £85,000 compensation limit under the Financial Services Compensation Scheme. It therefore sought to diversify and applied to open an account with another bank. Unfortunately that process has taken many months and the bank in question then halted all such applications due to COVID. With funds increasing even further after the balance sheet date, opening multiple accounts with other banks is now being progressed.

As mentioned earlier, a dedicated register was created for COVID and this was initially updated weekly. Income and expenditure associated with COVID is monitored and provided to each meeting of the Board.

Reserves Policy

Total unrestricted reserves at the end of the period to 31 March 2020 amounted to £155,742 (£49,398 at 31/3/2019) which represents 30 months' expenditure of the unrestricted fund (10 at 31/3/2019). However, this is equivalent to only 11 months' total expenditure. The increased unrestricted reserves are available to meet increasing levels of staff costs and overheads that may not be grant-funded to the same extent in future.

Reserves in the restricted funds are sufficient for the project costs they are expected to meet taking account of future grant funding. No restricted fund required a transfer from the unrestricted fund although the Debt Advice fund showed a temporary deficit due to the timing of grant payments.

The Trustees consider the overall level of reserves to be sufficient to respond to any short-term needs that the charity might have. Indeed, post-year end, the unrestricted reserves have increased substantially and the Trustees are satisfied that there are no material uncertainties about the Charity's ability to continue as a going concern.

The Trustees will carry out a review of the reserves once there is some clarity about the post-COVID environment.

Grant Making Policy

The only grants made by EFP to other bodies are those made to third parties who supply services as specified in grant funding agreements.

Edinburgh Food Project
Trustees' Annual Report (cont.)
Year ended 31 March 2020

Structure, Governance and Management

Edinburgh Food Project was constituted on 8 May 2012 as a single tier organisation that successfully applied for charitable status as a Scottish Charitable Incorporated Organisation.

The structure consists of the Charity Trustees who are also its only members and comprise the Board. The maximum and minimum number of Charity Trustees are twelve and three. At each AGM, all the Charity Trustees retire from office but may then be re-elected. The Board keeps a register of the Charity Trustees. The Charity Trustees elect from among themselves a Convenor, a Treasurer and a Secretary.

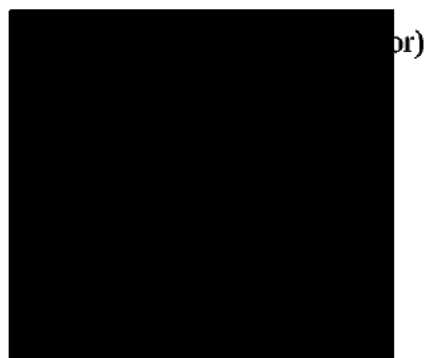
Each of the Charity Trustees must comply with the code of conduct and rules on conflicts of interest adopted by the Board. The code of conduct is supplemental to the conduct provisions in the constitution and the duties imposed on Charity Trustees under the Charities and Trustee Investment (Scotland) Act 2005.

The signatures of two out of four signatories appointed by the Charity Trustees are required for all operations (including electronic banking but excluding the lodging of funds) on bank and building society accounts with at least one of the signatures being that of a Charity Trustee.

**Edinburgh Food Project
Trustees' Annual Report (cont.)
Year ended 31 March 2020**

Reference and Administrative Information

Charity trustees on date of approval of Trustees' Annual Report



from 29 April 2019
from 29 April 2019

Other charity trustees during the period



from 29 April 2019 to 13 December 2019
from 24 November 2019 to 18 May 2020
until 12 October 2020

Principal Office

Unit 12 New Lairdship Yards, Broomhouse Road, Edinburgh EH11 3UY
Charity Registration Number SC043220

Independent Examiner



Hollis Accounting Limited
3 Melville Crescent
Edinburgh
EH3 7HW

Bankers

The Co-Operative Bank Plc, PO Box 250, Skelmersdale WN8 6WT

**Edinburgh Food Project
Trustees' Annual Report (cont.)
Year ended 31 March 2020**

Statement of Trustees' Responsibilities

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

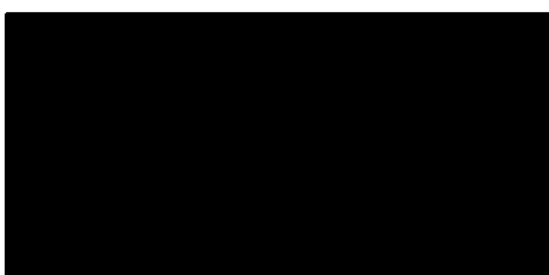
The law applicable to charities in Scotland requires the charity trustees to prepare financial statements for each year which show a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for maintaining the integrity of the charity and its financial information on the congregation's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Trustees and signed on their behalf,



