



Kirkcaldy Foodbank

Annual Report

10 March 2020

7.00 pm

Dysart St Clair Church of Scotland

West Port, Dysart

Kirkcaldy



Annual General Meeting

10 March 2020

Dysart St Clair Church of Scotland

7.00pm

1. Welcome, house-keeping and procedural notices: George Wilcock, Secretary
2. Chair's Report for 2019: Joyce Leggate, Chair
3. Presentation of Accounts and Treasurer's Report: Kathleen Henderson, Treasurer
4. Election/re-election of the Charitable Trustees
5. Guest Speaker: Sarah Brown
6. Vote of thanks: Neill Mitchell, Vice-Chair
7. Questions/Open Forum



Message from the Chair of Kirkcaldy Foodbank

Change will do you good?

Welcome once more to what is now Kirkcaldy Foodbank's 6th Annual general meeting.

2019 has been a year of many changes for us in many ways but not, sadly, in the increasing need of local people who continue to face poverty and food insecurity and the subsequent need to have a welcoming refuge and place of help in the form of Kirkcaldy Foodbank. We see more and more people coming to our doors month on month and each and every one of them has to face the indignity of coming to ask a stranger to help them feed themselves and their family. So many of the reasons relate to an inadequate benefits system that seems to punish people arbitrarily should they not fully comply with "the system". Any changes in personal circumstances are punished such as welcoming a new baby to family, sickness, loss of employment to name but a few. More and more we are hearing stories of those, who through no fault of their own, were transferred on to Universal Credit and accrued debt in the form of rent arrears and council tax arrears as well as debt to family and friends. If they were persuaded to accept an advance payment of their Universal Credit they have their benefit reduced immediately by the Department of Work and Pensions to repay this while also have their other arrears deducted at source. Imagine having no income whatsoever for several weeks then when you think you are going to get back on your feet again, realising that you only have half of what you thought you were going to receive and that your state of poverty is going to last as long as it takes to repay all your debt.

Thank goodness we, through the kindness and generosity of so many in our local community, can offer some help in the form of food and compassion to the many who come through our doors. We rely on every tin of food that is donated, every penny that is placed in a collecting can, every standing order that local people set up and every fundraising event that is organised and supported by so many. Many local businesses have also responded very generously to our recent appeal for help as we develop our service further. We also could not exist without our many volunteers, around 145 ordinary men and women who work away quietly doing the many, many tasks that keep Kirkcaldy Foodbank functioning.

I mentioned at the beginning that "Change will do you good". The words of this song have been ringing in my ears over the past 12 months as we have embraced many changes.

Our biggest change has been the move of our central base from Dysart St Clair Church who have welcomed us for over 7 years as the service expanded. We have now moved lock, stock and everything else you could imagine into Viewforth Church hall and this has given us the opportunity to streamline our day to day operations and more importantly, to improve the

support we can offer to those in need. We asked our clients how we could improve their experience and they told us that while they were happy with the help they received they asked us for some choice in what they are offered.

We managed to introduce this partly at our distribution centres at Linton Lane, New Volunteer House, Link Living and Solid Rock by sending extra stocks to them enabling them to exchange items where possible. The move to Viewforth will enable us to develop this further and the clients coming there will be allocated points dependant on family size and be able to “spend” them on the food items they need most. We have also been donated fridges, freezers, shelving , tables and chairs which means we can offer access to fresh and frozen food items as well as a more comfortable environment for both our clients and volunteers to work in. This provides a more dignified experience and gives back control to those whose lives have been spiralling out of control for a time.

We also relocated our town centre operations from St Bryce Church initially to Greener Kirkcaldy and most recently to New Volunteer House which means we are now also co-located with many other support services who are able to give advice and support to our clients.

I would like to thank all those at Dysart St Clair Church, St Bryce Church, Burntisland Parish Church, Linton Lane Centre, Link Living, Greener Kirkcaldy and New Volunteer House for all the support they have given us in the past and continue to give us now in providing accommodation that has enabled us to support so many.

My thanks also to Fife Council in supporting us in the way they do by giving us the time of the Community Payback team without whom we would struggle to cope and the other ways in which Fife Council support us quietly in the background.

Thanks also to all our donors and fundraisers who raise tens of thousands of pounds every year and work tirelessly pursuing grants and identifying all fundraising opportunities.

