

Perth and Kinross Foodbank

Annual Report and Unaudited Accounts

For the year ended 31 March 2020

Trustees Annual Report

Year ended 31 March 2020

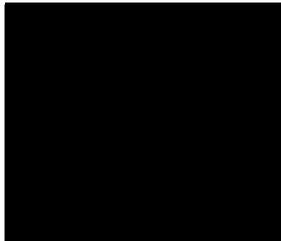
Perth and Kinross Foodbank

Registered Charity Number SC044158

Principal Address

11 Cutlog Vennel,
Perth,
PH1 5HY

Trustees



Chairman
Secretary

Structure, Governance and Management

Type of Governing Document

SCIO Constitution

Trustee recruitment and appointment

The Trustees were appointed on the establishment of the Trust and their position is voted on at the Annual General meeting. Trustees are selected and appointed based on their suitability to hold that position and on their experience, so that they can contribute effectively to the operation of the Trust. Any trustee appointed during the year must be reappointed at the following AGM.

Trustees are made aware of their responsibilities as trustees as set out by OSCR.

Objectives and Activities.

Charitable Purposes

The duties of the Foodbank are carried out with a Christian ethos, supporting values and principles, which promote social inclusion and anti-discriminatory practices.

The Foodbank objects are: the prevention or relief of poverty and the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.

Main Activities

We commenced operations on 30th September 2013. We have been in our current premises in Perth for four years, and we also have a Foodbank distribution centre in Blairgowrie, in St Catharine's Centre. Demand for our services increases year on year, and we have become more proactive in helping those in need.

Achievements and Performance

From 30th September 2013 up to 31st March 2020, we have supplied 15,112 food parcels which have provided 3 days of food to 28,499 individuals, including 8,018 children (28%). This is equivalent to more than 256,491 meals.

During the year ended 31 March 2020

We handed out	3060	(2791)	food parcels,
this covered	6226	(5246)	individuals,
[which included	2026	(1463)	children]
and was equivalent to	56,034	(47,214)	meals.

(The previous year's figures are in brackets)

Reasons for authorised issues include (2019/20)

Benefits Delays	762	(787)
Low Income	1269	(895)
Benefit changes	361	(407)
Sundry Reasons (including Benefit Sanctions and sickness)	314	(313)
Homeless	164	(225)
Indebtedness	145	(135)
Domestic Violence	45	(29)

(The previous year's figures are in brackets)

The Foodbank services are there primarily to meet emergency requirements, and the normal process is to issue food only on receipt of a voucher signed by a named official from a recognised support agency. In 2019/20, the largest number of referrals came from Salvation Army (405 vouchers fulfilled), DWP Perth Job Centre (383), Harm Reduction Service at Drumhar Medical Centre (222), CATH Day Centre (164) and Perth Citizens Advice Bureau (160). These 5 referral agencies accounted for 50% of all referrals received. We do on occasions issue emergency vouchers to someone who has not been referred, but it is made clear that this is a one-off situation, and it is good to report that this is not abused.

The Financial Statement and the figures quoted above refer to the financial year ended 31st March 2020. The following remarks refer to that year but also cover some of the major factors which have impacted the current financial year.

The smooth running of the Foodbank depends on the excellent work of our two paid coordinators and our two paid drivers who collect the food from the various supermarkets and businesses. (In March 2020 we employed a second driver for 8 hours per week.) We could not operate without the support of our many (60+) volunteers, who pack the parcels and interact with our clients. Our Assistant/afternoon Coordinator this year prepared a handbook for volunteers and delivered training to them all, as well as ensuring that the necessary documentation regarding confidentiality and data protection is in place. Her temporary contract from the previous year was made permanent. We also spent time with the Blairgowrie outlet, as our long-standing volunteer Coordinator Sheila Watkins retired. Sheila had been instrumental in getting the centre at Blairgowrie running smoothly, and we worked with her replacement to ensure the proper policies and systems were in place. The Blairgowrie volunteers also received the handbook and training.