Convenor of the Board of Trustees

..... Date: 23 November 2020

Edinburgh Food Project
Independent Examiner's Report to the Trustees
Year ended 31 March 2020

I report on the accounts of the charity for the year ended 31 March 2020 which are set out on pages 11 to 18.

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 & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) 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 (as amended). 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 I do not express an audit opinion on the view given by 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 (as amended), and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations 2006 (as amended)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.

Examiner:

Date: 3/12/2020

Hollis Accounting Limited
3 Melville Crescent
Edinburgh
EH3 7HW

Edinburgh Food Project
Statement of Financial Activities
Year ended 31 March 2020

	Note				restated	restated	restated
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		Funds	Funds	Funds	Funds	Funds	Funds
		31/03/2020	31/03/2020	31/03/2020	31/03/2019	31/03/2019	31/03/2019
		£	£	£	£	£	£
Income and Endowments from:							
Donations and Legacies	1	165,996	4,339	170,335	73,287	1,397	74,684
Charitable Activities	2	-	112,904	112,904	-	94,978	94,978
Other Trading Activities	3	-	-	-	-	-	-
Investments	4	-	-	-	-	-	-
Other Income	5	1,800	-	1,800	-	-	-
Total Income		167,796	117,243	285,039	73,287	96,376	169,663
Expenditure on:							
Raising Funds	7	1,517	-	1,517	750	-	750
Charitable Activities	7	61,194	100,357	161,550	56,976	71,979	128,954
Total Expenditure		62,710	100,357	163,067	57,725	71,979	129,704
Net (Expenditure) / Income before gains and losses on investments		105,086	16,887	121,972	15,562	24,397	39,959
Net Gains / (Losses) on Investments	12	-	-	-	-	-	-
Net Income / (Expenditure)		105,086	16,887	121,972	15,562	24,397	39,959
Transfers between funds	17	1,258	(1,258)	-	-	-	-
Net Movement in Funds		106,344	15,629	121,972	15,562	24,397	39,959
Reconciliation of Funds							
Total Funds Brought Forward	16	49,398	40,595	89,993	33,837	16,198	50,034
Net Movement in Funds		106,344	15,629	121,972	15,562	24,397	39,959
Total Funds Carried Forward	16	155,742	56,223	211,965	49,398	40,595	89,993

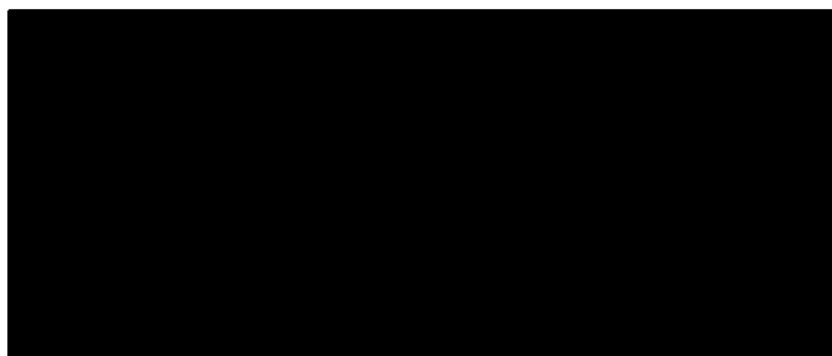
There are no Endowment Funds.

