

# **ONE CAN TRUST LIMITED**

**(A company Limited by Guarantee)**

## **STATEMENT OF FINANCIAL ACTIVITIES**

**for the year ended 31 August 2016**

# **ONE CAN TRUST LIMITED**

## ***Board of Trustees:***

Graham Peart (Chairperson)

David Rooke (resigned 16 December 2015)

Heather Stanley (Vice Chairperson)

Ruth Richey

Peter W Green (Hon. Treasurer)

Cristina Delgado (resigned 16 December 2015)

Robert Hill (Company Secretary)

Peggy Peckham

Suzie Clarke (appointed 16 August 2016)

## ***Vice Presidents***

Cristina Delgado

David Rooke

## ***Registered Office***

Union Baptist Church, Easton Street, High Wycombe, Bucks, HP11 1NJ

Company Registration No. 8137465

Charity Registration No. 1148626

## ***Bankers:***

Charities Aid Foundation Bank Ltd

25 Kings Hill Avenue, West Malling, Kent ME19 4JQ

# Trustees Report for the year ended 31 August 2016

## STRUCTURE GOVERNANCE AND MANAGEMENT

### Governing Document

One Can Trust Ltd is controlled by its governing document, the Articles of Association. OCT is a company limited by guarantee, as defined by the Companies Act 2006 and registered with the Charity Commissioners.

### Recruitment and appointment of new trustees

The directors of OCT are also Trustees for the purposes of charity law. Under the Articles the company's trustees also form the management committee. During the year changes were made to the Articles to improve governance. Now the Trustees are limited to completing up to three three year terms in office and are re-elected at the AGM when appropriate and the Chairman of Trustees may hold the position for a maximum of six years. The Articles provide that at each AGM one third of the trustees retire for re-election. The Board of Trustees has the power to appoint new Trustees after due consideration. Potential trustees are recommended to the Board by existing trustees and patrons.

### The concept of the food bank.

The objective of the food bank is to make available an emergency food parcel to anyone in genuine need for an initial period of up to four weeks to be reviewed and renewed by arrangement. Food is collected from donors at supermarkets, schools and churches. Food drives are organised regularly at the supermarkets and talks are given at schools and churches. These activities and other marketing tools such as the website advertise the need for donations of food and money. This is a vital task as the need is to gather food to a retail value of nearly £2000 per week. Buckinghamshire County Council currently provide vouchers, pro rata to the number of referral requests satisfied, redeemable at Tesco and these are used to top up food items that are in short supply or occasionally to add milk and fresh food items.

The food is delivered by the donor or collected from the donor points, sorted and stored in date sequence to minimise wastage at the OCT premises ready for picking into parcels. Only food within its 'sell by' date is packed into the parcels.

When a referral sheet is received from one of the many authorised agencies, requesting a food parcel, it is made up in a format appropriate to the needs of that household. This could be for one person, a single parent family or a traditional family. This may contain toiletries such as toothpaste, toilet rolls and nappies. Delivery is usually made to the referring agency or from a pick up point often at a church. Some parcels are delivered directly to the recipient.

An important alternative service is available to those who need a food parcel and who choose to travel to the Wesley Church in High Wycombe where a Primary Hub has been established. At this location, the content of the parcels is chosen by the recipient minimising the waste that may inevitably occur in pre-specified parcels, with the added benefit of the opportunity of some companionship over a cup of tea that is so important to many of those who are living alone.

### Content of the food parcels

The principle is to provide sufficient food to sustain the recipient and family for one week.

The parcel content is regularly reviewed by the operations team to endeavour to make available the most appropriate items taking into account general welfare, simplification of the preparation and cooking skills required and availability of donated produce and products that unavoidably

varies. Sometimes a parcel is assembled that does not require heating of the food when no power is available to the recipient.

### **Area serviced**

OCT delivers to nominated convenient 'pick up' points in High Wycombe, Princes Risborough, Beaconsfield, Denham, Marlow and Lane End where recipients can collect their parcels.

### **Organisational Structure**

The governance of OCT rests with the Board of Trustees which has a membership of up to 15 and at the year-end on 31<sup>st</sup> August 2016 had 7 members. The Trustees meet 6 times a year or as necessary. Meetings include input from the project manager who has no voting rights and from any others attending by invitation who can make a contribution.

An Operations meeting is convened monthly with volunteers attending to manage the operations activities and review requirements for specific activity to increase the receipts of food items.

