



COMPANY REGISTRATION NUMBER: 7877042

CHARITY REGISTRATION NUMBER: 1149896



Annual Report and Financial Statements for the Year Ended 31 December 2018

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This Annual Report sets out the structure of the Hackney Foodbank and details of how it is managed, including how it recruits trustees, and reports on its achievements and performance including its public benefit for the reporting year. It also presents statutory financial statements and notes.

Legal and Administrative Details

Charity number

1149896

Company Registration Number

7877042

Office Address

Hackney Foodbank
Florence Bennett Centre
Cherbury Street
London N1 6TL

Solicitors

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Hillside Court, Bowling Hill
Chipping Sodbury
Bristol BS37 6JX

Bankers

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PO Box 101
1 Balloon Street
Manchester M60 4EP

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Aaron Rodewald
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Victoria Place
Manchester M4 4FB

Executive Summary

2018 was a year of high growth regarding the pressures placed on our services, and therefore also our resources: our food stocks, our volunteers, our employees and our funds.

To address this, we continued to leverage social media to increase online giving and food and other non-monetary donations by the public and local businesses, and to raise awareness of the issues relating to the factors that lead people to use a foodbank.

We continued to fulfil our vision and mission and to further the Foodbank's purposes for the public benefit, yet again feeding significantly more people than ever. In 2018, we fed 6,185 people, which was an increase of 40% compared to the previous year. This increase grew significantly more in the latter half of the year following the rollout of Universal Credit across the borough of Hackney. Over a quarter of the people we fed were children.

We also sought to help clients more effectively by improving on our signposting capabilities, developing the resilience of our volunteers through additional training, and tackling holiday hunger by opening a lunch club, which was extremely well attended by families struggling to feed their children during the holidays.

We are extremely thankful to all those who supported the organisation: those who donated food, those who supported us financially, and not least, our 60+ volunteers who have given their time and commitment generously to help others in food crisis, from engaging with them over a cup of tea, to doing essential shelving of food items in our warehouse, to supporting our office team and in many other ways.

We continue to enjoy the very generous support from Access Storage and Safestore, through the provision of free storage for some of our stock and from retailers such as Tesco and Asda who organise supermarket collections (and match a percentage of the value of goods donated) and donate food and other items and from local businesses for undertaking initiatives to raise money or collect donations or provide other support to the Foodbank.

Put simply, the Hackney Foodbank could not function without the enormous generosity of our principal funders, City Bridge Trust, West Hackney Parochial Charities, Hackney Parochial Charity, London Foodbank Development Fund (run by the Trussell Trust), and Hackney Council, and of our donors, both individuals and corporates. We received grants of £93,935 and donations of £70,139. Donations grew significantly towards the end of the year due to our increased social media activity and engagement with the press.

Financially, the year ended in surplus, enabling us to focus on answering the growing demand on food stocks, due to the increasing numbers of clients relying on support from the Foodbank.

Structure, Governance and Management

The Hackney Foodbank is a registered charity which was founded by local churches and community groups in 2012, working together towards stopping hunger in our local area. As a voluntary organisation, we rely on the dedication of the local Hackney community to function. The Hackney Foodbank works with over 200 local partner agencies and is supported by many other community organisations, businesses and agencies through food donations and other means of support.

The Hackney Foodbank distributes donations from its warehouse at the Florence Bennett Centre, Cherbury Street, Hoxton, to supply its five centres across the borough of Hackney: St John's Church in Hoxton, St John at Hackney, located in Central Hackney, St Thomas's Church in Upper Clapton, St Mary's Church in Stoke Newington and the Florence Bennett Centre in Hoxton.

Governing Documents

The Hackney Foodbank was established by a deed of trust on 23rd November 2012. It was incorporated as a private company, limited by guarantee as defined by the Companies Act 2006 on 9th December 2011. The Memorandum and Articles of Association set out the objects and powers of the Charity and govern its operation. In the event of the company being wound up members are required to contribute an amount not exceeding £10. The Memorandum and Articles of Association were amended by a special resolution at Companies House on 15th November 2012.

Charitable Objects

According to its Memorandum and Articles of Association, The Hackney Foodbank's charitable objects are specifically restricted to the following:

- To advance the Christian faith (as expressed in the Apostles' Creed) in the London Borough of Hackney, or elsewhere, by the practical expression of Christian compassion and hospitality, primarily by the provision of a foodbank.
- The prevention or relief of poverty or financial hardship in the London Borough of Hackney, or elsewhere, including the provision of grants, items or services to individuals in need.

Related Trust and Companies

As well as being a company limited by guarantee (7877042), The Hackney Foodbank is also a registered charity (1149896). We are part of the Trussell Trust foodbank network.

The Foodbank Network was founded in 2004 after four years of developing the original foodbank based in Salisbury. Since then the Trussell Trust has helped communities work together to launch foodbanks nationwide in a wide range of towns and cities.

While The Hackney Foodbank is not required by its governing documents to adopt the Trussell Trust's policies and procedures, we are encouraged to do so, and in practice we have found it helpful, especially to ensure that The Hackney Foodbank's activities are conducted for the public benefit. The Trussell Trust also provides much-needed training and technical support.

Trustees

The Hackney Foodbank is governed by a Board of Trustees, who are also directors for the purposes of the Companies Act 2006. In accordance with Article 27 of The Hackney Foodbank's Memorandum and Articles of Association, a Trustee/director must be:

- * a natural person aged 16 years or older; and
- * a member, beneficiary, employee, officer holder or trustee of a member institution of the Foodbank (as confirmed in writing by that member institution).

Membership of The Hackney Foodbank is open only to community organisations and institutions (and not to individuals). The founding members were St Mathias Church; St Peter's, Bethnal Green; the Salvation Army, Hoxton; Grace Church Hackney Trust, and Church for the City.

Those who were Trustees on the date that this report was approved or who served as Trustee during the reporting period come from various backgrounds, including the Church of England, the public sector, the financial sector and a charity consultancy. Each Trustee contributes their respective areas of expertise to the board.