Edinburgh Food Project
Balance Sheet at
31 March 2020

Note				restated	restated	restated
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	Funds	Funds	Funds	Funds	Funds	Funds
	31/03/2020	31/03/2020	31/03/2020	31/03/2019	31/03/2019	31/03/2019
	£	£	£	£	£	£
Fixed Assets						
Tangible Assets	12	-	9,467	-	12,238	12,238
Investments	11	-	-	-	-	-
Total Fixed Assets		<u>-</u>	<u>9,467</u>	<u>-</u>	<u>12,238</u>	<u>12,238</u>
Current Assets						
Stocks	13	-	8,813	-	-	-
Debtors	14	6,978	16,800	7,306	-	7,306
Cash at bank and in hand	16	151,966	21,143	45,009	28,357	73,366
Total Current Assets		<u>158,944</u>	<u>46,756</u>	<u>52,315</u>	<u>28,357</u>	<u>80,672</u>
Liabilities						
Creditors falling due within one year	15	3,202	-	2,917	-	2,917
Net Current Assets		<u>155,742</u>	<u>46,756</u>	<u>49,398</u>	<u>28,357</u>	<u>77,755</u>
Creditors falling due after more than one year		-	-	-	-	-
Net Assets	16	<u>155,742</u>	<u>56,223</u>	<u>49,398</u>	<u>40,595</u>	<u>89,993</u>
Funds of the charity						
			31/03/2020			31/03/2019
			£			£
Unrestricted Funds						
Unrestricted funds	17		155,742			49,398
Designated funds	17		-			-
			<u>155,742</u>			<u>49,398</u>
Restricted Funds	17		56,223			40,595
Endowment Funds			-			-
Total Funds	17		<u>211,965</u>			<u>89,993</u>

The accounts were approved by the Trustees on 23 November 2020.

For and on behalf of the Trustees



Convenor of the Board of Trustees

Trustee and Treasurer

Accounting Policies

The principal accounting policies, which have been applied consistently in the current and preceding year in dealing with items which are considered material to the accounts, are set out below.

Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to the accounts. They have been prepared in accordance with (1) Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, (2) FRS 102, (3) the Charities and Trustee Investment (Scotland) Act 2005 and (4) the Charities Accounts (Scotland) Regulations 2006 (as amended).

Fund Accounting

Funds are classified as either restricted funds or unrestricted funds, defined as follows.

Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the charity.

Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the funds.

The charity has no endowment funds.

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable.

Expenditure

Expenditure and any interest on loans is recognised on an accruals basis as the liability is incurred.

Fixed assets

Tangible fixed assets costing in excess of £2,000 having a value to the charity for greater than one year are capitalised. Depreciation is provided on a straight-line basis to write off the cost or initial value, less residual value, of tangible fixed assets over their estimated useful lives.

Motor vehicles : 5 years.

All other tangible fixed assets have been written off in full at the time of purchase.

Investments

The charity holds no investments.

Financial Instruments

These comprise financial assets and financial liabilities which are recognised when the charity becomes a party to the contractual provisions of the instrument. They are classified as "basic" in accordance with FRS102 and are accounted for at the settlement amount due which equates to the cost. Financial assets comprise accrued grant income and gift aid tax recoveries, bank deposits and cash. Financial liabilities comprise accruals including PAYE payments due to HMRC and

Taxation

Edinburgh Food Project is recognised as a charity for the purposes of applicable taxation legislation and is therefore not subject to taxation on its charitable activities. The Charity is not registered for VAT and resources expended therefore include irrecoverable input VAT.

Edinburgh Food Project
Notes Forming Part of the Financial Statements for the
Year ended 31 March 2020

