



ABERDEENSHIRE NORTH FOODBANK ANNUAL REPORT, 2020



**Aberdeenshire North Foodbank (Scottish Charitable Incorporated Organisation)
Registered charity number SC045884 | Registered in Scotland**

TRUSTEES FOURTH ANNUAL REPORT

For the period 1st January to 31st December 2020

The Trustees present the Annual Report and Accounts in respect of Aberdeenshire North Foodbank, Inverurie for the period 1st January to 31st December 2020.

Reference and Administrative Information

Charity Name

Aberdeenshire North Foodbank

Charity Number

SC045884

Charity Address

Aberdeenshire North Foodbank

4 St James's Place, Inverurie, Aberdeenshire, AB51 3NW

Current Trustees

Stephen King	Convener	Appointed 5th August 2015
David Price	Treasurer	Appointed 21st January 2019
Ben Walls		Appointed 9th October 2019
David White		Appointed 15 th December 2020

Independent Examiner

Jacque Milne

Aberdeenshire Voluntary Action, 57 Station Road, Ellon, AB41 9AR

Bankers

The Royal Bank of Scotland

21 Market Street, Inverurie, Aberdeenshire, AB51 3PU

1. STRUCTURE & GOVERNANCE



Constitution

The Charity is a Scottish Charitable Incorporated Organisation (SCIO). It was registered on 6th August 2015. It is a single tier structure organisation which consists of the Charity Trustees who are also the organisation's only members and comprise the organisation's board.

Appointment of Trustees

Charity Trusteeship is open to any person aged 16 or over, who subscribes to the purposes, ethos, values and principles of the organisation and wishes to see them fulfilled.

Any person who wishes to become a Charity Trustee must sign a written application for Charity Trusteeship.

The application will then be considered by the Board at its next Board meeting. The Board may, at its discretion, refuse to admit any person to Charity Trusteeship.

The Board must notify each applicant promptly (in writing, which includes by e-mail) of its decision on whether or not to admit them to Charity Trusteeship.

Administrative Structure

It is the duty of the Trustees to manage the affairs of the Foodbank with responsibility to keep the fabric and property in good working order, to look after the finances of the Foodbank and with furthering the Foodbank's mission.

Employment

During the reporting period, the organisation employed three part-time members of staff, the Foodbank Manager, who is responsible, for supporting the Trustees in identifying and applying for financial grants, as well as determining and setting the strategic vision of the organisation and the Assistant Manager who is responsible for the day-to-day operation of the Foodbank.

Volunteers

The Trustees continue to be grateful for the time freely given by volunteers, without whom the Foodbank would be unable to operate.

Statement of Risk

The Board of Trustees and Foodbank Manager keep under review the major risks to which the Foodbank is exposed. Procedures have been established to mitigate any risks identified.

2. OBJECTIVES & ACTIVITIES

Charitable Purpose

The Foodbank works for the prevention or relief of poverty, principally but not exclusively by the provision of emergency food supplies to individuals and families in need and/or charities, or other organisations working to prevent or relieve poverty.

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

The Foodbank operates in the north of Aberdeenshire in particular (i.e. Banff & Buchan Area; Buchan Area; Formartine Area; Garioch Area; and Huntly, Strathbogie and upper Marr Area), but also in Scotland and the UK.

Activities

In 2020, the Foodbank ran four existing Foodbank Distribution Centres in Inverurie, Elion, Huntly and Peterhead and a separate warehouse in Inverurie. We also opened a new Foodbank Distribution Centre in Fraserburgh and warehouse space in Peterhead.



The Peterhead warehouse space

The Foodbank maintains a network of referral partners who help to identify individuals and families who require support to relieve their short-term food shortages. The referral partners provide the individual or family in need with a food voucher which can be exchanged for a food parcel, providing them with three days' supply of food. Emergency Food Boxes (EFBs) are also distributed from several referral partner locations and may be given directly to the recipient by the referrer.

Usually at the Foodbank Centres, individuals who attend the centre to receive a food parcel are welcomed by the Foodbank volunteers and may be offered a tea/coffee. Volunteers may, where appropriate, provide information on other sources of social/financial support to help the individual.