I would especially like to thank all our volunteers who give their time freely to help others and our dedicated Board of Trustees who work diligently to keep the wheels of the organisation turning.

Change **will** do us good, change in the quality of the service we offer, change in the way we can respond to need, change in the way we manage our resources and hopefully, change to a system that condemns so many people to poverty which then impacts on each and every one of us in so many ways.

Joyce Leggate
Chair



**Financial Statements
for the
Year ended 31st December 2019**

Kirkcaldy Foodbank

Trustees' Annual Report—Year Ended 31st December 2019

The Board have pleasure in presenting their report together with the financial statements and the independent examiner's report for the year ended 31st December 2018.

Contact Address: The contact address for the Kirkcaldy Foodbank is Viewforth Church Hall, Viewforth Terrace, KIRKCALDY KY1 3BW

Constitution & Purpose

The Kirkcaldy Foodbank is a registered Scottish Charity (OSCR) - Number SC044446.

The purposes of Kirkcaldy Foodbank's establishment and operations are the prevention and relief of food poverty in the Kirkcaldy area, the advancement of citizenship/community development and the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage in ways including :

1. the provision of food to those identified as being in need of the services of the Foodbank;
2. working with other local and national organisations to ensure those in food poverty and other disadvantaged people have access to the appropriate information to enable them to explore ways to make improvements to their life conditions and alleviate the hardship they are suffering or prevent any future hardship; and
3. working with other agencies to ensure those in food poverty and other disadvantaged people, armed with the appropriate information, have guidance and support to allow them to be proactive in improving their life conditions and alleviate the hardship they are suffering or prevent any future hardship.

Trustees

Joyce Leggate - Chair

Neill Mitchell - Vice-Chair

George Wilcock - Secretary

Kathleen Henderson - Treasurer

Angela Campbell, Ian Campbell, Ann Connell, Thelma Duncan, Graham Gourlay, Hamish Hamilton, Paula Hutchison, Maura Lee, Sheila Morris, Kenneth Mowbray, Kath Wilcock, Iain Anderson.

Trustees are appointed in accordance with the Foodbank's constitution.

Activities & Achievements

The primary purpose of the Kirkcaldy Foodbank is to coordinate and promote food and financial donations from the local community and thereafter prepare and distribute food parcels to those within the local community identified as suffering from food poverty. During the past year the charity continued to build on previous successes and support other local charities with similar aims to our own. Unfortunately the demand for the support our charity provides to the local community has increased however, we continue to enjoy support from a wide range of local faith groups, businesses and individuals.

Reserves Policy

The trustees' policy is to maintain reserves at around 3 months of normal running costs in order to meet commitments and cover any unexpected expenditure..

Approved by the Trustees on 4 March 2020 and signed on their behalf by:

Joyce Leggate, Chair

Kirkcaldy Foodbank
Statement of Income & Expenditure

	2018		2019
INCOME			
Surplus from Previous Year	23,451.47		41,174.64
Voluntary Income			
Faith Groups	8,513.77		8,931.58
Businesses	20,900.98		27,373.61
Schools & Colleges	2,204.43		2,907.32
Charities Aid Foundation			2,770.53
Individuals	26,089.84		30,503.74
Community Groups	2,719.50		5,706.33
Just Giving	6,783.58		9,512.98
Gift Aid	3,625.72		1,205.79
Payroll Giving	51.20		140.80
Foodbank Lotto	475.00		1,010.00
Trade Unions			106.02
Fund Raising			
Fund Raising Events	3,908.54		7,881.94
Collection Tins	5,219.50		8,131.16
Grant Funding			
Fife Council Grant Funding			10,000.00
Groundwork			1,800.00
KP Trust			900.00
Holiday Hunger			800.00
Cooperative Community	1,215.00		
Robertson Trust	2,500.00		
Northwood Thomson	5,000.00		
Nationwide	2,500.00		
Total Income	115,158.53	-	160,856.44
EXPENDITURE			
Stationery/Equipment	369.71		1,049.57
Utilities	1,080.61		1,171.47
Food Purchase	70,861.64		117,297.95
Miscellaneous	839.84		538.51
Just Giving	234.00		216.00
PP Campaign	272.59		
Lotto Prize	187.50		425.00
Emergency Fuel payments	138.00		245.05
Total Expenditure	73,983.89	-	120,943.55
Surplus/Deficit for the year	41,174.64	-	39,912.89

