

West Dunbartonshire Community Foodshare SCIO

Scottish Charity No. - SC044248

Annual Report and Financial Statements

For the year ended 31st March 2021

APPENDIX 1

OSCr

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	04	2020		31	03	2021

Reference and administration details

Charity name
Other names charity is known by

Registered charity number

Charity's principal address

West Dunbartonshire Community Foodshare

WDCF

SC044248

c/o Citizens Advice Bureau, 179 High Street, Dumbarton,

Postcode G82 1NW

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				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

SCIO governing body

Trustee recruitment and appointment

The board may at any time appoint any person to be a Charity Trustee – by way of a resolution passed by majority vote at a board meeting.

Objectives and activities

Charitable purposes

To assist all those affected by poverty in West Dunbartonshire

Summary of the main activities in relation to these objects

Providing practical support to the communities of West Dunbartonshire by way of direct distribution of food, and other items, to any in need. Signposting of information, advice and support to the communities of West Dunbartonshire on matters of social wellbeing. Raising awareness of the issues affecting the communities of West Dunbartonshire by lobbying and campaigning for changes in government policy decisions on matters of social justice and poverty.

Achievements and performance

During the financial year, 2020-2021, West Dunbartonshire Community Foodshare (WDCF) has continued its efforts to support those in need and affected by poverty in West Dunbartonshire.

The provision of food parcels to those in need continues to be the core activity and main area of work by the Charity. Although Welfare benefit changes, in-work poverty, inability to manage on Universal Credit payments and debt are still the main reasons given by people for having to request help with food parcels but the advent of Covid19 and the subsequent lockdown in March 2020 added shielding, self-isolating, furlough, loss of work hours, unemployment and having Covid to the list. We have increased the number of phones from 1 to 3 and now also have a Freephone number so that everyone can reach us no matter what their circumstances.

We closed our distributions centres at the end of March 2020 and moved to Home Delivery because we found it very difficult to control the social distancing and wearing of masks at them. This decision was made to protect not just the users of our outlets but also the health and wellbeing of our staff and volunteers. Working solely in our Base we were limited by the available space and had to move from 4 members of staff and 100 volunteers to 4 staff members and 2 volunteers. We then employed one of our volunteers as a full-time driver to expedite delivery of the food parcels – in this, we were helped by the Community Payback Team. The deliveries consisted of basic bags, cereal, fresh and frozen foods, fruit and veg, ambient foods, toiletries, household products and bakery items.

Although we have lost some volunteers naturally through age and circumstances, we hope, in time, to welcome back others gradually into our Base. Many of them have worked with us for years and all of them are valued members of our team.

In August we re-opened the distribution centres until the new lockdown in November 2020, when we changed back to Home Deliveries again. We have found that Home Deliveries is a much less labour-intensive and efficient way of working but even more importantly it is a more dignified way for people to receive food instead of having to queue publicly in various types of weather. We will review this situation regularly,

We still rely on local people who donate food items through the drop-off facilities in all the major supermarkets within the area and two outside the municipal border. Covid food, paid for by the Scottish Government, was delivered by Fareshare and we also received ready meals from Well Fed Scotland. This enabled us to increase the amount of food given, from 3-4 days to 6-7 days. We also have drop-off facilities in the three Citizens Advice Bureaux offices within the area, as well as local businesses and workplaces. Several drop-off points which we had before were closed because of Covid19, leading to a drop in the number of food donations we were receiving.

From March 2020 the public and business donations being paid straight into our bank account increased generously which helped enormously as we were no longer able to do any public fund-raising.

As previously, Easter Eggs were donated by local groups, individuals and businesses from within our area and distributed to the children of people using our service.

As well as Emergency Food Provision, we are still running our other projects – School Uniform Bank, School Holiday Brunch Bags, Christmas Toybank, Fuel Bank and Babybank.

The School Uniform Bank numbers decreased during this period as the schools were closed for so long and when they started back again most children were asked to attend in PE clothing.

School Holiday Brunch Bags continue to be much needed. We are distributing roughly the same number as in 2019-2020. We included a bottle of Factor 50 sun lotion in the first bag going out to each child, some of which was provided by Royal bank of Scotland customers. Again, the money for the food items was generously funded by Radio Clyde's Cash for Kids.

Now in its sixth year, the Christmas Toybank was again very generously supported by residents and organisations in West Dunbartonshire along with Glasgow's Spirit of Christmas. We were able to distribute 965 very generous Christmas bags to children and young people in our area who were identified and referred to us by local authority nurseries and schools as well as various social work departments and local Groups and Charities. We were also able to include a small adult gift in each food parcel being given out at Christmas along with a steak pie/s for New Year dinner and a £40 Farmfoods Voucher, courtesy of cash for Klds for every family. People without children received a £25 Farmfoods Voucher.

The Babybank continues to be successful, being utilised regularly by local residents, Midwives, Health Visitors, Family Nurse Partnerships and Social Workers in West Dunbartonshire and beyond.

Prior to Covid19 we were able to apply to another organisation for fuel vouchers for those at risk of disconnection on their pre-paid energy supply. Since September 2020, we have run our own energy project through two rounds of external funding. People who have no means of topping up their gas and electricity meters can apply directly to Foodshare and we also take referrals from all other agencies in West Dunbartonshire and surrounding Authorities. Through these two rounds of funding we have distributed £28 or £49 fuel vouchers totalling £70,000.

