

OSCr

Office of the Scottish Charity Regulator

## Trustees' Annual Report for the period

Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	Nov	2022	To	31	Mar	2024

## Reference and administration details

Charity name

Cupar Foodbank

Other names charity is known by

Registered charity number

SC046892

Charity's principal address

## Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee name		Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1		Chairperson		
2		Vice Chairperson		
3		Treasurer		
4		Secretary		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

2				
0				

## Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name

Dates acted if not for whole year

## Structure, governance and management

Type of governing document

Cupar Foodbank dated May 2019 Constitution

Trustee recruitment and appointment

Trustees are recruited from local people who have a desire to support the less well off than themselves.  
Trustee application forms are available, these require two referees.  
Trustees are appointed annually at the Annual General Meeting.  
Local community social media is used to try recruit Trustees.

## Objectives and activities

Charitable purposes

Cupar food bank provides short term 3 day emergency support with food during this crisis. we aim to relieve that immediate pressure by providing food, we also offer additional support to support people to not need to use the foodbank again in the future.  
We also offer benefit advice through a third party specialist agency.  
in addition, we campaign for change to end the need for food banks in the UK

**Summary of the main activities  
in relation to these objects**

Provide short term emergency food.  
Provide support and advice, where appropriate, particularly relating to benefits, housing, mental health wellbeing and abuse in partnership with relevant external agencies.  
promote the underpinning ethos of FoodBanks, through information events, participating in multi agency meetings and speaking at local organisations when invited.

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**APPENDIX 1**

**Achievements and performance**

**Summary of the main achievements of  
the charity during the financial period**

Provided 3 day emergency food for ...1702...Individuals...  
1136 adults and 566 Children

Provided over 100 Christmas Hampers and Christmas day meals.  
In addition, we provided gifts children could open on Christmas day, courtesy of the local community.

Staff and volunteers completed a number of relevant training courses and attended training events to support users of the food bank.

**Financial review**

**Brief statement of the charity's policy  
on reserves**

Cupar Food Bank has a policy on Reserves.  
This policy allocates money from unrestricted fund balances, which are not invested in fixed assets, to a specific designated fund. The fund will be ; Continuity Fund  
This fund is to be used to bridge any possible delays in receiving promised grants or managing payment of arrears contracts. This has been defined as a minimum of three months accounting activity.  
Dissolution Fund; This fund provides for the costs of dissolution should the charity be unable to continue. It is ont tobe used in the event of the Trustees, deciding the charity should cease to exist. It will be used to pay notice periods, and the expenses of running the Cupar FoodBank until closure of the organisation.



**Details of any deficit**

The charity considers there are sufficient funds in Reserve.

**Donated facilities and services (if any)**

Premises are leased from Fife Council and are at a substantially reduced rent.

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## APPENDIX 1

### Other optional information

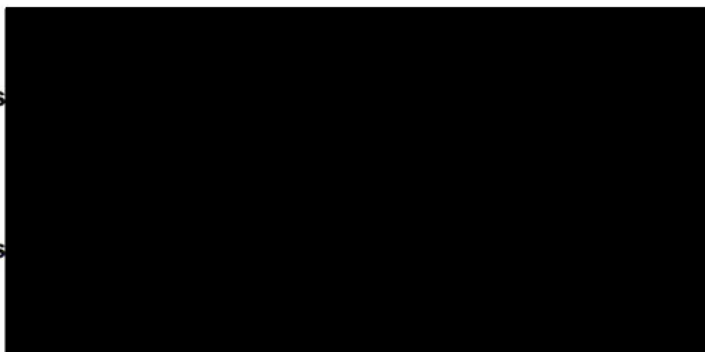
### Declaration

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

Signed on behalf of the charity's trustees

**Signature(s)**

**Full name(s)**



**Position (e.g. Chair)** Chairperson

**Date** 5th July 2024

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Receipts and payments accounts						
For the period from				to		
	01	NOV	2022		31	MARCH

## Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
<b>A1 Receipts</b>						
Donations	87,062				87,062	36,794
Legacies					-	
Grants	6,587	22,622			29,209	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings	2,082				2,082	80
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
<b>A1 Sub total</b>	<b>95,731</b>	<b>22,622</b>	<b>-</b>	<b>-</b>	<b>118,353</b>	<b>36,874</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>95,731</b>	<b>22,622</b>	<b>-</b>	<b>-</b>	<b>118,353</b>	<b>36,874</b>
<b>A3 Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	60,457	18,218			78,676	20,482
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
<b>A3 Sub total</b>	<b>60,457</b>	<b>18,218</b>	<b>-</b>	<b>-</b>	<b>78,676</b>	<b>20,482</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets	-				-	
Purchase of investments	-				-	
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>60,457</b>	<b>18,218</b>	<b>-</b>	<b>-</b>	<b>78,676</b>	<b>20,482</b>
<b>Net receipts / (payments)</b>	<b>35,274</b>	<b>4,403</b>	<b>-</b>	<b>-</b>	<b>39,677</b>	<b>16,392</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>35,274</b>	<b>4,403</b>	<b>-</b>	<b>-</b>	<b>39,677</b>	<b>16,392</b>

## Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	113,251				113,251	96,860
	Surplus / (deficit) shown on receipts and payments account	35,274	4,403			39,677	16,391
						-	
						-	
	Cash and bank balances at end of year	148,525	4,403	-	-	152,928	113,251
	(Agree balances with receipts and payments account(s))						

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total	-	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities	Reserve & Redundancy Policy	Reserve & Redundancy Policy	12,160	
		Total	12,160	-

Signed by one or two trustees  
on behalf of all the trusteesDate of  
approval15/4/24  
5/7/24



## Section C Notes to the Accounts

**C1 Nature and purpose of funds** (may be stated on analysis of funds worksheets)

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**C2 Grants**

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

**C3a Trustee remuneration**

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	X
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**C3b Trustee remuneration - details**

Authority under which paid	£

**C4a Trustee expenses**

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	X
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**C4b Trustee expenses - details**

	Number of trustees	£

**C5 Transactions with trustees and connected persons**

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

**C6 Other information**

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### Analysis of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
Church/Groups/Org/Business	33,325				33,325	
Individuals - Gen Public	51,277				51,277	
Gift Aid	2,335				2,335	
Just Giving	125				125	
<b>Total</b>	<b>87,062</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>87,062</b>	<b>-</b>

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Financial Inclusion	2,643	17,622	20,265	
Trussell Trust	3,944	-	3,944	
Winter Support	-	5,000	5,000	
			-	
<b>Total</b>	<b>6,587</b>	<b>22,622</b>	<b>29,209</b>	<b>-</b>

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	-	-	-	-	-	-

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Financial Inclusion		13,218			13,218	
Winter Support		5,000			5,000	
Unrestricted	60,457				60,457	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	<b>60,457</b>	<b>18,218</b>	<b>-</b>	<b>-</b>	<b>78,675</b>	<b>-</b>
	-	reference error	-	-	reference error	reference error

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## Additional analysis (2)

## 5 Breakdown of unrestricted funds

	unrestricted fund 1 - enter name of fund below	unrestricted fund 2 - enter name of fund below	unrestricted fund 3 - enter name of fund below	unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
<b>Receipts</b>						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	-	-	-	-	-	-
					cross ref error	
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-	-
					cross ref error	
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
<b>Sub total</b>	-	-	-	-	-	-
					cross ref error	
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-	-
					cross ref error	
<b>Net receipts / (payments)</b>	-	-	-	-	-	-
<b>Transfers to / (from) funds</b>						
<b>Surplus / (deficit) for year</b>	-	-	-	-	-	-
					cross ref error	
<b>Nature and purpose of funds</b>						



## Additional analysis (3)

## 6 Breakdown of restricted funds

	Restricted fund 1 - enter name of fund receipt	Restricted fund 2 - enter name of fund for tax	Restricted fund 3 - enter name of fund subject	Restricted fund 4 - enter name of fund for tax	Total restricted funds	Total restricted funds last period
<b>Receipts</b>						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	-	-	-	-	-	-
					cross ref error	
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-	-
					cross ref error	
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
<b>Sub total</b>	-	-	-	-	-	-
					cross ref error	
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-	-
					cross ref error	
<b>Net receipts / (payments)</b>	-	-	-	-	-	-
<b>Transfers to / (from) funds</b>						
<b>Surplus / (deficit) for year</b>	-	-	-	-	-	-
					cross ref error	
<b>Nature and purpose of funds</b>						



# APPENDIX 3



		Independent examiner's report on the accounts						V2
Report to the trustees/members of	Charity name	CUPAR FOODBANK						
	Registered charity number	SC 046892						
	On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year	to	Day	Month	Year	
	1	11	22		31	3	24	
Set out on pages								(remember to include the page numbers of additional sheets)
Respective responsibilities of trustees and examiner	<p>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 (as amended). 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.</p>							
Basis of independent examiner's statement	<p>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.</p>							
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> <li>which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> </li> </ol> <p>have not been met, or</p> <ol style="list-style-type: none"> <li>to which, in my opinion, attention should be drawn in order to enable a proper</li> </ol>							
Signed:								
Name:								
Relevant professional qualification(s) or body (if any):								
Address:								

\*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

no material matters identified

## APPENDIX 3

### Disclosure section

Only complete if the examiner needs to highlight material problems.



**Give here brief details of  
any items that the  
examiner wishes to  
disclose**