- Alexandra Gough, Chair of Trustees, joined 26/09/2014
- Reverend Graham Alexander Wells Hunter, Trustee, joined 02/02/2015, resigned 10/12/2018
- Catherine Long, Trustee, joined 29/02/2016
- John Stephen Brewer, Trustee and Treasurer, joined 29/02/2016, resigned 09/07/2018
- Efe Avan-Nomayo, Trustee, joined 28/11/2016
- Reverend Caroline Mary Taylor, Trustee, joined 29/07/2018
- Susan Bell, Trustee, joined 23/01/2019
- Loic Fossiez, Trustee and Treasurer, joined 03/06/2019
- Zachary Lloyd, Trustee, joined 11/06/2019

Key Staff and Volunteers

In 2018, the Trustees employed several staff for the day-to-day management of the charity, including:

- Melanie Rochford, Business and Development Director
- Colleen Beasley, Operations Director
- William Aska, Warehouse Supervisor/Lead Driver (Jan 2018 to Dec 2018)
- Earlyna Edwards (Jan 2018 to April 2018), and later, Gionathan Lo Mascolo (April 2018 to Dec 2018), Office Administrator

- Adelle Carney, Finance Administrator
- Chris Cummings, Cleaner
- Tanya Whitfield, Lunch Club Co-Ordinator (fixed term during the school holidays)

The office and warehouse team is also supported by a number of volunteers, including:

- Sue Keast, Office/Referral Agency Support
- Martin Brown, Van Driver/Warehouse Support
- Richard Bonshor, Van Driver
- Mike Hood, Van Driver/Warehouse Support
- Sean McCavera, Warehouse Support
- Betty Manning, Warehouse Support
- John Guest, Warehouse Support
- Anna Mason, Warehouse Support
- Máirín Power, Warehouse Support

There is an experienced volunteer at each Foodbank centre, who leads the local team of volunteers:

- Lorraine Flack, St John's Hoxton and Florence Bennett Centre, Hoxton
- Mark Hepner, St John at Hackney
- Anne Winter, St Thomas's, Clapton Common
- Nicola Hilliard and Marva Ledwidge, St Mary's, Stoke Newington

Organisational Structure and Roles

The Board of Trustees is responsible for the strategic direction, governance and policy of The Hackney Foodbank.

A Trustee may be appointed by the Foodbank by ordinary resolution or by a resolution of the other Trustees/directors. The Memorandum and Articles of Association contain provisions for Trustees/directors to retire by rotation and a Trustee/director appointed by the other Trustees/directors must retire at the next Annual General Meeting.

To ensure consistent adherence to the Charity Commission's guidance on public benefit, the Board has adopted a Code of Conduct (see Schedule 1). The Code of Conduct, which is signed by all Trustees on appointment, sets out the expectations and obligations of a Trustee of the Hackney Foodbank.

The role of Trustee (including details of induction and training) is described in Appendix A to the Code of Conduct (see Schedule 1) and the procedure for recruiting new Trustees is set out in Appendix B (see

Schedule 1). The Memorandum and Articles of Association provide that the minimum number of trustees is three, but that this number should not be subject to a maximum. A skills audit of all current Trustees is completed annually. Having regard to the outcome of that audit, the Board of Trustees then identify specific skills and experience that need to be recruited to provide a balance in terms of equality and diversity as well as ensuring relevant skills required across the Board are met.

The Board of Trustees met six times during 2018: in January, March, May, July, September and November. At their meetings, the Trustees agree the broad strategy and areas of activity for the Foodbank for the public benefit, including consideration of the financial position, risk management, policies and performance. Questions arising at Board meetings are decided by a majority of votes subject to the casting vote of the Chair in the event of an equality of votes.

All Trustees give their time voluntarily and received no benefits from the Foodbank. No expenses were reclaimed from the Foodbank. Trustees are required to disclose all relevant interests and in accordance with the Foodbank's Memorandum and Articles of Association withdraw from decisions where a conflict of interest arises.

Reporting to the Board of Trustees are two senior managers:

- The Operations Director, who is responsible for the smooth running of our operations, ensuring adequate food stocks in the warehouse, the successful delivery of food to the foodbank centres, recruitment and training of our volunteers, productive partnership relationships with our referral agencies and food collection points, and overall management of our office premises.
- The Foodbank Business and Development Director, who is responsible for the development of the organisation and its services, fundraising, finance management, partnership support and communications.

The pay and remuneration of these key management personnel is settled by agreement having regard to the remuneration of similar roles in other foodbanks in the Trussell Trust network.

Our part-time Warehouse Supervisor/Lead Driver (who reports to the Operations Director) is in charge of warehousing, making food deliveries and organising the warehouse volunteers, and our part-time Office Administrator (who reports to the Business and Development Director) is responsible for managing the maintenance of our office/warehouse building, as well as general administrative duties including fielding the many email and phone enquiries we receive from a variety of people.

We also employ a part-time Finance Administrator (who reports to the Business and Development Director) to prepare our accounts on a monthly basis so that we always have an accurate picture of our financial standing; and a Cleaner for our headquarters and warehouse at the Florence Bennett Centre.

The lead volunteer at each Foodbank centre (who liaises closely with the Operations Director), manages the team of volunteers for that centre and assists in training new volunteers as well as monitoring and ordering stock and ensuring that Foodbank procedures and policies are adhered to.

Vision and Mission

Since opening in 2012, Hackney Foodbank has provided help to more than 22,000 people.

As part of the Trussell Trust network, we work with people of all faiths and none. The aim of the network is to help people move out of crisis and thereby reduce people's need for foodbanks. To achieve this goal and in accordance with the Trussell Trust's policies, we are working to develop new ways to assist people out of crisis through programmes that address more than just food poverty, as the subjects of these programmes include debt advice, healthy eating advice, support in dealing with re-assessments by the Department of Work and Pensions (DWP), and advice on how to minimise energy bills. Our vision is to end poverty and hunger in Hackney and the surrounding areas. This is aligned with the vision of the Trussell Trust to eradicate poverty and hunger in the UK.

Our mission is:

- to support residents of Hackney, as well as of neighbouring boroughs, who are experiencing a food crisis, by providing three days' worth of emergency food and other supplies to enable them to get back to a sustainable position; and
- to work with these residents to address the wider poverty issues they face.

Strategy

In pursuance of our vision and with a view to fulfilling our mission, we adopted five objectives for 2018:

- to increase foodbank's accessibility
- to increase foodbank's efficacy
- to improve quality of services and processes at each foodbank distribution centre
- to invest in educating and training our volunteers; and
- to invest in supporting clients to escape the poverty trap and move towards a more independent life.

During the year, we focused our attention on increasing food donations to keep up with rising demand, and raising our profile through the press and social media.

We fed the most people ever, and started examining ways to develop services to meet their wider needs.

In addition to improving our signposting information for clients attending centres and strengthening the resilience of our volunteers through training, we focused our efforts on challenging the issue of holiday food poverty.

In terms of fulfilling all of our objectives, we met many of them but less so in terms of investing in educating and training our volunteers and in terms of supporting clients to move towards a more independent life.

In response to these last two objectives not being met in full, we have put plans in place to provide more training and education opportunities for volunteers. We have also developed plans to develop closer

relationships and to collaborate with other charitable organisations in order to leverage their expertise in order to provide clients with a broader variety of sources of support and advice when they visit one of our foodbank centres.

Public Benefit

In setting our objectives and planning our activities, and in carrying out The Hackney Foodbank's purpose, the Trustees have given careful consideration to the Charity Commission's guidance on public benefit (PB1, PB2 and PB3).

According to Charity Commission guidance (PB1) public benefit is an essential part of what it is to be a charity.

The Trustees consider that the purpose or objects of The Hackney Foodbank Trust clearly satisfy the requirement that such purpose should be for the public benefit within the meaning of Charity Commission guidance (PB2).

First, the provision of a foodbank and the relief of hardship by the provision of emergency food and household items and other support and signposting is objectively beneficial within PB2.