Our Trustees share the responsibilities covering health and safety, safeguarding, line-managing, media and communication, technology, and volunteer recruitment, and we are well served by our excellent honorary Treasurer who gives regular financial reports to our Management Committee which meets about 5 times per year.

We have renewed our lease in the current premises at Cutlog Vennel for a further 3 years, and we continue to look for ways to improve the working environment for our employees and volunteers, and for our clients.

As well as giving out food parcels, we distribute the donated food in other ways, working with other charities like Starter Packs, Salvation Army and other church meal-providers, local hostels, and primary schools in areas of deprivation who tackle holiday hunger. We also aim to give further advice to our clients, and have developed very successful partnerships with, for example, the local CAB and CATH (a local charity for the homeless), with representatives meeting clients in the Foodbank and sign-pointing to further help available. We also have leaflets from a wide number of organisations offering help and advice, which can be given to clients if and when they share their current circumstances with us.

We have been grateful for manpower support received from various local businesses, including SSE and Lloyds Bank, who allow their employees to gift a day's worth of voluntary work. This proves especially welcome in November and December, which is when we receive up to 40% of our food donations, through the 3 day Tesco collection and Christmas activities in schools, churches and businesses.

Financial Review

As can be seen from the figures above, the demand for our services have increased by 19%, the same increase as the previous year. We are indebted to the many supporters we have, with both regular and "one-off" donations, who give so generously and to the many volunteers who work so tirelessly.

Policy on Reserves The 2019/20 closing balance shows a healthy position of £86k, of which we have £29k of reserves put aside for maintenance and lift repairs required in the coming years to the Cutlog Vennel premises; this work is required to ensure that our clients can be accommodated more conveniently.

The remaining balance of £57k ensures we have sufficient reserves to cover 12 months expenditure for the Food Bank Operation.

Facilities and Services For most of this year, the main branch of the Foodbank was open from 9.30am till 11am on a Monday, Wednesday and a Thursday (for the receipt of goods, for stock analysis purpose and for the preparation for food distribution.). Afternoon sessions from 2pm till 4pm Monday to Friday were for distribution of food to those qualified to receive this. The Blairgowrie centre is open twice a week, on Tuesday mornings from 9.30- 11a.m. and Thursday afternoons from 2.30 – 4pm. All sessions are staffed by volunteers (and trustees) to whom we are extremely grateful.

Towards the end of the year covered by this report, the COVID-19 lockdown occurred, which meant we temporarily lost about 80% of our volunteers, so our opening hours were restructured to Tuesday, Wednesday and Friday from 12 – 4p.m. Morning hours remained the same, but our Blairgowrie outlet closed temporarily mid-March.

Financial Outcome The Foodbank annual accounts 2019/20 shows a closing balance of £86k versus that of £60k in 2018/19 this is due to a £20k grant received from PKC which has been placed in reserves for future maintenance and lift repairs required in the coming years.

- Non Restricted Income of £63.4k is up by £11.9k from 2018/19; increase is mainly attributable to increase in Trussell Trust Donations of £8.3k, increase in cash donations received from public and local businesses of £11.3k, offset with a reduction in school donations £10.2k in prior years accounts. Due to local publicity and public awareness we expected to maintain this level of income in the coming year.
- Restricted Income: FY2019/20 we received a £20k payment from Perth and Kinross Council, which we have placed in a reserve provision to assist with building repairs and maintenance (expenditure for building repairs & maintenance in 2019/20 was £6.4k)

- Expenditure is up by £2k year on year, this is mainly attributable to an increase in food purchases of £4.4k and an increase in wages £7.8k due to staff pay rise to match that of living wage and job responsibilities, offset by a one-off van payment of £6.3k in prior years accounts.