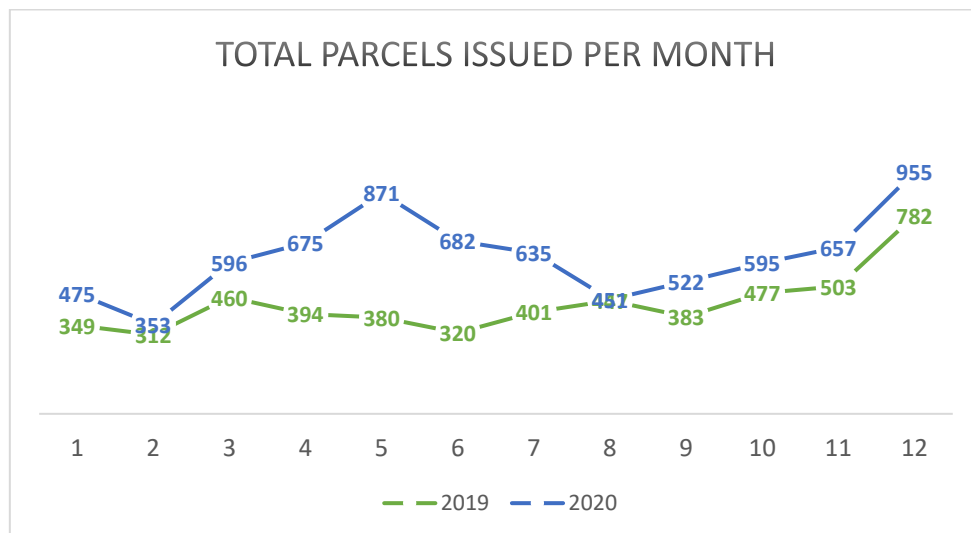
Throughout 2020, the Foodbank continued to be involved in a number of activities to engage and support the local community, support our volunteers and to further the objectives of the Foodbank., however, some of these activities changed due to our response to the pandemic and impact of Covid-19 on our communities.

In 2020, our activities included:

Outputs

The Foodbank operated five Foodbank Centres and two warehouses. In the period 1st January 2020 to 31st December 2020, the Foodbank fulfilled 2,623 food parcel vouchers providing food for 3,550 adults and 1,658 children. On average this equates to providing food to approximately 434 adults and children per month with a maximum of 782 in December 2020. Overall, we have seen a 45% increase in number of people fed by the Foodbank during the reporting period compared to 2019.

Between 1st January 2020 and 31st December 2020, food donations totalled 118 tonnes, which, due to the pandemic was an increase of 63% compared to the previous year, and distributed food totalled 99 tonnes, which was an increase of 48%.



Operations

The start of 2020 saw the Foodbank respond to an increase in requirements for emergency food. We also worked on developing community relationships and partnerships in Fraserburgh and sourcing appropriate premises for Fraserburgh Foodbank Centre.

In March, at the start of the global pandemic, as for many other organisations, our operations changed significantly. To keep our volunteers as safe as possible we closed all our foodbank centres at the start of the lockdown. We proactively moved to a full E-referral system and a full delivery model very quickly (as opposed to clients coming in to one of the foodbank centres). This was with the support of several key partners including Aberdeenshire Council, Aberdeen Foyer and Stella's Voice as well as support from the Trussell Trust. The requirement for social distancing meant that we were not able to offer

the nurturing ‘cuppa and chat’ as art of our normal service. Instead we endeavoured to include support and signposting material in our food parcels.

We opened a temporary warehouse in Kintore in April to support the delivery service as well as our increase in food donations, and as we closed this we took on more permanent warehouse space in Peterhead in September.

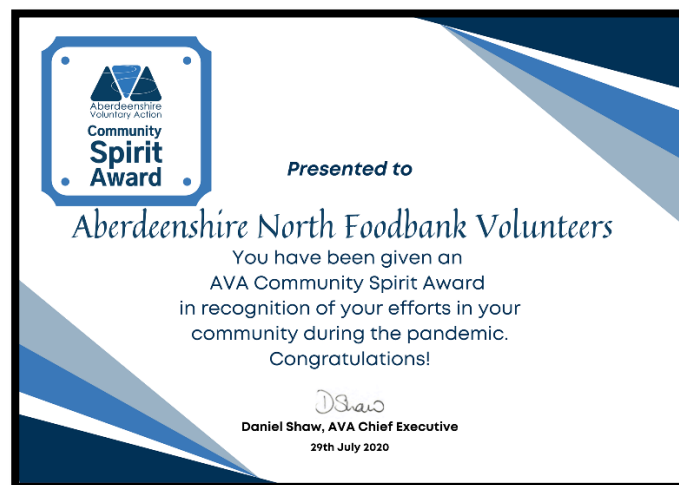
In July 2020 we were very fortunate to be able to recruit our first Administrator to our staff team on a part time basis.

We were able to reopen our foodbank centres in July and August with clear safety measures in place, and we opened Fraserburgh Foodbank in September 2020. Successfully running a delivery service during the early stages of the Covid pandemic gave us confidence that we could meet a rural need that we had perhaps not previously been able to. We therefore continue to deliver emergency food parcels to rural areas as part of our operating model.

In December, thanks to funding from Aberdeenshire Council, we were able to provide frozen two/ three course Christmas dinners to those that used our foodbank centres on the lead up to Christmas. In Huntly, in lieu of the Community Christmas Day Meal, we were able to deliver over 70 fresh Christmas Dinner packages on Christmas Eve, along with the Fly Cup, Deveron Projects and members of the local community.