Moreover, any detriment or harm that might result from this purpose, such as, for example, fostering a dependency on the Foodbank or a reliance on help from the Foodbank in non-emergency situations, is restricted by the way that the Foodbank is run, in particular by rules that:

- provide only three days' worth of emergency provisions
- require that vouchers be exchanged timeously after issue (in recognition of the fact that they are intended for emergency crises)
- restrict the number of vouchers that can be issued to any one client to three in any six-month period (except in exceptional circumstances)

Indeed, the ultimate aim of The Hackney Foodbank (and of the Trussell Trust) is to promote independence and thereby render foodbanks obsolete. For this reason the Trustees consider that any risk of detriment or harm does not outweigh the benefit of providing support to those in food crises.

While the purpose of The Hackney Foodbank does not aim to benefit the public in general, the Trustees consider that the purpose meets the "public aspect" of public benefit within PB2. In particular, the Trustees consider that the Foodbank's reasons for focusing on helping people in food crisis, namely to end poverty and hunger in our community, to be proper reasons within PB2. Such a focus clearly does not exclude the poor but rather targets them. Moreover, the Trustees consider that this smaller group on which the Foodbank focuses constitutes a sufficient section of the public within PB2 for the Foodbank's purpose, particularly in light of the rate at which such group is growing.

The Trustees consider the personal benefit to any one client of receiving emergency foodbank provisions to be "incidental" within PB2 (having regard both to its nature and to its amount) since such personal benefit is a necessary result or by-product of carrying out the purpose of The Hackney Foodbank (to provide a foodbank and relieve hardship) more generally.

While the Trustees acknowledge that the Foodbank Centres each operate limited hours, having regard to the offering of the five centres as a whole, and in particular the Florence Bennett Centre Foodbank which

is open on Saturdays, the Trustees are satisfied that access is available frequently enough to cater for all types of visitor within PB2. This is evidenced by the cross section of clients to whom help is provided and also in view of the fact that the in-work poor represent the largest group of clients (see below).

Funding

During 2018 total income received by the Trust came to £257,000 (2017 £171,000) with expenditure of £230,000. Unrestricted reserves increased from £63,000 to £82,000 and restricted reserves from £13,000 to £20,000. For the details behind these figures please consult the financial statements which follow this report.

The restricted funds covered the salaries of the Business and Development Director, the Operations and Services Director, the Warehouse Supervisor/Lead Driver, the Office Administrator, the Finance Administrator and the Cleaner and also paid for our office security system.

In addition to a starting balance of £12,677, we received £93,935 in funding made up of £59,569 in restricted grants, plus unrestricted grants of £34,366 as follows:

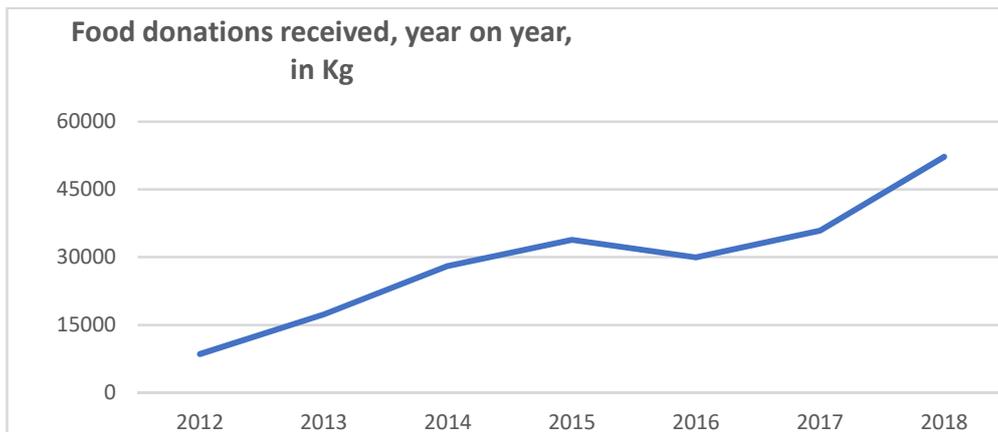
- £15,000 from West Hackney Parochial Charity
- £15,000 from Hackney Parochial Charity
- £28,087 from City Bridge Trust
- £1,482 from London Foodbank Development Fund (for our office security system)
- £30,000 from Hackney Council (unrestricted)
- £4,366 from the Trussell Trust (unrestricted)

We received a further £70,139 in unrestricted donations through online donation schemes such as GoCardless and Stripe, and via standing orders. Such donations grew significantly towards the end of the year due to our increased social media activity and engagement with the press.

Financially, the year ended in surplus, enabling us to focus on answering the growing demand on food stocks, due to the increasing numbers of clients relying on support from the foodbank

Food and Other Non-Monetary Donations

2018 was a busy year for food and other non-monetary donations such as toiletries and nappies etc., with 46% more goods coming in compared to 2017. By weight, we received 52,233kg of food and other non-monetary items in 2018, compared with 35,888kg in 2017, 29,899.7kg in 2016, 33,837.5kg in 2015, 28,068kg in 2014, 17,335.9kg in 2013 and 8,535kg in 2012. The items were donated by over 150 donor groups and the many hundreds of individuals making small donations to collection points across the borough.



Much of our success in collections is due to our permanent collection points at Tesco, Co-op, Waitrose, SafeStore, Location Location, Askew Eyewear, and St Sepulchre's Church in the City, all of which have generated a significant amount of support from the community. We also organise supermarket collections across the year (sometimes in conjunction with corporate social responsibility schemes), where teams of volunteers engage directly with the public giving them shopping lists of items typically

provided to Foodbank clients and encouraging them to add one or two (or more) items to their shopping basket and donating them. We have found these collections to be a particularly effective way of boosting supplies and also an enjoyable and hands-on method for our corporate supporters to become involved in helping people in need living in the communities in which they operate.

That said, despite the huge increase in food and other non-monetary donations we received, these donations are not sufficient to meet the demands of our Foodbank centres and therefore a growing proportion of unrestricted funding and monetary donations is spent on buying supplies.



Buildings and Premises

Hackney Foodbank leases its headquarters and warehouse at the Florence Bennett Centre from Hackney Borough Council and sub-lets some of that space to the Ivy Street Family Centre (the income from which is added to the Foodbank's unrestricted funds). The other Foodbank Centres are owned by each church respectively who host the Foodbank.

In addition, Access Storage and Safestore provide free storage for some of our stock, for which we are extremely grateful.

Centres

In December 2018 we opened a fifth foodbank centre at our headquarters at the Florence Bennett Centre, widening our coverage across the Borough of Hackney as follows:

- St John's Hoxton on Mondays
- St John at Hackney on Tuesdays (now run at their sister church, St Luke's on Homerton Terrace while extensive building works are carried out at St John's)
- St Thomas' in Upper Clapton on Wednesdays
- St Mary's Stoke in Newington on Thursdays
- Florence Bennett Centre in Hoxton on Saturdays.

