



Dunfermline Foodbank
AGM
5th March 2024

Agenda

- Chairman report
- Financial report
- Foodbank Manager report and look ahead
- Election/re-election of Charity Trustees

Chairman Report – Martin Smith



Activity

- Operation of the Foodbank has continued effectively
- Stable financial position
- Attended cluster meetings with other foodbank trustees and attended Trustee training events
- Implemented some additional procedures/policies resulting from the Governance Health check
- Extended the Warehouse lease for a further 5 years in Jan 24

Chairman Report



Objectives

- Review of policies and governance document
- Review ongoing strategy
- Continue to seek funding options for long term stability
- Make some improvements to Accounting system.

Trustees



There have been no Trustee changes in the past year.

and the current Trustees are :

- Martin Smith (Chairperson)
- Jon Farrimond (Treasurer)
- Janet Brand (Secretary)
- Mitch Skinner
- David Henderson
- Peter Lloyd

Financial Report - Year to Jun 2023

Receipts and Payments Account

for the year to 30th June 2023

	2023	2023	2023	2022	2022	2022
Receipts	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Donations						
Tesco & Asda topups/collections	17,900	-	17,900	10,630	-	10,630
Churches	3,819	-	3,819	2,073	-	2,073
Individuals	77,995	-	77,995	48,885	-	48,885
Other organisations	62,118	-	62,118	25,573	-	25,573
Grants *	-	10,000	10,000	-	-	-
Tax reclaim	3,836	-	3,836	3,739	-	3,739
Total receipts	165,668	10,000	175,668	90,900	-	90,900

* Grants received

		2023	2022
Trussell Trust	Food	5,000	-
Fife Council	Food	5,000	-
Total grants		10,000	-

Financial Report - Year to Jun 2023

	2023	2023	2023	2022	2022	2022
Payments	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Food/consumables	10,633	10,000	20,633	11,396	3,000	14,396
Equipment	1,396	-	1,396	360	2,179	2,539
Property costs	36,835	-	36,835	21,876	22,213	44,089
Printing/stationery/post/phones	4,636	-	4,636	3,325	-	3,325
Insurance	9,804	-	9,804	5,416	-	5,416
Utilities	4,569	-	4,569	2,310	-	2,310
General Admin/expenses	4,888	-	4,888	4,992	-	4,992
Vehicles costs/fuel/travel	4,285	-	4,285	1,724	2,321	4,045
Fees	556	-	556	959	600	1,559
Salary/PAYE	43,891	-	43,891	25,486	17,550	43,036
Independent examination fee	440	-	440	275	-	275
Total payments	121,933	10,000	131,933	78,119	47,863	125,982
Surplus/(deficit) for the year	43,735	-	43,735	12,781	(47,863)	(35,082)
Balance brought forward	222,508	1,515	224,023	209,727	49,378	259,105
Balance carried forward	266,243	1,515	267,758	222,508	1,515	224,023

Financial Report - Year to Jun 2023

Statement of Balances

for the year to 30th June 2023

	Notes	2023			2022		
		Opening balance	Surplus for year	Closing balance	Opening balance	Deficit for year	Closing balance
		£	£	£	£	£	£
Cash at bank and in hand							
Current accounts		223,902	43,111	267,013	258,895	(34,993)	223,902
Cash		121	624	745	210	(89)	121
Total cash at bank and in hand		224,023	43,735	267,758	259,105	(35,082)	224,023

Represented by:

Unrestricted fund

General fund			266,243		222,508
			266,243		222,508

Restricted funds

Staff Training	5		1,515		1,515
Salaries - Foodbank manager			-		-
Salaries - Admin staff			-		-
Office refurbishment			-		-
Warehouse Costs			-		-
Van Running Costs			-		-
Food			-		-
			1,515		1,515

Total funds

267,758

224,023

Dunfermline foodbank



Foodbank Manager Review

March 2024

Foodbank figures

Apr 2022 to Mar 2023

- We fed 9,204 people of which there were 5,688 Adults and 3,516 Children – Client use up by 28% on 2021/2022
- 108,980kgs of Food donated – up by 20% (7% of which was food we had to purchase ourselves)
- 117,980kgs of Food distributed to people in need – up by 11%



The last year (April 2023 – Present)

- Another busy year but with a slight drop in clients which we think is due to the Cost of Living Payments from the Government which dropped into bank accounts in early Spring, July, November 2023 and a further one in February 2024.
- Recruitment of new volunteers has helped keep the foodbanks and warehouse well resourced, however, it has been proving difficult to recruit for the Benarty and Cowdenbeath Foodbanks even though Induction Training has been offered in those areas. We are looking at new ways to recruit in those areas including attending Volunteer Recruitment Days.
- All Foodbanks are stable in their premises with no moves and we have signed a new 5 year lease for our Warehouse.
- Funding Grants have been applied for to enable us to recruit new members of Staff.

Update: - E Referring

- A decision was made in January this year to stop issuing Red Vouchers to Referrers and encourage use of the online system for all vouchers. This will improve the audit trail and we can all see at a glance how many times a client has attended the foodbank.
- Our Foodbanks will still accept Red Vouchers but they will be phased out.



Forward Planning 2024...



- 2 new Staff Members in post hopefully by Summer/Autumn.
- Be more proactive in the Cash First Approach Pilots running in the Dunfermline and South West Fife Poverty Action Group areas.
- The need to raise the profile of the Foodbank will still be the number one priority, as we have to ensure a steady donation stream.
- We have a strong, dependable reputation in the local area and we will strive to keep that by maintaining and improving our service.



Election/re-election of Charity Trustees