Analysis of Income				restated	restated	restated
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	Funds	Funds	Funds	Funds	Funds	Funds
	31/03/2020	31/03/2020	31/03/2020	31/03/2019	31/03/2019	31/03/2019
	£	£	£	£	£	£
1 Donations, Grants and Legacies						
Individuals' Direct Donations	24,006	-	24,006	16,027	-	16,027
Individuals' Virgin Money Donations	81,920	-	81,920	30,130	-	30,130
Collection Tin Donations	12,453	-	12,453	8,506	-	8,506
Corporate and Charity Donations	28,370	4,274	32,643	11,958	-	11,958
Other Donations	2,040	65	2,105	551	1,397	1,948
Unrestricted Grants	17,208	-	17,208	6,114	-	6,114
Legacies	-	-	-	-	-	-
	165,996	4,339	170,335	73,287	1,397	74,684
Individual and Collection Tin Donations include tax recoveries under Gift Aid and the Gift Aid Small Donations Scheme.						
2 Income from Charitable Activities						
Restricted Grants	-	112,904	-	-	94,978	94,978
	-	112,904	-	-	94,978	94,978
3 Income from Other Trading Activities	-	-	-	-	-	-
4 Investment Income	-	-	-	-	-	-
5 Other Income						
Gains on Tangible Fixed Assets	1,800	-	1,800	-	-	-
	1,800	-	1,800	-	-	-
6 a Analysis of Grants in Year						
	Unrestricted	Restricted	Total	Restricted Fund		
	£	£	£			
Scottish Government	-	13,630	13,630	Fair Food Fund		
Scottish Government	-	18,830	18,830	Investing in Communities		
Corra Foundation	-	7,998	7,998	Corra Comic Relief		
Groundwork for Tesco	-	1,000	1,000	New Van Fund		
KPE4 Charitable Trust	-	12,500	12,500	Pilton Fresh Food Fund		
Robertson Trust	-	13,000	13,000	Robertson Trust (Ops Mgr Salary)		
SCVO	-	7,500	7,500	SCVO Community & Resilience Fund		
Trussell Trust (ASDA)	-	11,646	11,646	Warehouse Manager Fund		
Trussell Trust (ASDA)	-	16,800	16,800	Premises Upgrade Fund		
Trussell Trust (ASDA)	4,267	-	4,267	Unrestricted Fund		
Trussell Trust Top-Ups (Tesco)	12,941	-	12,941	Unrestricted Fund		
Voluntary Action Fund	-	10,000	10,000	Voluntary Action Fund		
	17,208	112,904	130,112			
b Analysis of Grants in Previous Year						
(as restated)	Unrestricted	Restricted	Total	Restricted Fund		
	£	£	£			
Bank of Scotland Foundation	-	8,519	8,519	Warehouse Manager Fund		
Groundwork for Tesco	-	3,000	3,000	New Van Fund		
Robertson Trust	-	13,000	13,000	Robertson Trust (Ops Mgr Salary)		
Scottish Government	-	27,260	27,260	Fair Food Fund		
Scottish Government	-	8,120	8,120	Research Fund		
SCVO	-	10,566	10,566	SCVO Community & Resilience Fund		
Trussell Trust (ASDA)	2,552	12,815	15,367	Warehouse Manager Fund		
Trussell Trust (ASDA)	-	4,198	4,198	Warehouse Equipment Fund		
Trussell Trust Top-Ups (Tesco)	2,477	-	2,477			
Trussell Trust Top-Ups (ASDA)	1,086	-	1,086			
Voluntary Action Fund	-	7,500	7,500	Voluntary Action Fund		
	6,114	94,978	101,093			

Restricted Funds : See Note 18 for a description of the purposes of the grant-aided Restricted Funds.

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7 Analysis of Expenditure

	Unrestricted Funds 31/03/2020 £	Restricted Funds 31/03/2020 £	Total Funds 31/03/2020 £	restated Unrestricted Funds 31/03/2019 £	restated Restricted Funds 31/03/2019 £	restated Total Funds 31/03/2019 £
Raising Funds						
Fundraising Expenses	1,517	-	1,517	750	-	750
	<u>1,517</u>	<u>-</u>	<u>1,517</u>	<u>750</u>	<u>-</u>	<u>750</u>
Charitable Activities						
Advertising & Marketing	660	3,091	3,751	758	250	1,009
Employment Costs	18,491	53,889	72,380	20,036	33,797	53,833
Accounting & Regulatory Costs	1,896	-	1,896	405	-	405
Independent Examination Fees	713	67	780	730	50	780
Grants to Third Parties	-	9,730	9,730	-	19,460	19,460
Insurance	2,075	718	2,793	2,012	767	2,778
Office & Warehouse Expenses	7,532	1,375	8,907	2,628	5,243	7,871
Printing & Post	2,571	677	3,248	2,608	170	2,778
Project Evaluation	-	2,256	2,256	-	-	-
Rent	10,236	10,144	20,380	11,198	802	12,000
Stock for Clients	3,293	6,125	9,418	2,684	4,800	7,484
Training	421	3,847	4,268	964	1,842	2,807
Delivery Charges	-	-	-	317	255	572
Depreciation of Motor Vehicles	-	2,771	2,771	-	1,616	1,616
Other Transport Costs	1,323	3,536	4,858	1,430	787	2,216
Trussell Trust Fees	1,080	-	1,080	1,125	-	1,125
Utilities	8,023	1,037	9,060	7,060	600	7,659
Other Expenses	2,881	1,094	3,975	3,020	1,540	4,560
	<u>61,194</u>	<u>100,357</u>	<u>161,550</u>	<u>56,976</u>	<u>71,979</u>	<u>128,954</u>
Total	<u>62,710</u>	<u>100,357</u>	<u>163,067</u>	<u>57,725</u>	<u>71,979</u>	<u>129,704</u>