Other information

This has been yet another year of growth. We have been able to meet the necessities of so many needy people in our areas, and for this we are grateful for the continuing generosity of the public who donate so willingly and faithfully. We have also been able to assist other Foodbanks, which were experiencing difficulties in meeting their client needs. Our Coordinators continue to build up useful connections to encourage a more integrated approach within our community.

We receive quite a number of requests from schools, institutions and organisations who want to know more about who we are and what we do. We are grateful to the staff members and Trustees who willingly undertake to cover these talks and visits.

Our affiliation with the Trussell Trust, provides us with the means to input data and keep accurate records, as well as providing access to the wider network of Foodbanks and guidance to staff and Trustees. It is also through them that we enjoy the exclusive relationship with Tesco.

This continues to be hugely beneficial; Tesco allows us to have permanent collection boxes at their stores in Perth and Blairgowrie; and they give monetary contributions to the Foodbank through customer purchases donated to us. Other supermarkets (Coop, Asda, Sainsbury's and Morrisons) have also permitted collections at their stores. Culture Perth and Kinross have collection points in their libraries, and we receive food donations from churches, schools and a large number of individuals and businesses. To all of these people, we are greatly indebted.

We dearly wish that there was no need for Foodbanks, and that everyone in our community could have enough to eat. But while the need remains (and there is no sign that it will disappear any time soon) we will continue to serve our community as best we can.

Declaration

The Trustees declare that they have approved the Trustees Report above.

Signed on behalf of all the Charity's Trustees:



Chairman

Secretary

Date. 17/12/2020

Perth and Kinross Foodbank

Independent Examiner's Report to the Trustees of Perth and Kinross Foodbank

I report on the accounts of the charity for the year ended 31 March 2020 which is set out on page 6.

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) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts 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 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination 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.

Use of our report

This report is made to the charity's board of trustees, as a body, in accordance with the terms of engagement. My work has been undertaken to enable me to undertake an independent examination of the charity's accounts on behalf of the charity's board of trustees and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's board of trustees as a body, for my work or for this report.



On Behalf Of
Johnston Carmichael LLP
66 Tay Street
Perth
PH2 8RA

Date: ..20/12/2020.....

Perth and Kinross Foodbank

Accounts for the Year ended 31 March 2020

All financial figures are shown in £s.

41,760	OPENING BANK BALANCE			59,999
	RECEIPTS			
	Unrestricted Income			
1,717	Churches		2,647	
14,643	Personal		25,971	
4,162	Gift Aided		0	
3,234	CAF/Charities Trust Donations		4,234	
700	Rotary Clubs		1,285	
2,419	Supermarket Collections		2,833	
5,056	Trussell Trust		13,340	
11,286	Schools		1,118	
4,681	Commercial		6,388	
0	Grants		0	
3,612	Other		5,594	
<u>51,510</u>			<u>63,409</u>	
	Restricted Income			
20,000	Grants		20,000	
<u>71,510</u>			<u>83,409</u>	
	EXPENDITURE			
	Unrestricted income			
6,250	Van Purchase	0		
0	Equipment	0		
0	Refurbishment	0		
13,870	Wages	21,654		
712	Admin and Stationary	991		
18,000	Rent and Rates	15,045		
786	Building Repairs and maintenance	0		
1,575	Insurance	1,476		
1,774	Electricity	1,359		
110	Telephone	1,324		
345	Food Costs	4,742		
2,542	Travel and Van Expenses	942		
0	Volunteer Expenses	152		
0	Van Hire	210		
2,833	Other	3,075		
<u>48,796</u>			<u>50,969</u>	
	Restricted Expenditure			
4,475			6,371	
<u>53,271</u>			<u>57,340</u>	
18,239	SURPLUS INCOME OVER EXPENDITURE			26,069
<u>59,999</u>	CLOSING BANK BALANCE			<u>86,068</u>

RESTRICTED GRANTS	
Balance brought forward	15,525
Grants received this year	20,000
Expenditure this year	<u>(6,371)</u>
	29,154

Signed by
on behalf of the Trustees

Date