Surplus/Deficit for the year	41,174.64	-	39,912.89
Represented by:			
Unrestricted Funding			
Cash on hand	71.38		17.48
Uncashed Cheques			
Voucher in hand	100.75		
Funds in Bank	38,859.20		39,050.67
Total Unrestricted Funding	£39,031.33		£39,068.15
Restricted Funding			
	1,781.31		
Funds at bank - Fife Council Grant fund-			
Funds at Bank Emergency Fuel	212.00		191.95
Cash on Hand - Emergency Fuel	150.00		
Total Restricted Funding	2,143.31		191.95
Total Funding	£41,174.64		£39,260.10

Notes to the Accounts

Note 1: Change in Income

Total Income	2018	2019	change
Faith Groups	8,514	8,932	5%
Businesses	20,901	27,374	31%
Schools & Colleges	2,204	2,907	32%
Charities Aid Foundation		2,771	
Individuals	26,090	30,504	17%
Community Groups	2,720	5,706	110%
Just Giving	6,784	9,513	40%
Gift Aid	3,626	1,206	-67%
Payroll Giving	51	141	175%
Foodbank Lotto	475	1,010	113%
Trade Unions		106	
Fund Raising Events	3,909	7,882	102%
Collection Tins	5,220	8,131	56%
Fife Council Grant Funding		10,000	
Groundwork		1,800	
KP Trust		900	
Holiday Hunger		800	
Cooperative Community	1,215		
Robertson Trust	2,500		
Northwood Thomson	5,000		
Nationwide	2,500		
<i>Grant Funding Total</i>	<i>11,215</i>	<i>13,500</i>	<i>20%</i>
Total Income	93,726	121,701	30%

All sources of funding, except Gift Aid, increased in 2019. The decrease in Gift Aid is due to the changes in treasurer over last year but this will be addressed this year. It is expected that by the end of the year there will be a substantial increase in this income stream.

The increased income from all sources is valued and gratefully received.

Note 2: Change in Expenditure

Total Expenditure	2018	2019	change
Stationery/Equipment	370	1,050	184%
Utilities	1,081	1,171	8%
Food Purchase	70,862	117,298	66%
Miscellaneous	840	539	-36%
Just Giving	234	216	-8%
PP Campaign	273		
Lotto Prize	188	425	127%
Emergency Fuel payments	138	245	78%
Total Expenditure	73,984	120,944	63%

As in previous years the expenditure on food has increased substantially, reflecting the increase in the number of food parcels provided.

Note 3 Percentage of total expenditure represented by food purchase.

	2018	2019
Food Purchase	70,862	117,298
Total Expenditure	73,984	120,944
Percentage of Expenditure on Food	96%	97%

The percentage of income spent on food remains steady at 97%.

Kirkcaldy Foodbank
Independent Examiner's Report

Independent Examiner's Report to the Trustees of Kirkcaldy Foodbank

I report on the financial statements of Kirkcaldy Foodbank (Scottish Charity No. SC044446) for the year ended 31st December 2019 which are set out on page 3.

Respective Responsibilities of Trustees and Examiner

The Kirkcaldy Foodbank's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The Kirkcaldy Foodbank's Trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 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

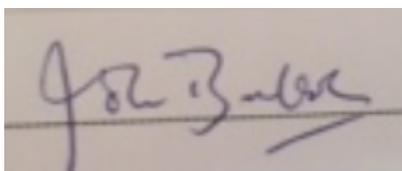
My examination is carried out in accordance with the Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the Kirkcaldy Foodbank and a comparison of the accounts presented with those records. It also includes consideration 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

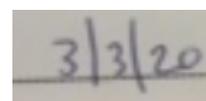
In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements:
 - . to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - . to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not been met, or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

- signed



Date





Kirkcaldy Foodbank Data Report: 2020

This section of the report for this year’s AGM contains some of the data collected by Kirkcaldy Foodbank.

Other than the data in the graph below , the data in the report is collected in the Foodbank database from referral forms. These forms record what is distributed to clients. The data in the graph below is taken from a count of the number of parcels packed by the Foodbank.

Other than the data on in the graph below, the data is for the period from January—December 2018.