Volunteer Training & Recognition

The pandemic had a significant impact on our volunteer team – from those who were unable to continue volunteering due to Covid-19, to those that were able to remain and the new volunteers we took on during the time of first lockdown. Those that were able to remain as active volunteers coped commendably with significant changes to our operational activities, whilst at the same time seeing considerable demand for their services and time, given the increase in both food parcel provision and levels of donations.



Towards the end of 2020 we implemented Volunteer Assemble, which is volunteer management software system provided by the Trussell Trust. It allows us to manage volunteer processes and information from recruitment through to rotas, a training calendar and an ‘intranet.’

We would not have been able to deliver the vital services that we did without our amazing team of volunteers.

Project work

Whilst we had a significant focus on maintaining our core services in response to the pandemic, we have also worked extremely hard to focus our work into new strategic areas to support people who use our services with the aim of helping them to become less dependent on emergency food provision.

In October, through a new partnership with Aberdeen Foyer and with funding from Asda and the Trussell Trust, we started our Financial Inclusion service that is available to all recipients of emergency food from the foodbank in our Peterhead, Ellon and Fraserburgh Foodbanks.

Fundraising & Community Engagement



We continued our community engagement work through video calls with schools, churches, clubs and other organisations to highlight the impact of food insecurity and the work the Foodbank was undertaking.

Fundraising was also more of a challenge but given the shared experiences of our communities with the impact of the pandemic, we were exceptionally well supported by individuals and organisations in 2020.

We participated in challenge poverty week in October 2020, working with a range of partners to develop a programme of information and support.

Referral Partners and other community partners

As stated earlier, we moved to a full E-Referral system during the first lockdown. Rather than issuing red paper vouchers to those who needed to use the Foodbank, referral partners signed up to our Data Collection System and we able to electronically make a referral that was sent directly to the foodbank. Referrals can be marked for collection or delivery and referral partners can add further information about any other items the household may require, such as pet food etc.

We could not have continued to meet the needs of those in our communities without the support of a number of community partners.

From those who supported with food donations, such as:

- Tesco
- Morrisons
- Asda
- Marks and Spencer
- Aldi
- Lidl
- Coop
- Fareshare

To those who supported practically, such as:

- Aberdeenshire Council with the provision of the warehouse in Kintore as well as staff from the amazing Community Payback Team to help move stock and undertake deliveries, and support with emergency funding
- Aberdeen Foyer staff who helped to deliver food
- Stella's Voice staff and volunteers who helped move stock and deliver food parcels
- Scottish Gas, whose workers helped deliver food parcels
- Buchan Dial a Bus who helped to deliver food



Some of our volunteer support during the Covid-19 pandemic

3. FINANCIAL REVIEW

During the reporting period the Foodbank had a surplus of £136,955 with an Income of £232,032 and Expenditure of £95,077

The Foodbank is currently funded almost entirely by charitable donations, either by individuals, groups or corporations. In addition, the Foodbank receives a monetary donation from the Trussell Trust via Tesco. This is based upon a financial 'top-up' calculated as a percentage of the weight of food donated to the Foodbank through regular food collection drives and permanent food collection points held in local Tesco stores.

The Foodbank has been successful in being awarded a number of grants during the reporting period from the Trussell Trust and Aberdeenshire Council. We are extremely grateful for these and all other personal and group donations that have been donated to us.

Money raised is used to cover property rental costs, sundries such as stationery and boxes, purchasing additional food stock when required, and staff salaries.

Reserves

At the end of the reporting period, the Foodbank had Cash Reserves of £134,939. The Trustees will continue to follow prudent financial management ensuring that all projects undertaken are within our financial capability.

Statement of the Trustees' Responsibilities

Charity Law requires the Trustees to prepare Financial Statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those Financial Statements, the Trustees are required to:-

- Select suitable Accounting Policies and apply them consistently
- Make judgments and estimates that are reasonable and prudent
- State whether applicable Accounting Standards and Statements of Recommended Practices have been followed, subject to any departures disclosed and explained in the Financial Statements
- Prepare the Financial statements on the going concern basis unless it is inappropriate to presume 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 Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

They also are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

4. LOOKING AHEAD

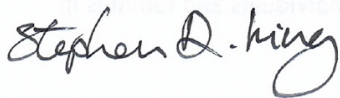
We know that food insecurity is a symptom of poverty and our vision remains for a future where we are no longer needed. For 2021 have a strong strategic focus on reducing the numbers of people requiring our service by developing projects and partnerships to address the root causes of poverty and enable people to find long term solutions to their situations.