Monday: Hoxton Foodbank Centre		Tuesday: Hackney Central Foodbank Centre		Wednesday: Upper Clapton Foodbank Centre	
02072542464		02072542464		02072542464	
OPENING TIMES	ADDRESS	OPENING TIMES	ADDRESS	OPENING TIMES	ADDRESS
Mon 11:00 - 13:00	St John Hoxton Crypt Pitfield Street N1 6NP	Mon Closed	St Luke at Hackney Homerton Terrace, E9 6RT London E9 6RT	Mon Closed	St Thomas Clapton Common Oldhill Street and Clapton Terrace London E5 9BW
Tue Closed		Tue 10:30 - 13:00		Tue Closed	
Wed Closed		Wed Closed		Wed 17:00 - 18:45	
Thu Closed		Thu Closed		Thu Closed	
Fri Closed		Fri Closed		Fri Closed	
Sat Closed		Sat Closed		Sat Closed	
Sun Closed		Sun Closed		Sun Closed	
Directions via Google Maps		Directions via Google Maps		Directions via Google Maps	
					

Thursday: Stoke Newington Foodbank

02072542464

OPENING TIMES	ADDRESS
Mon	Closed
Tue	Closed
Wed	Closed
Thu	12:00 - 14:30
Fri	Closed
Sat	Closed
Sun	Closed

ADDRESS
St Mary's New Rooms,
accessed via the Quiet
Garden
Stoke Newington
Church Street
N16 9ES

Directions via Google Maps



Saturday: Florence Bennett Centre

OPENING TIMES	ADDRESS
Mon	Closed
Tue	Closed
Wed	Closed
Thu	Closed
Fri	Closed
Sat	10:30 - 12:30
Sun	Closed

ADDRESS
Florence Bennett
Centre, Cherbury
Street, N1 6TL
N1 6TL

Directions via Google Maps



Below: The volunteer team at the Florence Bennett Centre, our fifth foodbank centre, which opened in December 2018.



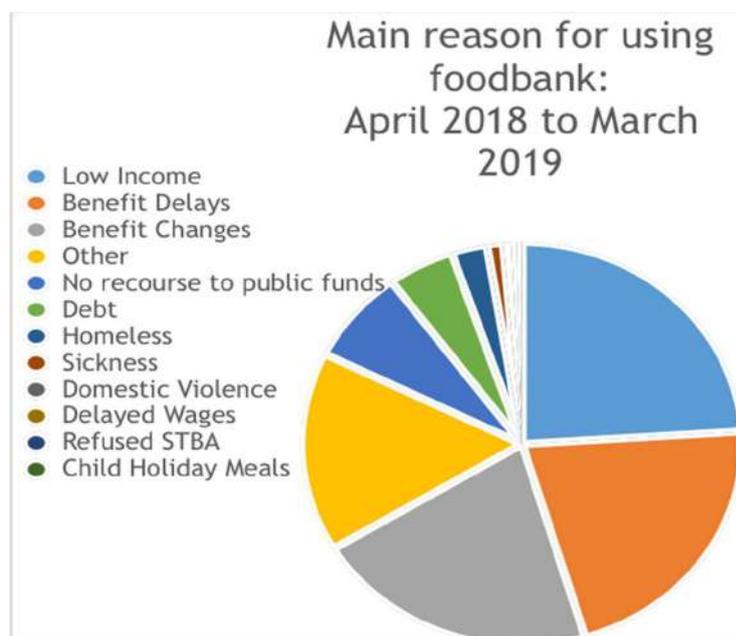
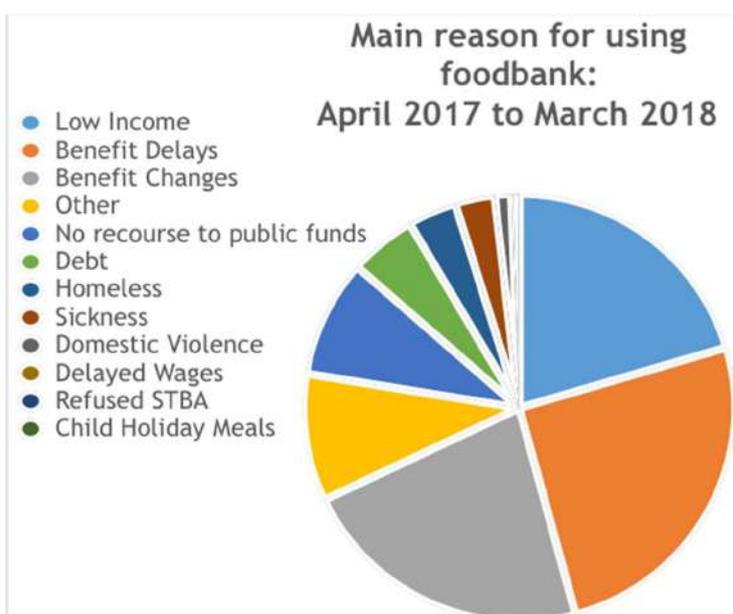
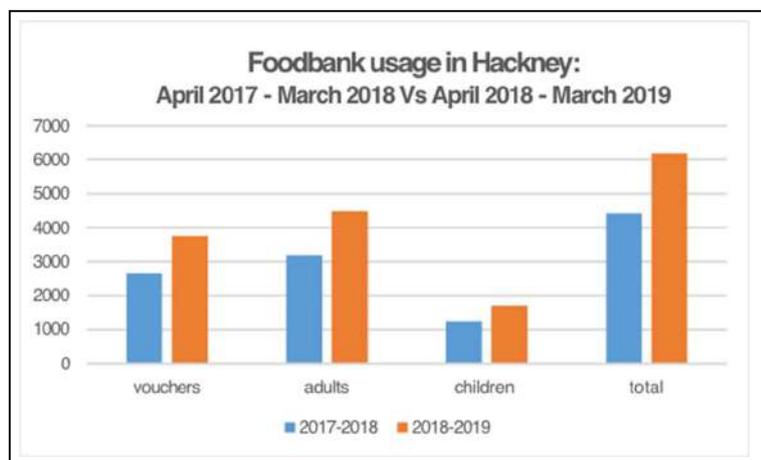
Clients

Between 1 April 2018 and 31 March 2019, the Trussell Trust's foodbank network distributed 1.6 million three-day emergency food supplies to people in crisis, a 19% increase on the previous year. More than half a million of these went to children. In comparison to this national figure, over the course of 2018, The Hackney Foodbank supported 6,185 clients in a food crisis, which represents an increase of 40% compared to the previous year, with more than a quarter of people affected being children (28%).

This increase grew significantly more in the latter half of the year following the rollout of Universal Credit across the borough of Hackney.

At all our centres, we gather information on the reasons visitors need our services. In 2018, the three main reasons people visited the foodbank were:

- Low income 23% (17% in 2017)
- Benefit changes: 22% (23% in 2017)
- Delays in benefit payments 21% (27% in 2017)



For the first time since opening foodbanks in Hackney, in 2018 in-work poverty (low income) became the main reason for foodbank usage in as shown in the pie charts above.