Number of parcels issued: December 2014—December 2019

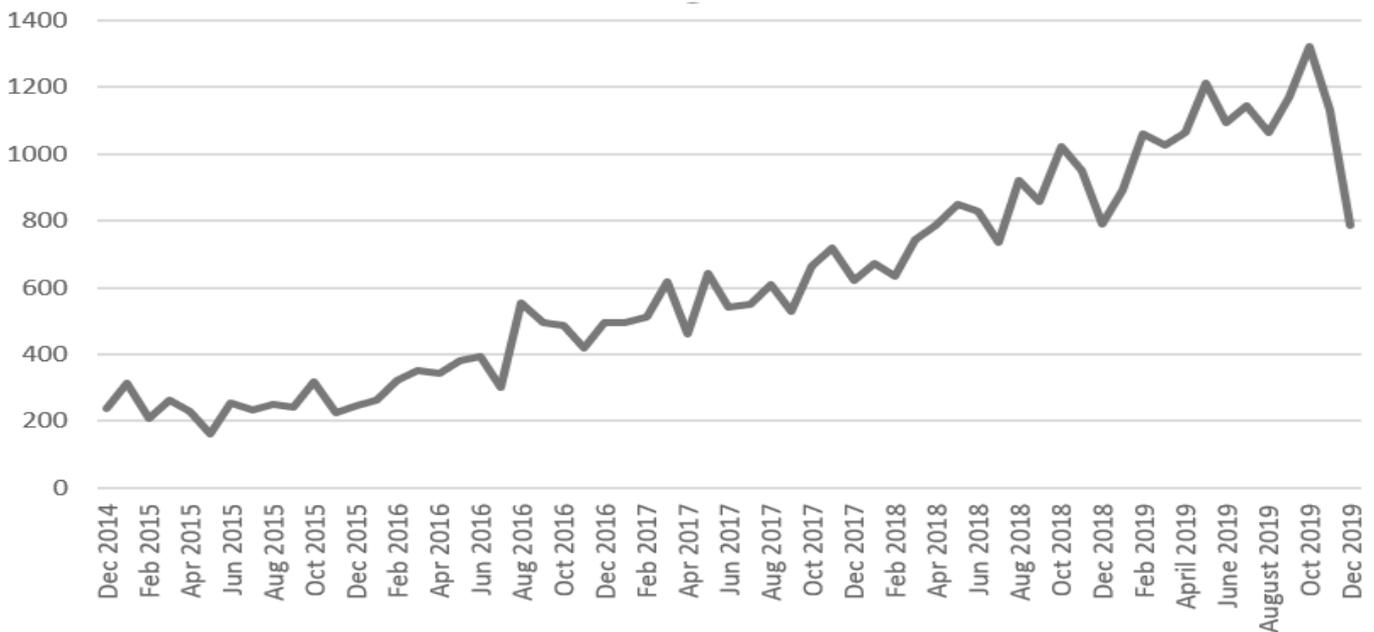


Table showing the number of adults and children receiving assistance during 2019 (NB: this is not a count of individuals—if a person visits more than once they will be counted more than once)

Month	Visits	Adults	Children	% children
January	977	1355	651	32.5%
February	1108	1522	712	31.9%
March	1088	1551	761	32.9%
April	1102	1555	777	33.3%
May	1252	2242	776	25.7%
June	1032	1567	618	28.3%
July	1147	1745	694	28.5%
August	1255	1873	909	32.7%
September	1099	1659	808	32.8%
October	1222	1830	857	31.9%
November	1188	1805	888	33.0%
December	955	1454	827	36.3%
Totals	13425	20158	9278	31.5%

Table showing the percentage of clients who visited only once and more than once in 2019 and the percentage of the total number of visits that were single visits by clients.

	Visits	Clients
% of visits = Single Visits	7.55%	46% visiting once
% of visits = Second or subsequent visits	92.45%	54% visiting more than once