Analysis of Expenditure by Activity

The principle activity of the charity is the operation of Foodbanks. Certain costs associated with that core activity are grant funded out of Restricted Funds as described in Note 18 with the associated expenditure being shown in Note 17. The balance of the core support costs are met from the Unrestricted Fund as shown above.

Most of the activities of the Fair Food Fund were undertaken by Fresh Start. The amount of the grant passed on to Fresh Start appears as "Grants to Third Parties" in the above table.

The charity has additional activities with the "More Than Food" programme focussing on the areas of Mental Health & Wellbeing and Debt Advice. These activities are carried out within the Investing in Communities Fund and the Debt Advice Fund respectively as described in Note 17 with the associated expenditure shown in Note 17.

8 Staff Costs and Numbers	31/03/2020	restated 31/03/2019
	£	£
Salaries and wages	72,380	53,416
Social security costs	1,147	(90)
Pension costs	69,511	508
Total staff costs	<u>143,038</u>	<u>53,833</u>
The average number of employees during the year, calculated on the basis of a head count, was as follows:		
Total staff numbers	<u>4</u>	<u>4</u>

9 Trustee Remuneration and Related Party Transactions

During the year, no Trustee received any reimbursement and none received any remuneration.

No Trustee or a person related to a Trustee had any personal interest in any contract or transaction entered into by the charity during the year.

During the year a total of £1,210 (previous year £600) was donated to the charity by its Trustees all of which was made under Gift Aid and so the charity also benefitted from the corresponding tax recoveries.

10 Volunteers

The charity recognises the generosity of those who donate foodstuffs for distribution at the foodbanks and also the efforts of its unpaid volunteers without whom the charity could not operate. It also appreciates the provision of the premises used for distribution centres.

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11 Investments

Edinburgh Food Project has never held any investments; all its funds are held in bank accounts, petty cash or as tangible fixed assets.

12 Tangible Fixed Assets

The charity only held motor vehicles as tangible fixed assets. These were held in the Unrestricted Fund and the New Van Fund. The section on Tangible Fixed Assets in the Accounting Policies refers. During the year a trailer was sold for £1,800. It was donated to the charity several years ago and had always been considered to have no resale value hence its cost and accumulated depreciation were both zero.

	Unrestricted Funds 31/03/2020 £	Restricted Funds 31/03/2020 £	Total Funds 31/03/2020 £	restated Unrestricted Funds 31/03/2019 £	restated Restricted Funds 31/03/2019 £	restated Total Funds 31/03/2019 £
Cost or valuation						
At the beginning of the year	-	13,854	13,854	-	-	-
Additions	-	-	-	-	13,854	13,854
Disposals	-	-	-	-	-	-
At the end of the year	-	13,854	13,854	-	13,854	13,854
Depreciation						
At the beginning of the year	-	1,616	1,616	-	-	-
Disposals	-	-	-	-	-	-
Depreciation	-	2,771	2,771	-	1,616	1,616
At the end of the year	-	4,387	4,387	-	1,616	1,616
Net book value						
At the beginning of the year	-	12,238	12,238	-	-	-
At the end of the year	-	9,467	9,467	-	12,238	12,238
Disposals in year						
Cost	-	-	-	-	-	-
Accumulated depreciation	-	-	-	-	-	-
Sale proceeds	1,800	-	1,800	-	-	-
Net Gain / (Loss)	1,800	-	1,800	-	-	-

13 Stock

EFP received a grant of £12,500 in Sept 2019 for the restricted "Pilton Fresh Food Fund". From that grant, EFP spent £10,800 on £1 Scotmid fresh food vouchers in Nov 2019. By 31 March 2020, EFP had distributed 1,987 vouchers to individuals, couples and families through the Pilton foodbank leaving 8,813 for future use.