Going forward we hope to collect more data to better understand the impact of the rollout of Universal Credit on Foodbank usage.

Accessing the Foodbank

Anyone can find themselves at crisis point for a number of different reasons. The Hackney Foodbank works in partnership with over 200 local referral agencies such as Citizens Advice, children’s centres, GPs and health visitors, drop-in centres and local charities. These agencies are well placed to provide the help most appropriate to the circumstances of each client’s situation. We provide regular training to referral

agencies on how to complete a foodbank voucher and the circumstances in which it is appropriate to issue a voucher.

When an agency can see that a client is struggling to put food on the table, it will issue them with a foodbank voucher. The local agency can also provide long-term support if needed to help address some of the issues giving rise to a client's crisis.

When a client visits a referral agency, the agency takes some basic details from the client to complete the voucher. This helps the agency to identify the cause of the client's crisis and offer practical help. It also means that The Hackney Foodbank are able to prepare suitable emergency provisions for the right number (and age) of people. Referral agencies are only authorised to issue foodbank vouchers once they have undergone training from Hackney Foodbank.

Once a client has been issued with a voucher, they can exchange it at their nearest foodbank centre for a minimum of three days' worth of emergency provisions for the client and their family or dependants.

What is in a Food Parcel?

Our Foodbank Centres provide three days of nutritionally balanced, non-perishable food.

The Trussell Trust has worked with nutritionists to ensure food parcels contains sufficient nutrition for at least three days' worth of healthy, balanced meals for individuals and families.

A typical food parcel includes:

- Breakfast cereals
- Soup
- Pasta
- Rice
- Pasta sauce
- Tinned beans
- Tinned meat
- Tinned vegetables
- Tinned fruit
- Tea or coffee
- Sugar
- Biscuits
- Snacks



Our Foodbanks can usually adapt a food parcel to meet a client's dietary needs, e.g. gluten-free, lactose-free, halal or vegetarian. When a client arrives at a foodbank centre, a volunteer will chat to them about any special dietary requirements.

The Foodbank can also issue toiletries and other necessities, such as soap, toothpaste, shampoo and conditioner, nappies, feminine hygiene products and cat and dog food.

New Holiday Lunch Club

Operations developed further at the Florence Bennett Centre in Hoxton, where not only did we open up a fifth foodbank centre, but we also utilised the space over the Summer holidays to pilot a Summer lunch club. This was in response to rising numbers in foodbank usage over the holiday periods.



During term-time, many families on low income rely on free school meals to feed their children and even for those that have to pay, the cost is often much less than the cost of preparing an equivalently nutritious meal at home. For many pupils, their school lunch will be the most substantial meal of the day. However, during the holidays families have to feed and entertain their children themselves which can be prohibitively expensive.



The lunch club offers free, nutritious, cooked meals for families with young children (up to age 12). With kind permission from Ivy Street Family Centre, a charity to whom we sub-let part of the community space (see above), we were also able to make use of their children's play corner. This enabled children to play after their meal while parents had a chance to relax and bond with other parents living in their community.

We ran the service throughout the month of August 2018, using funding from Hackney Borough Council and the Trussell Trust (London Foodbank Development Fund) to cover the running costs and the salary of a lunch club chef and co-ordinator, who ran the club with a team of volunteers.

Take-up for the pilot exceeded expectations, and the lunch club was very well attended with extremely positive feedback from parents. We served 304 people, of whom 173 were children up to the age of 12. Indeed, the success of the project led the Board of Trustees to support a lunch club to be run over the Christmas holidays, when we served 154 meals to young families. Moreover, we plan to run the lunch club in 2019 over half-term breaks as well as the longer holidays over the Summer, Easter and Christmas.



Christmas Toy Appeal

Thanks to extremely generous support from one of our local supporter groups, Stokey Parents, we received from them a total of 200 new toys for distribution to young children attending our foodbank

sessions or coming to the Christmas Lunch Club. We distributed all 200 toys, which made a huge difference to children whose parents would have either been forced to give nothing, or go without eating in order to keep Christmas special for their children.

Christmas food drive by Hackney Council

In preparation for Christmas and the usual increase in dependence on the foodbank at this time of year, Hackney Council organised for their employees not only to bring in food and toiletry donations, but also to work together in a team to prepare 500 Christmas food parcels for clients using the foodbank at this time of year.

This was an enormous undertaking, and it went incredibly smoothly thanks to the careful planning by the Council and their close collaboration with Hackney Foodbank to make the logistics work.

Plans for the Future

In the immediate future we plan to further embed and build on our policies and procedures, our processes, organisational structure and resources so that we can achieve our aims efficiently, effectively and at minimum cost. This includes recruiting more volunteers, updating our training for new (and existing) volunteers and for referral agencies, increasing donations and funding and continuing to build on our social media presence.

Looking further ahead our aims and objectives will focus on closer collaboration with other charitable organisations working to address poverty, thereby providing different types of expertise, such as debt advice, to clients so that they are better able to progress towards a more sustainable and independent way of living. By providing such support to clients during our foodbank sessions, we believe there will be a greater chance of meaningful change for a greater number of people in crisis.

Risk Policy

The Board of Trustees has examined the principal areas of the Hackney Foodbank's operations and considered the major risks that may arise in each of these areas. The Board of Trustees actively consider how to increase resources, and has put in place systems and procedures to mitigate risk.

In particular, the Trustees have read the Charity Commission's Guidance on Internal financial controls for charities published 1 July 2012 and have put in place spending limits and procedures for authorising expenditure by staff of The Hackney Foodbank. Procedures are also in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the Foodbank Centres.

In setting our objectives and planning our activities, and in carrying out The Hackney Foodbank's purpose, the Trustees have given careful consideration to the Charity Commission's guidance on public benefit (PB1, PB2 and PB3).

Finance and Accounting

As part of our review of financial processes and reporting, the Trustees continued to engage the services of Jacque Driver Ltd in 2018 to provide financial management advice and accounts preparation services.

There were no significant events that affected the financial performance and financial position of the charity during the reporting period.

The Board of Trustees has examined The Hackney Foodbank's requirement for reserves in light of the main risks to the organisation. It has established a policy to have free reserves of 3 months of unrestricted expenditure. At the end of 2018 free reserves (unrestricted funds not committed or invested in fixed assets) stood at £82,000 which represents 5.5 months of expenditure so we are well within the targeted level.

Financial Adjustments

No financial adjustments were made for the reporting year of 2018 and the Trustees are satisfied with the financial reporting of accounts.

Concluding Remarks

A vast group of incredibly dedicated people have contributed to the setting up, growth, transition and operational development of The Hackney Foodbank over the past year, many of whom are volunteers, giving freely of their own time. We would like to pay tribute in particular to all of the volunteers across a variety of roles including engaging with and serving the clients who are in great need, and those volunteers who work behind the scenes as drivers, warehouse support and voucher administrators.