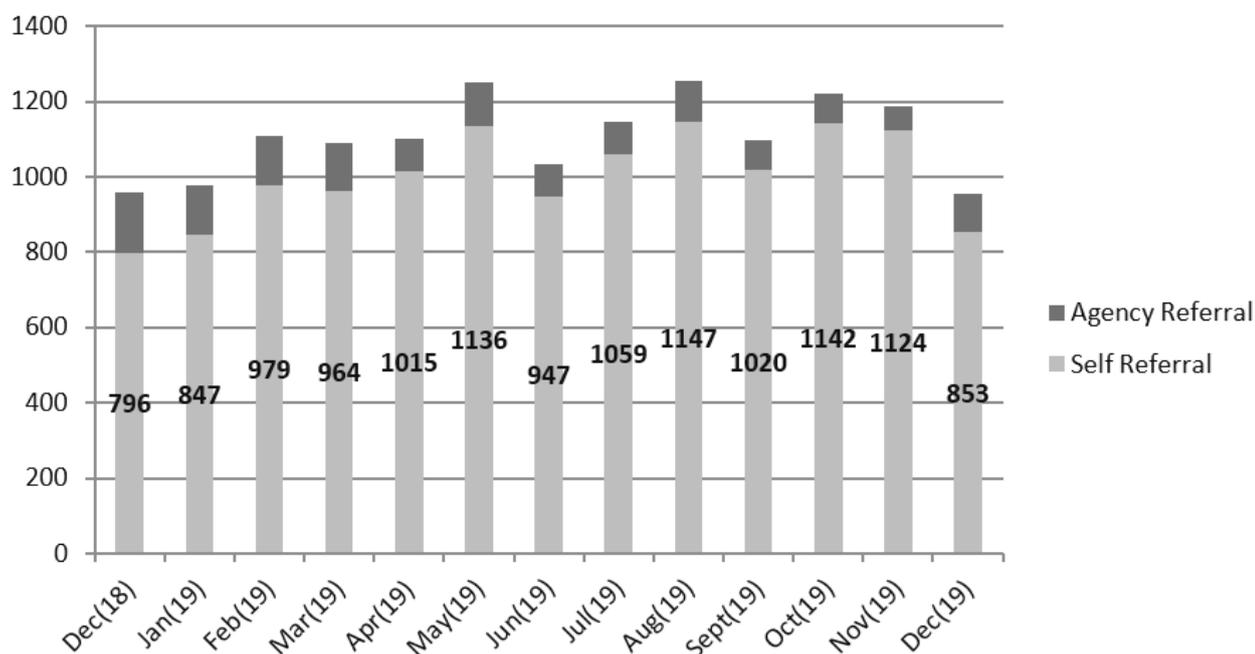
In 2019 76.59% of our clients visited the foodbank 5 times or less.

Agency referrals and Self Referrals

Graph and table showing numbers of self referrals and agency referrals on a monthly basis during 2018 .

NB: The numbers of self referrals are likely to be inflated as:

- We know that at least one agency advises known clients to self-refer rather than wait for an appointment with the agency in order to receive an agency referral form.
- We know that, rather than completing a referral form, workers from some agencies will accompany a client to the foodbank where the client will complete a self-referral form