Having secured funding, we will be looking early in 2021 to appoint a Development Worker who will be able to lead and develop community projects. We also plan to extend our Financial Inclusion Services across our remaining 2 foodbank centres.

Supporting our volunteers remains a priority and discussions are underway to extend our Administrator hours to support volunteer training coordination and the continued implementation of Volunteer Assemblies.

Approved by the Trustees and signed on their behalf,

Stephen King
Convenor



September 27th 2021

David Price
Treasurer



September 27th 2021

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING RECEIPTS AND PAYMENTS ACCOUNT)
FOR PERIOD 1 JANUARY TO 31 DECEMBER 2020

		Restricted Funds	Unrestricted Funds	Total Funds 2020	Total Funds 2019
<u>RECEIPTS</u>	<i>Notes</i>	£	£	£	£
Grants	1	57,908	-	57,908	16,428
Donations	2	54,278	114,398	168,676	38,462
Receipts from Fundraising Activities		-	5,438	5,438	6,326
Receipts from Charitable Activities		-	-	-	-
Investment Income		-	2	2	2
Total Incoming Resources		112,186	119,837	232,023	61,217
<u>PAYMENTS</u>					
Expenses for fundraising activities		-	-	-	-
Payments relating directly to charitable activities		53,537	38,483	92,019	65,177
Adjustment from 2019 accounts	3	-	954	954	-
Governance Costs - IE of Accounts		-	480	480	-
Legal costs		-	1,624	1,624	-
Total Resources Expended		53,537	41,541	95,077	65,177
Net Incoming / (Outgoing) resources for Year		58,649	78,297	136,946	(3,960)
Total Funds at 1 January 2020		2,000	56,642	58,642	62,602
Total Funds at 31 December 2020		60,649	134,939	195,588	58,642

The statement of financial activities includes all gains and losses in the year.
The above receipts and payments are split between restricted and unrestricted funds.

ABERDEENSHIRE NORTH FOODBANK
STATEMENT OF BALANCES
AS AT 31 DECEMBER 2020

SC045884

	Restricted Funds £	Unrestricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Cash and Bank Balances at 1 January 2020	2,000	56,642	58,642	62,602
Surplus/(deficit) for the year	58,649	78,297	136,946	(3,960)
Cash and Bank Balances at 31 December 2020	60,649	134,939	195,588	58,642

Cash and Bank Balances represented by

RBS Acc 1	£190,849.99
RBS Acc 2	£3,950.11
Cash Float	£400.00
Paypal	£388.23
	£195,588.33

The financial statements were approved by the Board of Trustees on... 27 September 2021
and were signed on its behalf by:



.....
Trustee

ABERDEENSHIRE NORTH FOODBANK
NOTES TO THE ACCOUNTS
FOR YEAR ENDED 31 DECEMBER 2020

SC045884

Nature & Purpose of Funds

Aberdeenshire North Foodbank is funded almost entirely by charitable donations from individuals, groups and corporations, with additional funds raised through fundraising campaigns. Grant funding of £57,908 was received during this financial period, received as restricted funding (see Note 1 below).

Trustee Remuneration & Expenses

No remuneration was paid during the period to any charity trustee or person connected to a trustee in this period.

Direct reimbursement of purchases on behalf of the organisation were paid to 3 trustees on submission of receipts. These payments amounted to £1,315.

Notes

1 Grants

Grants were received from:

The Trussell Trust	£45,083 (restricted)
Aberdeenshire Council	£12,825 (restricted)
	£57,908

2 Donations

Donations were received from:

Bank of Scotland	£12,000 (restricted)
A96 Dualling Community Development Fund	£500 (restricted)
Shell	£9,000 (restricted)
AVA - Supporting Communities Fund	£750 (restricted)
St James' Place Fund	£1,000 (restricted)
Supporting Communities	£10,000 (restricted)
Shell	£21,028 (restricted)
	£54,278

3 Adjustment

Adjustment to opening balance due to incorrect closing balance as at 31/12/19

OSCr

Office of the Scottish Charity Regulator

		Independent examiner's report on the accounts v2					
Report to the trustees/members of	Charity name	Aberdeenshire North Foodbank SCIO					
	Registered charity number	SC045884					
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year	to	Day	Month	Year
	01	01	2020	to	31	12	2020
Set out on pages	11-13						(remember to include the page numbers of additional sheets)
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) 2005 Act 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 accounts.						
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> 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 8 of the 2006 Accounts Regulations <p>have not been met, or</p> <ol style="list-style-type: none"> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 						
Signed:	<i>Jacquie Milne</i>				Date:	29 September 2021	
Name:	Jacqueline Milne						
Relevant professional qualification(s) or body (if any):	Affiliate Member of ACIE						
Address:	Aberdeenshire Voluntary Action						
	57 Station Road						
	Ellon AB41 9AR						