If you are in food crisis and need to find out more about the referral agencies that hold our vouchers and how you can get help, please contact info@hackney.foodbank.org.uk

For more information on volunteering with The Hackney Foodbank please contact volunteers@hackney.foodbank.org.uk

For more information on donating to The Hackney Foodbank please contact melanierochford@hackney.foodbank.org.uk

If your company would like to participate in a corporate social responsibility initiative with The Hackney Foodbank please contact colleenbeasley@hackney.foodbank.org.uk

For more information on working in partnership with The Hackney Foodbank as an advisory service please contact melanierochford@hackney.foodbank.org.uk

For more information on working in partnership with The Hackney Foodbank as a foodbank voucher referral agency please contact colleenbeasley@hackney.foodbank.org.uk

For more information on the role of Trustee of The Hackney Foodbank please contact trustees@hackney.foodbank.org.uk

Trustees' Responsibilities in relation to respects Financial Statements and Accounts

The Trustees (who are also the directors of The Hackney Foodbank for the purposes of company law) are required to ensure financial statements are prepared for each financial year which give a true and fair view of the state of affairs of The Hackney Foodbank and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that The Hackney Foodbank will continue in operation; and
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are responsible for ensuring proper accounting records are kept which disclose with reasonable accuracy at any time the financial position of the Hackney Foodbank and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) 2015. In addition, they are responsible for safeguarding the assets of The Hackney Foodbank and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

The Trustees are responsible for the contents of this Annual Report, and the responsibility of the independent examiner in relation to the Annual Report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures in the financial statements.

These accounts have been prepared in accordance with the provisions applicable to companies, subject to the small companies regime.

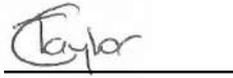
In the absence of a donor expressing any wishes to the contrary, relevant expenditure is charged to unrestricted funds as and when incurred. Where the funds are intended to cover (in whole or in part) the purchase of any fixed asset, an appropriate amount of the restricted fund will be set aside to cover anticipated future depreciation of the asset, leaving only any excess as available to defray appropriate revenue expenditure as and when it is incurred.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees approved the attached statement of financial activities and balance sheet for the year ended 31 December 2018, on [insert date] and confirmed that they have made available all information necessary for its preparation.

Signed on behalf of the Board of Trustees by:

A handwritten signature in black ink, appearing to read 'C Taylor', is written above a solid horizontal line.

C Taylor

Date: 25/9/19

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF Hackney Foodbank ('the Company')

Independent examiner's report to the Directors of Hackney Foodbank

I report on the financial statements of the charitable company for the year ended 31 December 2018, which comprise the statement of financial activities, balance sheet, related notes and are set out on pages 23 to 26

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 (the 2011 Act). The charity is required by company law to prepare accrual based accounts.

Having satisfied myself that the charity is not subject to audit under part 16 of the 2006 Companies Act and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters that I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to any other than the charity and the charity's trustees as a body for my examination work, for this report or for the statements that I have made.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

I have completed by examination. I confirm that no matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006 and section 130 of the 2011 Act ; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and Regulation 8 of the Accounts Regulations and the 2011 Act
- have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date: 30th September 2019



Derek Rodwell FCCA, Impact the Future Ltd, 3 Girdwood Road, London, SW18 5QR.

Summary of Income and Expenditure

	Note	2018		2018	2017
		Unrestricted	Restricted	Total	Total
INCOME FROM:					
Donations and Legacies	2(a)	£104,505	£59,569	£164,074	£105,252
Income on Investments	2(b)	£0	£0	£0	£0
Property Income	2(c)	£5,195	£0	£5,195	£3,086
Donated food	2(c)	£87,751	£0	£87,751	£62,207
TOTAL INCOME		£197,451	£59,569	£257,020	£170,545
EXPENDITURE ON:					
Value of Donated Food		86,637	0	£86,637	69,416
Other expenses on Charitable Activities		91,575	51,958	£143,533	101,271
TOTAL EXPENDITURE	3	£178,212	£51,958	£230,170	£170,687
NET INCOME/(EXPENDITURE)		19,239	7,611	26,850	(142)
Balances brought forward at 1 January 2018		63,060	12,677	75,737	75,879
BALANCES CARRIED FORWARD AT 31 DECEMBER 2018	4	£82,299	£20,288	£102,587	£75,737

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 25 to 28 form part of these financial statements.

Financial statements – Balance Sheet

Assets	Note	31-Dec-18		31-Dec-18	Reinstated 31-Dec-17		31-Dec-17
		Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Current Assets							
Debtors	6	10,533	0	10,533	19,772	0	19,772
Stocks	5	21,826	0	21,826	20,711	0	20,711
Cash at bank & in hand	9	61,180	13,350	74,530	31,694	8,709	40,403
Prepayments	6	1,169	0	1,169	1,169	0	1,169
Total Current Assets		94,708	13,350	108,058	73,347	8,709	82,056
Fixed Assets							
Van	10	0	8,881	8,881	0	8,881	8,881
Depreciation on Van	10	0	(1,943)	(1,943)	0	(833)	(833)
Office Equipment	10	658,799	0	659	0	0	0
Depreciation on Office Equipment	10	(110)	0	(110)	0	0	0
Total Current Assets		549	6,938	7,487	0	8,048	8,048
Total Assets		95,257	20,288	115,545	73,347	16,757	90,104
Liabilities							
Current Liabilities: falling due within 12 months							
Credit card Payable		1,590	0	1,590	0	0	0
Current Creditors		7,859	0	7,859	6,779	4,080	10,859
Accruals		3,508	0	3,508	3,508	0	3,508
Total Current Liabilities	7	12,957	0	12,957	10,287	4,080	14,367
Net Assets		82,300	20,288	102,588	63,060	12,677	75,737
Equity							
General Fund		82,300	0	82,300	63,060	0	63,060
Restricted		0	20,288	20,288	0	12,677	12,677
Total Equity		82,300	20,288	102,588	63,060	12,677	75,737

The notes on pages 25 to 28 form part of these financial statements.

Note re comparatives

In the 2017 published accounts £4,080 of costs were shown incorrectly as allocated to restricted repairs and maintenance costs. In these comparatives this has been correctly allocated to unrestricted costs and this has resulted in an increase in unrestricted funds carried forward of £4,080 balanced by a reduction in restricted costs of the same amount.

The directors are satisfied that for the year ended on the 31st December 2018 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 16.

The director(s) acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The directors acknowledge their responsibility for ensuring that the company keeps proper accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the Directors on the 30th September 2019



Signed on their behalf by Director _____

Print name: Caroline Taylor

Company Registration Number: 7877042

Notes 1

1.ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) effective from January 2015.

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

Incoming Resources

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the Directors are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

incoming Resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

Grants and Donations

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA in the same financial period as the gift to which they relate.

Contractual income and Performance Related Grants

This is only included in the SOFA once the related goods or services have been delivered.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer Help

The value of any voluntary help received is not included in the accounts but is described in the Directors' annual report.