A Marketing and Fund Development meeting is scheduled 6 times a year to manage marketing outreach activities and to further fund raising opportunities and objectives.

OCT currently employs one part time Project Manager who is responsible for leading and managing the operations activities and who reports to the Vice Chairman of the Board. Other members of the Board take responsibility for managing the other key activities of the organisation.

Operational activities are carried out by a cherished and enthusiastic team of volunteers who donate their time and energy to provide help to those who are in need of support and assistance. A team of volunteers meets on Monday evenings to sort and store the donated produce. Another team of volunteers meets on Thursday mornings to pick and pack parcels for delivery. Another group of volunteers deliver the parcels to agreed destinations.

Many local supermarkets have a drop basket for donated food and this has to be regularly collected and taken to Duke Street for sorting and storage.

Similar activities are carried out in parallel by volunteers at Wesley Church under the direction of their leadership team, one of whom is a trustee of OCT.

Other churches that are key to the distribution and collection system include King's Church, Marlow Methodist, Elim Micklefield, The Avenue, Christ the Servant King, Shalom and also several mosques and the Wycombe Islamic Society. And we are grateful to the many schools and organisations such as the Holtspur Youth Club for their regular assistance.

### **Public benefit**

The Trustees have due regard to the Charity Commissions' guidance on public benefit when considering the objectives and activities. The charity furthers its purpose for public benefit through the provision of emergency food parcels to those in need within the previously described area.

### **Risk management**

On an annual basis, the Trustees conduct their own review of the major risks to which the charity is exposed and puts into place systems to mitigate those risks.

The Trustees consider a significant risk to be the need to raise sufficient funds to support the activities of the charity and steps have been taken to manage that risk.

The Trustees also consider there is a risk with the generation of food by donation and situation is managed by assessing the stock of food by visual review each month and if necessary an appeal is launched.

## **OBJECTIVES AND ACTIVITIES**

During the year we set out to make a number of changes to the organisation to improve professionalism, governance and sustainability.

The Articles of Association were altered to strengthen governance by limiting Trustees to a maximum of three, three year terms in office and the chairman of Trustees to hold the position for a maximum of six years as previously mentioned.

The rules on membership of the company were also altered for clarity and to strengthen governance.

During the year we launched our new corporate identity to make the charity more readily recognisable. We thank Andrew Piper of Rare Design for the inspiration for the rebranding and the production of the graphics and Claire Ramsden for creating the detailed design for all One Can Trust paperwork and marketing tools. All this extremely valuable work was voluntary.

Subsequently all the new and old logos and trading names were registered as our trademarks. We thank Simon Coles of Graham Coles and Co for completing all of this important and essential work, again voluntarily.

The Trustee Board was reorganised and each trustee accepted responsibility for particular activities within the charity. This has assisted in focusing on the key objectives and identified the roles that are central to meeting them. The primary responsibilities are finance, premises, food operations, food generation, fund generation, volunteers, transport, company secretary and governance.

In last year's trustees report, it was noted that the charity intended to relocate into premises made available by Wycombe District Council in February. However circumstances changed with the late offer of an alternative building in Duke Street. This had some important advantages being much larger and including a secure yard with parking but it was in very poor condition. An arrangement with WDC was finally agreed that enabled the charity to agree terms that included a donation which we used to cover much of the refurbishment costs necessary to give reasonable facilities for the volunteers to work safely and effectively. One Can Trust took occupation and became fully operational at Duke Street on 8<sup>th</sup> August 2016.

We thank M & C Carpets for a significant donation of a vinyl floor in part of the new premises and Styleabbe who carried out the building work and W A Electrical for the electrical installation.

We thank Big Yellow Storage in London Road for their assistance with providing accommodation during the formation of the foodbank and for nearly 5 years afterwards. We also thank the Clare Foundation at Saunderton for making overflow storage space available. And we also thank Hills Café for making space available during the autumn of 2015 to enable the large quantities of donated food at harvest time to be sorted there.

The move into our own space has allowed an investigation into the possibility of providing some fresh food in our food parcels, potentially including bread, milk and some fruit and vegetables, something that was not permissible at Big Yellow Storage. We have received confirmation of a significant grant from Heart of Bucks that will enable the purchase of fridges and freezers and other equipment plus the necessary food handling training to make this major improvement to our service.