Stock brought forward	-	-	-	-	-	-
Stock Purchased	-	10,800	10,800	-	-	-
Stock Distributed	-	(1,987)	(1,987)	-	-	-
Stock carried forward	-	8,813	8,813	-	-	-

14 Debtors

Gift Aid Tax Refund Due	4,458	-	4,458	7,306	-	7,306
Trussell Trust (ASDA) Grant Due	2,520	16,800	19,320	-	-	-
	<u>6,978</u>	<u>16,800</u>	<u>23,778</u>	<u>7,306</u>	<u>-</u>	<u>7,306</u>

15 Creditors

HMRC for PAYE	1,912	-	1,912	1,888	-	1,888
Smart Pensions	511	-	511	249	-	249
Accrual for Independent Examination Fee	780	-	780	780	-	780
Uncashed Cheques	-	-	-	-	-	-
	<u>3,202</u>	<u>-</u>	<u>3,202</u>	<u>2,917</u>	<u>-</u>	<u>2,917</u>

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16 Analysis of Net Assets Among Funds

a Analysis at 31 March 2020	Unrestricted £	Restricted £	Total £
Fixed Assets	-	9,467	9,467
Investments	-	-	-
Bank and Cash	151,966	21,143	173,110
Stock	-	8,813	8,813
Debtors	6,978	16,800	23,778
less Creditors	(3,202)	-	(3,202)
Total Net Assets	155,742	56,223	211,965
b Analysis at 31 March 2019 (as restated)	Unrestricted £	Restricted £	Total £
Fixed Assets	-	12,238	12,238
Investments	-	-	-
Bank and Cash	45,009	28,357	73,366
Stock	-	-	-
Debtors	7,306	-	7,306
less Creditors	(2,917)	-	(2,917)
Total Net Assets	49,398	40,595	89,993

17 Movements In Funds

a Analysis for Year ended 31 March 2020	At 1 April £	Income £	Expenditure £	Transfers £	Gains / (Losses) £	At 31 March £
Restricted funds						
Voluntary Action Fund	-	10,000	10,000	-	-	-
Robertson Trust (Ops Mgr Salary)	8,667	13,000	13,000	-	-	8,667
New Van Fund	17,366	1,065	7,025	-	-	11,406
Fair Food Fund	-	13,630	13,630	-	-	-
Food Purchase Fund	-	4,274	1,738	-	-	2,535
Pilton Fresh Food Fund	-	12,500	3,007	-	-	9,493
SCVO Community & Resilience Fund	1,527	7,500	7,769	(1,258)	-	-
Debt Advice Fund	-	-	6,919	-	-	(6,919)
Corra Comic Relief	-	7,998	387	-	-	7,611
Investing in Communities	-	18,830	12,000	-	-	6,830
Premises Upgrade Fund	-	16,800	8,645	-	-	8,156
Warehouse Equipment Fund	775	-	775	-	-	-
Warehouse Manager Fund	8,711	11,646	11,913	-	-	8,444
Volunteer Manager Fund	3,550	-	3,550	-	-	-
	40,595	117,243	100,357	(1,258)	-	56,223
Unrestricted funds						
Unrestricted Fund	49,398	167,796	62,710	1,258	-	155,742
	49,398	167,796	62,710	1,258	-	155,742
Total funds	89,993	285,039	163,067	-	-	211,965

SCVO Community & Resilience Fund

It was agreed with the funder that £1,258 of expenses charged to the Unrestricted Fund in 2018/19 were chargeable to this fund hence the inter-fund transfer shown above. This fund is now closed.

