

**Levenmouth Foodbank**

**Community Support Project**

**Trustees' Report and  
Receipts and Payments Accounts**

**Year to 30 September 2021**

**Scottish Charity No: SC 044087**

## Reference and Administrative Information

Charity Name: Levenmouth Foodbank Community Support Project

Charity Registration Number: SC 044087

Contact Address: Methil Evangelical Church  
3-5 Bowling Green Street  
Methil, Fife  
KY8 3DH  
Tel: 07966 502854

### Trustees

All trustees served throughout the period unless otherwise indicated.

Ian Wilson  
David Henderson  
Mairwen Wardlaw  
Gillian Campbell  
Martin Connor  
Mary Connor  
Lesley West  
Richard Hamilton  
Anne Toye

Appointed February 2021  
Appointed February 2021  
Appointed March 2021

### Principal Office-bearers

Chairperson: Ian Wilson  
Secretary: Mairwen Wardlaw  
Treasurer: Martin Connor

### Independent Examiner

Mr Andrew Hutchison  
28 Wellesley Road  
Buckhaven  
Fife KY8 1HT

### Bankers

Royal Bank of Scotland  
Rosslyn Street  
Kirkcaldy  
Fife KY1 3AA

# **Trustees' Annual Report**

## **Year ended 30 September 2021**

The Trustees are pleased to present their report together with the financial statement of the charity for the year to 30 September 2021.

### **Status of Charity and Governing Document**

The Levenmouth Foodbank Community Support Project is a Scottish Charitable Incorporated Organisation being established by constitution. The charity is a Scottish Charity (No SC044087).

### **Aims and Affiliation**

The aims of the charity are as follows:

- The prevention or relief of poverty in the Levenmouth area, 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.
- To promote, establish or operate projects and initiatives with charitable purposes.
- To advance citizenship and community development by encouraging volunteering within the organisation

The charity is franchised by the Trussell Trust and is a member of the Scottish Council of Voluntary Organisations.

### **Trustees and Office Bearers**

At each AGM all of the Trustees must retire from office – but then are deemed to be re-elected unless any one of them advises the Board prior to the conclusion of the AGM that he/she does not wish to be reappointed.

### **Achievements and Performance**

The year to the end of September 2021 was difficult due to the Covid 19 Pandemic. The Foodbank went through different operating models due to changing regulations and we had to ensure that staff, volunteers and clients were provided with a safe environment. This meant reconfiguring the foodbank service more than once and also spending significant funds on protective equipment. The Foodbank office has been refurbished and reconfigured to provide a safer working environment.

The foodbank was serving people outside until June when the foodbank centre opened its doors again. Volunteers and staff have had more opportunity to signpost people to services in the community and can make direct referrals in some instances. Signposting is being recorded. 'Burner phones' and sim cards were given in some cases and there are now Vodafone sim cards available through the 'Buy One Give One' Scheme. These come with data, calls and texts for 6 months allowing people to connect with support agencies, complete job searches and keep in contact with friends and family more easily.

We finally reopened the community café in September after eighteen months of closure and we are looking to restart services and social activities as soon as possible. It has not been possible to reopen the schools project but would hope to do so sometime in 2022.

We recruited a manager in September last year and have operated our new structure with great success throughout this financial year.

It has been a difficult year, but we still managed to service our local community

- The total number of people fed was 2718, 1840 adults and 878 children
- The vouchers fulfilled were 1389
- 237 emergency foodbank parcels were fulfilled from the foodbank and 207 emergency parcels were distributed by external agencies when the foodbank was closed.
- 30394kgs of food has been collected at local supermarkets and other collection points in the community
- The reopening of the café has seen up to 20 attendees. We would hope that this would quickly increase back to the pre-pandemic levels of 50 on average. We also will increase the social activities as regulations allow and re-establish the support services we provide such as signposting, job search and benefit information.
- School workshops are on hold at this time, but opportunities are being sought to maintain relationships with the schools to support the transition to these running again when it is practical.
- Workshops with the department for additional needs at Fife College have taken place through online mediums and once in person. This has been well received with the pupils enthusiastically asking questions and getting involved by making donations.

The Foodbank is open on Mondays and Fridays and is presently using an appointment system  
Café Connect is on Tuesdays from 10am-12noon.

The Schools Project is suspended at present due to the pandemic

### **Funding**

The charity has attracted funds from Fife Council, Innovate Foods Ltd, Foundation Scotland-Baillie Gifford, Garfield Weston Foundation, Diageo, Arnold Clark, Fife Housing Assoc., Andrew Wemyss, Spirit Energy, N&D Caiger, Moira Hughes, and many other individual donations.

Friends of the Foodbank donated a total of £5980 in the year by standing order every month.

For the period ending September 2021 the income received was £58720 and the expenditure was £62261.

### **Future Plans and Commitments**

Four aims have been agreed by the Trustees namely:

- The reduction of food poverty in Levenmouth
- The improvement in the financial skills of clients and schoolchildren
- The decrease in social isolation of people living in poverty
- Support to help people improve their financial situation through improved signposting, by assisting with benefit claims and by increased joint working with partner agencies.

### **Financial Review**

It is the policy of the charity to maintain sufficient restricted and unrestricted funds to cover foreseeable contractual costs. Reserves at 30<sup>th</sup> September 2021 were £100265 of which £13735 were restricted. The trustees consider this level of reserves reasonable.

A budget has been prepared for the year October 2021 – September 2022 and the Trustees are confident that income will meet expenditure.

## Statement on Risk

The Trustees, on an ongoing basis, assess the major risks to which the charity is exposed.