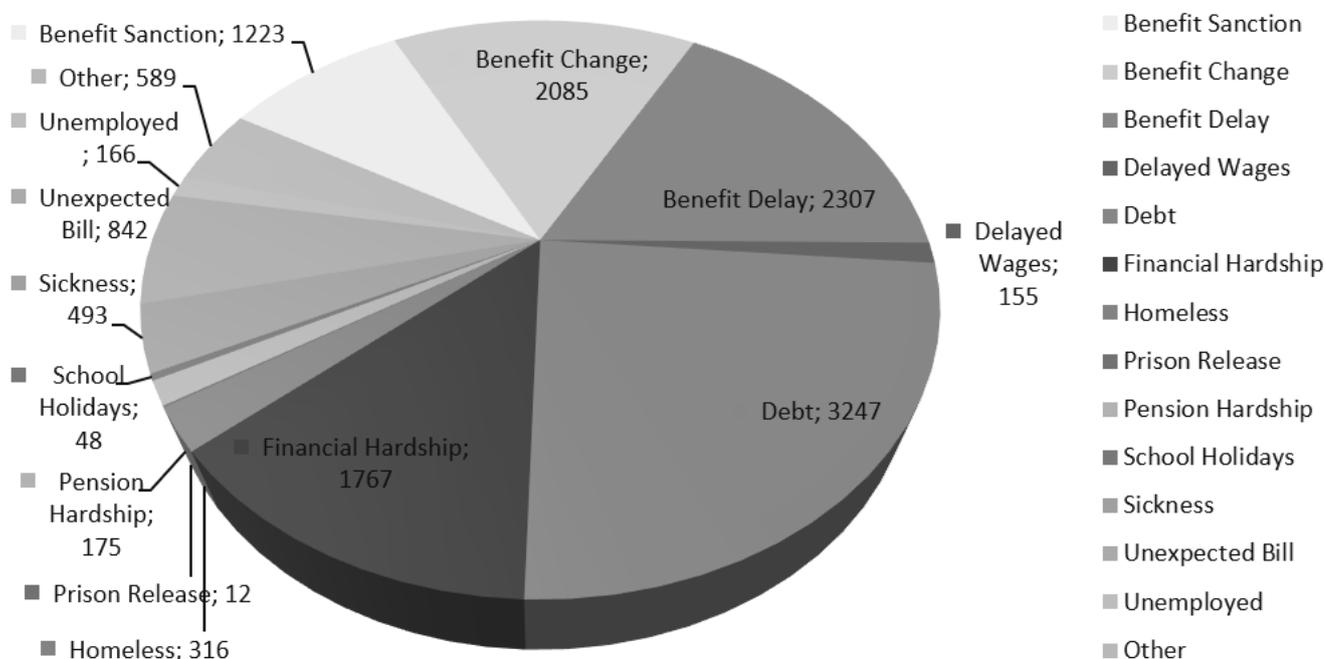


	Self Referral	Agency Referral	Total	Percentage of self referrals
January	847	130	977	86.7%
February	979	129	1108	88.4%
March	964	124	1088	88.6%
April	1015	87	1102	92.1%
May	1136	116	1252	90.7%
June	947	85	1032	91.8%
July	1059	88	1147	92.3%
August	1147	108	1255	91.4%
September	1020	79	1099	92.8%
October	1142	80	1222	93.5%
November	1124	64	1188	94.6%
December	853	102	955	89.3%
Totals	12233	1192	13425	91.1%

Nature of Crisis

Pie chart showing nature of crisis on referral form - during 2019

(NB although Financial Hardship is no longer available as an option for the Nature of Crisis on self-referral forms it remains an option on some Agency Referral forms—it has been removed from new Agency Referral forms but some old ones are still being used by agencies.)



Benefit Sanction	Benefit Change	Benefit Delay	Delayed Wages	Debt	Financial Hardship	Homeless	Pension Hardship	Prison Release	School Holidays	Sickness	Unexpected Bill	Unemployed	Other
9.11%	15.53%	17.18%	1.15%	24.19%	13.16%	2.35%	1.30%	0.09%	0.36%	3.67%	6.27%	1.24%	4.39%

Universal Credit

Table showing the number and percentage of client visits where the client has indicated at some time this year that they are receiving Universal Credit. For clients who have visited more than once, this fact will not necessarily be recorded on every form completed for each visit. However, the client will be recorded in this data as receiving Universal Credit if a previous form this year has indicated that they are receiving it (current month is incomplete).

NB: this is a relatively new method of counting this figure, so the figures for previous months differs from that shown in some previous reports.

Whilst it is being recorded on referral and self-referral forms if the client is receiving Universal Credit, the information being asked does not necessarily indicate that Universal Credit is the reason why the client requires food.

Month	Clients	% of total clients
Jan	546	56%
Jan	546	56%
Feb	627	57%
March	659	61%
April	651	59%
May	701	56%
June	608	59%
July	638	56%
Aug	704	56%
Sept	628	57%
Oct	691	57%
Nov	635	53%
Dec	525	55%
Totals	7613	57%



Sarah Brown—Biography

Sarah Brown is a passionate advocate for global health and education issues around the world. Her work brings together the worlds of business, philanthropy, social media and charity campaigning.

As CEO of the Office of Gordon and Sarah Brown, Sarah works with government, business and non-

profit leaders to ensure children get the best start in life. Her work for better maternal and neonatal health has seen her address the United Nations to support the most vulnerable mothers, speak at the World Health Assembly to an audience of health ministers, and create the Jennifer Brown Research Laboratory that has led to ground-breaking innovations saving new-born lives. Her contribution has been recognised with Honorary Fellowships from both the Royal College of Obstetricians and Gynaecologists and the Royal College of Paediatrics and Child Health as well as the Recognition Award from the International Federation of Gynaecology and Obstetrics.

Sarah is also Chair of Theirworld, a charity with high impact to end the global education crisis and ensure children are healthy and safe as they learn and grow. An avid and prolific user of social media, 1 million people follow @SarahBrownUK on Twitter. Sarah is married to Gordon Brown and they have two teenage sons, John and Fraser.