Debt Advice Fund

While grant funding has been confirmed, the amount in respect of this financial period has yet to be finalised so no credit has yet been taken for it in these accounts.

b Analysis for Year ended 31 March 2019 (as restated)	At 1 April £	Income £	Expenditure £	Transfers £	Gains / (Losses) £	At 31 March £
Restricted funds						
Voluntary Action Fund	-	7,500	7,500	-	-	-
Robertson Trust (Operations Manager Salary)	-	13,000	4,333	-	-	8,667
New Van Fund	16,138	4,397	3,169	-	-	17,366
Fair Food Fund	-	27,260	27,260	-	-	-
SCVO Community & Resilience Fund	1,189	10,566	10,228	-	-	1,527
Research Fund	(7,533)	8,120	587	-	-	-
Laptop Fund	2,364	-	2,364	-	-	-
Warehouse Equipment Fund	-	4,198	3,423	-	-	775
Warehouse Manager Fund	-	12,815	4,105	-	-	8,711
Volunteer Manager Fund	4,039	8,519	9,009	-	-	3,550
	16,198	96,376	71,979	-	-	40,595
Unrestricted funds						
Unrestricted Fund	33,837	73,287	57,725	-	-	49,398
	33,837	73,287	57,725	-	-	49,398
Total funds	50,034	169,663	129,704	-	-	89,993

Edinburgh Food Project

Notes Forming Part of the Financial Statements for the Year ended 31 March 2020

18 Description of Funds

Purposes of Restricted Funds

- 1 The Voluntary Action Fund funds a proportion of staff employment costs, meets specific training costs and also contributes towards a proportion of running costs. It operates up to March 2021.
- 2 The Robertson Trust funds up to 50% of the employment costs of the Operations Manager (now known as the Director) until November 2020.
- 3 The New Van Fund was funded by donations received for the purchase and running costs of the new van that was bought in September 2018.
- 4 The Fair Food Fund provided cash resources to Fresh Start and food vouchers to clients as well making a contribution for the employment costs of the Director. It had been extended on occasion but the funding was exhausted by the end of the year.
- 5 The Food Purchase Fund was set up on receipt of cash donations that were provided to supplement the food donations provided by the public.
- 6 The Pilton Fresh Food Fund was established on receipt of a grant from the KPE4 Charitable Trust with the express purpose of providing fresh food for those attending the Pilton food bank.
- 7 SCVO Community & Resilience Fund provide funding for employment costs principally for the Service Development Manager until December 2019 since when agreed overhead costs are still being met.
- 8 The Debt Advice Fund was set up for that element of the "More Than Food" Programme and it will be funded by the Scottish Government's Aspiring Communities Fund.
It will initially cover the employment costs of Debt Advisers until December 2020 as well as a share of the charity's overheads and employment costs.
- 9 Corra distributed a grant on behalf of the Comic Relief Fund to be used for the Mental Health part of the "More Than Food Programme".
It will run until June 2021 and sit alongside the work of the Investing in Communities Fund mainly funding a Mental Health and Wellbeing post with a third party.
- 10 The Investing in Communities Fund of the Scottish Government is funding the Mental Health part of the "More Than Food Programme".
It will cover advice provided by a third party until March 2022 as well as a share of the charity's overheads and employment costs.
- 11 The Premises Upgrade Fund is being funded by ASDA through the Trussell Trust. The grant will be used to rent new office spaces, refurbish and extend the warehouse and contribute to the increase in utility costs.
Details of the works are to be finalised and budgets refined before the funding is agreed.
- 12 The Warehouse Equipment Fund is funded by ASDA through the Trussell Trust to meet the cost of additional warehouse equipment required as a result of the increased use of the foodbanks. The funding was exhausted by the end of the year.
- 13 The Warehouse Manager Fund is funded by ASDA through the Trussell Trust to meet employment costs for the Warehouse Manager and associated training expenses until November 2021.
- 14 Volunteer Manager Fund. The Bank of Scotland succeeded Edinburgh University as the funder of part of the employment costs of the Volunteer Manager. Funding was exhausted by the end of the year.
- 15 The Research Fund was exhausted before the start of this reporting year.
- 16 The Laptop Fund was exhausted before the start of this reporting year.

Purposes of Unrestricted Funds

The Unrestricted Fund is the primary fund used to carry out foodbank activities. As such, it is the recipient of all unrestricted income and donations and it is used to pay all expenses and payroll costs albeit some of these are recharged to the restricted funds in accordance with their purposes. In extremis, it will meet deficits arising in the restricted funds.

19 Restatement of Previous Year's Accounts

The Charity moved from Receipts & Payments to Accruals accounting this year and therefore some of the 2019 comparatives have been restated.