## Statement of Trustees' Responsibilities

The trustees must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the charity during the financial year. The trustees are responsible for keeping proper accounting records which, on request, must reflect the financial position of the charity at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 ( As amended ) and the Regulations Anent Congregational Finance approved by the General Assembly of the Church of Scotland in 2007. They are also responsible for safeguarding the assets of the charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

## Trustees' Responsibilities

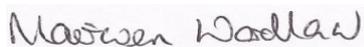
Under legislation relating to charities in Scotland, the Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the charity's affairs and it's incoming resources and application of resources, including its surplus or deficit for that year, and which have been properly prepared from and are in agreement with the accounting records of the charity and comply with relevant disclosure requirements.

In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on an ongoing concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustees have a general responsibility for taking such steps as are reasonably open to them to safeguard the organisations assets and to prevent and detect fraud and other irregularities.

## On behalf of the Trustees



## Mairwen Wardlaw

Trustee/Secretary

Date: .....6/12/2021.....

# **Levenmouth Foodbank Community Support Project**

## **SC 044087**

### **Independent Examiner's Report to the Trustees of Levenmouth Foodbank Community Support Project**

I report on the accounts of the charity for the period ended 30 September 2021 which is set out from page 7 to 10

#### **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. ( 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.

#### **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**

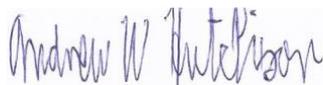
In the course of my examination, no matter has come to my attention (other than disclosed below\*)

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:



Andrew Hutchison HND ACS

Address: 28 Wellesley Road, Buckhaven, Fife, KY8 1HT

Date: 11/11/2021

LEVENMOUTH FOODBANK COMMUNITY SUPPORT PROJECT  
YEAR TO 30TH SEPTEMBER 2021

Receipts and Payment Accounts

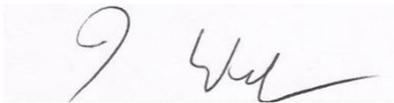
	Unrestricted	Restricted	2020/21	2019/20
Receipts				
Donations	52779	0	52779	35632
Legacies	0	0	0	0
Grants	3532	0	3532	87139
Fundraising	2400	0	2400	2400
Trading	0	0	0	0
Investments	0	0	0	0
Rents	0	0	0	0
Other	9	0	9	8
Sub Total	58720	0	58720	125179
Sale of Assets	0	0	0	2000
Sale of Investments	0	0	0	0
Total Receipts	58720	0	58720	127179
Payments				
Expenses for Fundraising	216	0	216	216
Gross Trading Payments	0	0	0	0
Investment Management	0	0	0	0
Payments related to				
Charitable activities	37466	24579	62045	50722
Grants & Donations	0	0	0	0
Governance	0	0	0	0
Sub Total	37682	24579	62261	50938
Purchase of Assets	0	0	0	14654
Purchase of Investments	0	0	0	0
Total Payments	37682	24579	62261	65592
Net Receipts	21038	-24579	-3541	61587
Transfers	0	0	0	0
Surplus/Deficit for year	21038	-24579	-3541	61587

LEVENMOUTH FOODBANK COMMUNITY SUPPORT PROJECT  
 YEAR TO 30TH SEPTEMBER 2021

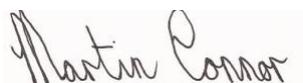
Statement of Balances

	Unrestricted	Restricted	Total
Bank and Deposit			
Balances brought forward	65492	38314	103806
Movement in year	21038	-24579	-3541
Transfers	0	0	0
Bank and Deposit			
Balances carried forward	86530	13735	100265
Investments at market value	0	0	0
Assets	0	0	0
Liabilities	0	0	0

These accounts were approved by the Trustees on 6/12/2021



Chairperson.....  
 .....



..... Treasurer

LEVENMOUTH FOODBANK COMMUNITY SUPPORT PROJECT  
YEAR TO 30TH SEPTEMBER 2021

Notes to the accounts

1. Trustee expenses and remuneration: During the year no trustee received reimbursement of expenses or remuneration from the charity.

2. Movement of funds

	Opening Balance	Receipts	Payments	Transfers	Closing Balance
Unrestricted					
General Fund	65232	58720	37682	0	86270
Restricted					
Equipment Fund	0	0	0	0	0
Foodbank Fund	25000	0	11005	0	13995
Admin Fund	955	0	955	0	0
Covid 19 Fund	7554	0	7554	0	0
Wrap Fund	5065	0	5065	0	0
Total Funds	103806	58720	62261	0	100265

Purposes of Restricted Funds

The foodbank fund is grants to fund aspects of the foodbank operation into the next two years. The admin fund is a grant to fund an administrator position for the project for a year. The Covid 19 fund is grants to meet extra costs occurred due to operating during the pandemic. The WRAP fund is a grant to provide personal hygiene products to our clients.

LEVENMOUTH FOODBANK COMMUNITY SUPPORT PROJECT  
YEAR TO 30TH SEPTEMBER 2021

Notes to the accounts (continued)

3. Analysis of payments

	Unrestricted	Restricted	Total
Salaries	24201	8102	32303
Travel & Expenses	0	0	0
Training	174	0	174
Rent & Insurances	3827	1667	5494
Covid 19 Safety Equipment	19	2908	2927
Telephone & Advertising	1146	528	1674
Lighting & Heating	800	400	1200
Stationery & Printing	434	422	856
Food Purchases	1349	2030	3379
Equipment	2860	1346	4206
Motor Expenses	50	1141	1191
WRAP Costs	1245	5065	6310
Miscellaneous	1577	970	2547
Total	37682	24579	62261