The Board of Trustees made the decision not to renew our membership with Fareshare as they had increased the cost of our membership by 200% and we felt that it was not worth the money they were now asking for. The decision was made that we would be better spending that money purchasing fresh and frozen food items from local shops and supermarkets.

We applied to various funders who were offering funds to help mitigate the effect of Covid19 on the community. We were successful with many of these applications which meant we could give assistance to those who were shielding and those who had tested positive, enabling them to follow the guidelines and stay at home.

In March 2020 the local authority, West Dunbartonshire Council, had to devise a response to the Covid19 pandemic and because there were already two well-established charities already responding to food insecurity the West Dunbartonshire Food Insecurity Partnership was immediately up and running. Referrals from the Council's Crisis Team were shared between us and Food for Thought to ensure a prompt response to those in need.

We have been successful in securing funding which will enable us to pay three staff until the beginning of 2023 and two staff until the beginning of 2022.

2020 was a difficult year for everyone, including Foodshare, as Covid 19 forced us to close our distribution centres and change to home deliveries. We quickly saw an increase of 48% in the number of people affected by poverty and seeking support. This percentage continued to rise the rest of the year and by the end of 2020 was at 84%.

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

- Being able to efficiently absorb an 84% increase in demand, due to food insecurity
- No incidence of having to close or minimise services due to Covid
- Success in running all our established projects as well as introducing our new Fuel Poverty Project while working with a skeleton team of Staff and Volunteers

Financial review

Brief statement of the charity's policy on reserves

WDCF has been successful in providing a critical service across the local authority.

WDCF Board of Trustees agreed to keep a certain level of financial reserves to ensure that the main operations can continue for a period of 3 months should funding difficulties occur. It has been calculated that reserves of £45,000 would be required to continue running for a period of 3 months. These reserves have been built up from the unrestricted income. The level of reserves should be calculated and monitored every month by the Charity Manager.

The main concerns of the Board are to ensure:

that we secure further funding for staffing costs to continue beyond the end of 2022.

Details of any deficit

Donated facilities and services (if any)

The local Criminal Justice Team grew fruit and vegetables for WDCF, as well as doing collections and deliveries for the Charity 2 days per week.

██████████, ACMA donated her time and services to prepare the account and ██████████, ACMA, donated her time and services to complete the independent examination of the accounts.

West Dunbartonshire Council donated an extra unit in our Base premises from October 2020 until January 2021 for our use for the Christmas Toybank.

British Gas workers came with vans to help with deliveries and Auchentoshen Distillery donated a van and driver to do the same.

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

Secretary

Date

15/12/2021

15/12/2021

West Dunbartonshire Community Foodshare

SC044248



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2020		31	03	2021

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	62,045	20,286			82,331	32,804
Legacies					-	-
Grants		363,109			363,109	79,037
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	-				-	-
					-	-
A1 Sub total	62,045	383,395	-	-	445,440	111,841
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	62,045	383,395	-	-	445,440	111,841
A3 Payments						
Expenses for fundraising activities	259				259	904
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	3,268	242,518			245,786	97,227
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination					-	-
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
					-	-
A3 Sub total	3,527	242,518	-	-	246,045	98,131
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	886
Purchase of investments					-	-
A4 Sub total	-	-	-	-	-	886
Total payments	3,527	242,518	-	-	246,045	99,017
Net receipts / (payments)	58,518	140,877	-	-	199,395	12,824
A5 Transfers to / (from) funds	(47,324)	47,324			-	
Surplus / (deficit) for year	11,194	188,201	-	-	199,395	12,824

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 £
Cash funds	Cash and bank balances at start of year	10,711	55,682			66,393	53,569
	Surplus / (deficit) shown on receipts and payments account	11,194	188,201			199,395	12,824
						-	
						-	
	Cash and bank balances at end of year (Agree balances with receipts and payments account(s))	21,905	243,883	-	-	265,788	66,393
Investments	Details						
Other assets	Details						
	Van 2						
	Refrigeration unit for Van 2						
	Computer Tower						
	Lap top						
	Chest Freezer						
Liabilities	Details						
Contingent liabilities	Details						

Signed by one or two trustees
on behalf of all the trustees

Signature

Print Name

Date of approval

22/12/21
22/12/21

Section C Notes to the Accounts

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

Unrestricted funds may be used for the purchase of food, food related expenses, operating costs, toys, baby bank and school clothing. We continue to receive sufficient donations to ensure continued supply of food parcels, it remains a key principle of Foodshare that donations received from members of the public and local fund raisers are primarily spent on food.

Please see additional analysis 3 for further details relating to restricted funds. Restrictions are stated in grant submission or stated when a donation is made.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Staffing Costs	Institution	8	180,610
Food & Distribution costs	Institution	17	90,829
Operating Costs	Institution	3	22,400
Energy	Institution	2	69,270
Total			363,109

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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Authority under which paid

£

C3b Trustee remuneration - details

N/A	

C4a Trustee expenses

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

	Number of trustees	£
Travel as required	1	161

C5 Transactions with trustees and connected persons

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

C6 Other information

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Independent Examiner's Report to the Trustees of Langholm Library Trust

Registered Charity in Scotland No. SC011403

I report on the accounts of the charity for the year ended 15th May 2021 which are set out on the attached pages.

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 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 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.

Name: 

Independent Examiner.

Date:5/10/21.....

Signe 