Going Concern

The charity expects to be able to continue in operation through the continued receipt of gifts and grants. Cash flow forecasts for the next 12 months indicate that income and cash balances carried forward should be sufficient to cover the budgeted costs. Therefore these accounts have been prepared on a going concern basis.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

Notes 2 - 11

2 INCOME	2018		2018 Total £	Reinstated 2017		2017 Total £
	Unrestricted £	Restricted £		Unrestricted £	Restricted £	
2(a) Donations and Legacies						
Donations	70,139	0	70,139	70,451	0	70,451
Grants	34,366	59,569	93,935	5,440	29,361	34,801
Total	104,505	59,569	164,074	75,891	29,361	105,252
2(b) Income from Investments						
Bank Interest	0	0	0	0	0	0
Total	0	0	0	0	0	0
2(c) Other Income						
Property Income	5,195	0	5,195	3,086	0	3,086
Value of Donated food	87,751	0	87,751	62,207	0	62,207
Total	92,946	0	92,946	65,293	0	65,293
TOTAL INCOME	197,451	59,569	257,020	141,184	29,361	170,545
3 EXPENDITURE	2018		2018 Total £	Reinstated 2017		2017 Total £
	Unrestricted £	Restricted £		Unrestricted £	Restricted £	
Branding and Marketing	217	0	217	333	0	333
Bank Fees	32	0	32	52	0	52
Broadband and Office Phone	555	0	555	103	670	773
Cleaning	1,340	0	1,340	1,029	0	1,029
Consulting	4,822	0	4,822	3,197	0	3,197
Cost of Fundraising	1,179	0	1,179	56	0	56
Depreciation	110	0	110	0	0	0
Direct Project Expenses	0	0	0	300	0	300
Entertainment and Hospitality	515	0	515	286	0	286
Equipment	4,108	0	4,108	446	234	680
Food Purchases	6,780	0	6,780	2,162	0	2,162
General Expenses	450	0	450	0	0	0
HR	1,188	0	1,188	1,188	0	1,188
Insurance	743	0	743	660	0	660
IT Software and Consumables	1,190	0	1,190	2,089	0	2,089
Legal Expenses	0	0	0	936	0	936
Light Power, Heating	2,813	0	2,813	0	0	0
Lunch Project	782	411	1,192	0	0	0
Mobile phone	1,167	0	1,167	82	728	810
Off Site work and meetings	119	0	119	79	0	79
Office Costs	570	0	570	1,105	0	1,105
Payroll processing costs	717	0	717	934	0	934
Postage, Freight & Courier	80	0	80	2,287	0	2,287
Printing & Stationery	2,060	0	2,060	503	761	1,264
Rates	1,044	0	1,044	409	0	409
Rent	12,863	0	12,863	12,383	0	12,383
Repairs & Maintenance	261	0	261	658	4,080	4,738
Salaries	39,586	50,437	90,023	26,764	28,259	55,023
Staff Training and Development	1,275	0	1,275	384	0	384
Storage Costs	193	0	193	1,813	0	1,813
Subscriptions	390	0	390	1,612	0	1,612
Travel	193	0	193	164	0	164
Van Depreciation	0	1,110	1,110	0	833	833
Van Insurance	886	0	886	793	48	842
Van Repairs	263	0	263	348	0	348
Van running costs	2,748	0	2,748	551	1,070	1,621
Value of Donated Food	86,637	0	86,637	69,416	0	69,416
Volunteer Expenses	339	0	339	879	0	879
Total	178,212	51,958	230,170	134,003	36,684	170,687

Note re comparatives: £4080 on repairs and maintenance now shown correctly as a restricted spend in 2017
The cost of the independent examiner is £750 and is in the line consulting.

4 Restricted Funds	Bal 1-1-18	Income	Expenditure	Bal 31-12-18	Bal 1-1-17	Income	Reinstated Expenditure	Bal 31-12-17
	£	£	£	£	£	£	£	£
Hackney Parochial Charity	0	15,000	7,500	7,500	10,000	0	10,000	0
London Foodbank Development Fund (Van)	8,048	0	1,110	6,938	10,000	0	1,952	8,048
London Foodbank Development Fund (Security)	918	0	0	918	0	4,998	4,080	918
West Hackney Parochial Charity	0	15,000	7,500	7,500	0	15,000	15,000	0
Foodbank Development Fund (Lunch Project)	0	1,482	1,482	0	0	0	0	0
City Bridge Trust	3,711	28,087	34,366	(2,568)	0	9,363	5,652	3,711
Total	12,677	59,569	51,958	20,288	20,000	29,361	36,684	12,677

Note re comparatives: £4080 on LDF (Security) now shown correctly as a restricted spend in 2017

Notes 2 - 11

5 Donated Stocks	2018 Stock				2017 Stock		
	Bal 1.1.18 £	Stock in £	Stock out £	Bal 31.12.18 £	Unrestricted £	Restricted £	Total £
Donated Stocks	20,711	87,751	86,637	21,826	20,711	0	20,711

Donated Stock 12,991kg with the value of £21,826 using the Trussell Trust guidelines of £1.68 per kg (2017: 12,328 kg or £20,711).
Note: This is not a liquid asset and is only to be donated to individuals in need.

6 Debtors	2018			2017		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Project Dirt	0	0	0	500	0	500
HMRC Gift aid	1,594	0	1,594	12,360	0	12,360
Stripe Donations	6,082	0	6,082	6,581	0	6,581
Accounts Receivable	2,857	0	2,857	331	0	331
Prepayment	1,169	0	1,169	1,169	0	1,169
Total	11,702	0	11,702	19,772	0	19,442

7 Creditors and Accruals: Amount falling due within one year	2018			2017		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Credit card	1,590	0	1,590	0	0	0
Accounts Payable	6,910	0	6,910	4,987	4,080	9,067
Independent Examiners	750	0	750	0	0	0
Accountancy Fees	0	0	0	1,500	0	1,500
Pension Payable	199	0	199	292	0	292
Accruals	3,508	0	3,508	3,508	0	3,508
Total	12,957	0	12,957	6,779	4,080	10,859

8 Cash at bank and in hand	2018			2017		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Current account	61,180	13,350	74,530	31,694	8,709	40,403

9 Fixed Assets	2018		Total
	Van (Restricted)	Office Equipment (unrestricted)	
Actual/Revalued cost	£	£	£
At 1 January 2018	8881	0	8,881
Additions during year		659	659
Disposals during year	0	0	0
At 31 December 2018	8881	659	9540
Depreciation			
At 1 January 2018	833	0	833
Charge for the year	1110	110	1,220
Disposals during year	0	0	0
At 31 December 2018	1943	110	2053
Net Book Value			
At 1 January 2018	8048	0	8,048
At 31 December 2018	6938	549	7487

10 Staff Costs	2018	2017
	£	£
Wages and salaries (incl PAYE)	85,504	53,991
Employers NI contributions (net of Employers allowance)	3,577	1,032
Employers Pension contributions	942	0
	<u>90,023</u>	<u>55,023</u>

Average number of employees who were engaged in each of the following activities:

	2018	2017
Activities in furtherance of organisations objects	4	3
Management and administration	2	2
	<u>6</u>	<u>5</u>
Employee numbers as an average FTE (full time equivalent):	<u>3.4</u>	<u>2.1</u>

No employees received emoluments in excess of £60,000

11 Related Parties Transaction

There were no related parties transaction in 2018.
Total donations received from Trustees in 2018 was £1,224.48

Schedule 1

TRUSTEE CODE OF CONDUCT

I will respect and uphold the objects of Hackney Foodbank, which are:-

To advance the Christian faith (as expressed in the Apostle's Creed) in the London Borough of Hackney, or elsewhere, by the practical expression of Christian compassion and hospitality primarily by the provision of a Foodbank

The relief of financial hardship amongst people in Hackney and the surrounding area or in other parts of the United Kingdom in such ways as the trustees from time-to-time think fit, in particular, but not exclusively by:

- Providing emergency food and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty
- Such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services

GENERAL

I will act within the Memorandum and Articles of Association, Charity Commission guidance, Hackney Foodbank Role Description (see Appendix A) and the law, and abide by the policies and procedures of the organisation. This includes having a knowledge of the contents of the Memorandum and Articles of Association and relevant policies and procedures.

· I will support the objects and mission of Hackney Foodbank, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.

· I will be an active trustee, making my skills, experience and knowledge available to Hackney Foodbank and seeking to do what additional work I can outside trustee meetings, including sitting on sub-committees.

· I will respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.

· I will develop and maintain a sound and up-to-date knowledge of Hackney Foodbank and its environment. This will include an understanding of how Hackney Foodbank operates, the social, political and economic environment in which it operates and the nature and extent of its work.

· I will use Hackney Foodbank's resources responsibly, and when claiming expenses will do so in line with Hackney Foodbank procedures.

· I will seek to be accountable for my actions as a trustee of Hackney Foodbank, and will submit myself to whatever scrutiny is appropriate.

· I accept my responsibility to ensure that Hackney Foodbank is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

MANAGING INTERESTS

- I will not gain materially or financially from my involvement with Hackney Foodbank unless specifically authorised to do so.
- I will act in the best interests of Hackney Foodbank as a whole, and not as a representative of any group – considering what is best for Hackney Foodbank and its present and future beneficiaries and avoiding bringing Hackney Foodbank into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with Hackney Foodbank policy.
- I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

MEETINGS

- I will attend all appropriate meetings (preferably in person or at least by telephone) and other appointments at Hackney Foodbank or give apologies. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with Hackney Foodbank. However, the Articles of Association state that if I am unable to attend (without the permission of the directors) all meetings held within a period of 6 consecutive months, the other directors may resolve that my trusteeship be terminated.
- I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
- I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.
- I will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

GOVERNANCE

- I will actively contribute towards improving the governance of the trustee board, participating in induction and training and sharing ideas for improvement with the trustee board.
- I will help to identify good candidates for trusteeship at Hackney Foodbank and, with my fellow trustees, will appoint new trustees in accordance with agreed selection criteria (see Appendix B for selection process).

RELATIONS WITH OTHERS

- I will endeavour to work considerately and respectfully with all those I come into contact with at Hackney Foodbank. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of trustees, volunteers and staff of Hackney Foodbank are different, and I will seek to understand and respect the difference between these roles.

Where I also volunteer with the organisation I will maintain the separation of my role as a trustee and as a volunteer.

- I will seek to support and encourage all those I come into contact with at Hackney Foodbank. In particular, I recognise my responsibility to support the chair and the senior staff member.

· I will not make public comments about the organisation unless authorised to do so. Any public comments I make about Hackney Foodbank will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

LEAVING THE BOARD

· I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the trustee board.

· Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from the board I will accept the majority decision of the board in this matter and resign at the earliest opportunity.

· If I wish to cease being a trustee of Hackney Foodbank at any time, I will inform the chair 2 months in advance in writing, stating my reasons for leaving.

Signed Name Date

APPENDIX A

HACKNEY FOODBANK TRUSTEE ROLE DESCRIPTION

Purpose of Role

To oversee the work of Hackney Foodbank with responsibility for complying with legislation and good practice with regard to roles and responsibilities of a Trustee as laid out in Charity Commission guidance, with particular regard to finance, employment and health and safety.

Main Activities

To ensure sound governance of Hackney Foodbank.

To ensure services are provided in line with Hackney Foodbank policies and procedures and contractual requirements.

To ensure the organisation complies with relevant legislation.

Activities to be undertaken in compliance with the organisation's Memorandums and Articles of Association, Charity Commission regulations and Hackney Foodbank Trustee Code of Conduct.

Qualities/experience/skills sought (Essential)

Good background knowledge of the voluntary/public/statutory or business sector.

Particular skills i.e. employment, finance, health and safety, marketing, diverse groups or any other skills deemed necessary by the Management Committee in relation to the work of the organisation as identified through a skills audit of Trustees.

Commitment to the role of a Trustee.

Training Provision

Full induction will be provided for new Trustees on the organisation and the work of the trustee board. Training in specific topics is available subject to funding.

Times of volunteering

To attend trustee board meetings and to attend sub-group meetings as and when required. Trustee board meetings usually take 2.5 hours – sub groups length of meetings vary depending on agenda but would normally not extend past 2.5 hours.

To attend any additional meetings as required. To attend other events and activities as possible.

To allocate additional time to read and address ad hoc issues that may arise in between meetings.

Expenses

Trustees are entitled to claim travel costs to meetings.

Age Restrictions

Under the current Charity and Company Legislation and Laws Trustee status can only be given of those over 18 years of age.

Locations

Board meetings and sub-groups are held in different locations but all within London Borough of Hackney – venues to be advised.

Main points of contact

Alex Gough, Chair
Hackney Foodbank
Florence Bennett Centre
Cherbury St
London N1 6TL

Email: trustees@hackney.foodbank.org.uk

APPENDIX B**HACKNEY FOODBANK****RECRUITMENT OF TRUSTEES - PROCEDURE**

Opportunities to become a Trustee of Hackney Foodbank will be advertised on Volunteer websites and through other media. Trustees should also endeavour to explain their role to potential members they meet, bearing in mind the agreement of specific skills needed on the trustee board.

A skills audit of all current Trustees will be completed annually. The trustee board will look at the outcomes and identify specific skills and experience that need to be recruited to provide a balance in terms of equality and diversity as well as ensuring relevant skills required are met.

All potential Trustees shall apply by submitting a CV and cover letter to the Trustees email address. Upon receipt, a trustee or trustees will arrange to meet the potential Trustee for a discussion. If the candidate meets the criteria as laid out in the role description and in line with the requirements identified via the skills audit, the potential Trustee will be invited to observe a Trustee Board meeting. The potential trustee may be required to absent themselves for parts of the meeting if sensitive information and issues are being dealt with.

Following the meeting observation, the Chair or another Trustee will consult the candidate on whether the recruitment process should continue and if so the candidate will attend an induction meeting. After completion of induction the candidate will be voted onto the trustee board at the next meeting.