At the AGM in December 2015, Cristina Delgado stood down as a Trustee. We thank Cristina for a huge amount of time and energy spent on ensuring that One Can Trust continued to deliver the emergency food parcels as required, particularly during a very difficult period in the development of the charity. Also at the AGM, David Rooke stood down as a Trustee and also as Chairman of Trustees. David was instrumental in leading the charity through a difficult transitional stage and we are very grateful for his resolute leadership. The Trustees decided to create the honorary role of Vice President so enabling past trustees to remain involved in the activities of OCT, Cristina Delgado and David Rooke being the first.

We welcomed Suzie Clarke as a Trustee towards the end of the financial year to take responsibility for fund generation and the positive impact of her work is already making a difference to the level of donations.

We also welcome Steph Richards who is employed part time as Project Manager to oversee the operations and further the relationships with our supporters especially supermarkets, schools and churches.

During the year Emma Smith left the OCT to commence her studies at university. We are very grateful to Emma for redesigning and managing the referrals process during her gap year, a most valuable contribution and we wish her well with her studies.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

During the year OCT received 2753 referrals and duly delivered an appropriate food parcel in response. This averaged 230 referrals each month, down from 257 per month for the same period the previous year. The highest demand was in October 2015 with 289 referrals and the lowest in May 2016 with 183 referrals. This compares to the highest demand in the previous year with 302 referrals in December 2014 and the lowest in February 2015 at around 230.

The curve in the graphs showing monthly demand compared year on year was not similar and little can be learned from the past to assist in forecasting future demand. There was a modest reduction in demand for food parcels during the year of around 10%; however the statistics showed a gradual increase month on month towards the year end. Therefore sadly, it appears that there will continue to be a significant demand for the services of the charity. We understand from anecdotal sources that the number of food parcels delivered by OCT is the highest of all the food banks within Buckinghamshire, by a substantial margin.

The number of households supported was 714 with 3069 adults and 2236 children. The household count breaks down to 56.3% single adults, 25.6% single parent families and 18.1% two adult families.

We analyse the number of times that a household receives a parcel and the statistics are as follows, 1 parcel only 35%, between 1 – 4 parcels 77%. The other 23% received more parcels with 11 households of mainly families with 2 adults, or 3% within that group, receiving more than 20 food parcels and consuming over 10% of the resources deployed. Two families who are not eligible for benefits have been receiving parcels for over 12 months.

The retail value of food parcels is approximately as follows, £21 for a single adult, £36 for a single parent family and £65 for a two adult family (depending on the number and age of children).

The total retail value of the parcels provided was approximately £90,300 or £1,730 or week. Of this value, vouchers provided by BCC and redeemed at Tesco, totalled £8,642 or around 9.6% of

the total. By extraction, the value of food donated by individuals that was packed into parcels was approximately £81,660 averaging £1,570 per week.

From the above figures and the financial results below, excluding the exceptional expenditure, the underlying and ongoing total cost of the operations to supply each food parcel averaging around £32, is approximately £15.

This is a remarkably cost efficient system considering the complexity of the process of collecting, sorting, storing, picking, packing and delivering the parcels and the overhead costs of the premises and Project Manager and is only possible due to the generosity of the people who live in High Wycombe and the adjoining areas and the availability of willing volunteers to carry out the work.

### **Acknowledgements**

The Trustees would like to make a special thank you to the numerous volunteers who reliably arrive on Monday evenings to sort and store food, led by Simon Hyams and another group of volunteers who pick and pack parcels on a Thursday morning also at Duke Street and led by Sally McEvoy.

Further special thanks go to the volunteers at Wesley Methodist Church for opening their doors each Tuesday and Friday afternoon to enable recipients to pack their own parcels.

Without these volunteers there would be no emergency food bank as it would be economically unviable to pay staff to carry out the same work.

The Trustees would like to make another special mention and thank all the churches and schools for collecting and delivering massive quantities of food and quite often anonymously so we are unable to send a personal thank you note.

The Trustees would also like to thank the donors and supporters who have made major contributions in so many ways over the past year that made the work of the charity possible including providing items for our new premises, volunteers to stand at supermarket entrances to encourage food donations, professional services and advice that we would otherwise have had to pay for, food donations and not least, monetary donations that are so necessary.

In no particular order we thank the following: Rare-design, Claire Ramsden, Graham Coles & Co, M & C Carpets, Styleabbe, W A Electrical, Saucy Horse Video, Reynold Parry Jones Solicitors, Heart of Bucks, Buckinghamshire County Council, Wycombe District Council, HAP Architects, Enterprise – rent a car, GDT Fire Extinguishers, Gpex, Dun & Bradstreet, Johnson & Johnson, Oxford Instruments, Instron, Wesley Methodist Church, The Hub at Union Baptist Church, High Wycombe, Your Print Solution, Quicksilver Transport, Emmett's Farm shop, Wycombe Museum, Central Aid, High Wycombe Helping Others, Hughenden Mother's Union & the wider MU, Wycombe Abbey School.

The major supermarkets are also thanked for tolerating our invasion on prearranged occasions to promote food collection. In particular during the past year Tesco Loudwater and Waitrose Handy Cross deserve our special thanks. We also thank all the local supermarkets who kindly allowed us to place collection baskets within their stores.

### **FINANCIAL REVIEW**

The results for the year ended 31<sup>st</sup> August 2016 are set out in the attached financial statements. During the year OCT recognised income of £31,912 and expenditure of £68,290 resulting in a deficit of £27,378. The expenditure included a one off grant of £10,000 to complete the winding

up of our One Can Hope project. There was further exceptional expenditure of £14,751 of fitting out work at our Duke Street premises.

The Trustees have carefully considered the financial position and are confident that donations will materialise to correct the trend and restore the reserves to an acceptable level. The ongoing cost of occupying the new premises is likely to be less than the total storage costs of £15,393 expended during the year.

### **Reserves Policy**

It is OCT policy that the unrestricted funds not committed should be sufficient to cover the administration costs for a period of three months.

### **Principle funding sources**

Principle funding sources are from individual donors, corporate donors and Buckinghamshire County Council.

### **FUTURE DEVELOPMENTS**

The Trustees are looking critically at how we can become a more effective and sustainable organisation in providing emergency relief to those in need. The investment in the Project Manager is an important element in that strategy, particularly in building relationships with the supermarkets to secure regular food supplies from their excess stock of packaged food and to expand the operation by taking excess fresh food in type and quantity that can be stored in fridges or freezers at Duke Street.

The Heart of Bucks has made a donation of £5,000 towards the cost of developing the fresh food concept and we see that as a starting point to enable the making use of surplus food from supermarkets that would otherwise go to waste, often to landfill.

We are working to find a new group of volunteers required to make the necessary regular collections from the supermarkets and to safely package and store the food at Duke Street.

### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The Trustees who are also Directors of One Can Trust Ltd for the purposes of company law are responsible for preparing financial statements in accordance with applicable law and United Kingdom Accounting standards.

Company law requires the Trustees to prepare financial statements each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for that period. On preparing those financial statements, the

Trustees are required to

- Select suitable accounting policies;
- Observe the methods and principles in the Charity SORP;
- Make judgements and estimates that are reasonable and prudent;
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to ensure that the financial statement comply with the Companies Act 2000. They are also responsible for

safeguarding the assets of the charitable company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **STATEMENT OF DISCLOSURE OF INFORMATION TO AUDITORS**

As far as the Trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each Trustee has taken all steps that they ought to have taken as a Trustee to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

#### **INDEPENDENT EXAMINER**

The Independent Examiner, David Sparks of Brandaris, Cryers Hill Road, High Wycombe, HP15 6JS, will be appointed in accordance with Section 487(2) of the Companies Act 2006.

#### **On behalf of the Board of Trustees**

Graham Peart – Chairman

Date - 26 November 2016

**ONE CAN TRUST LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 August 2016**

	Notes	.....2015/2016.....			2014/2015
		<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>	<i>Total Funds</i>
		£	£	£	£
<i>Income:</i>					
Planned Giving individuals		3,879		3,879	5,928
Individual donations		3,023		3,023	5,713
Church donations		8,658		8,658	7,898
School donations		1,580		1,580	1,016
Community Group donations		1,814		1,814	3,150
Company donations		2,283		2,283	8,793
Fund raising		153		153	1,645
Local Government Grants	1	-	19,422	19,422	16,246
Miscellaneous income		100		100	-
<b>Total Receipts:</b>		<b><u>21,490</u></b>	<b><u>19,422</u></b>	<b><u>40,912</u></b>	<b><u>50,389</u></b>
<i>Expenditure:</i>					
Employment costs	2	13,481		13,481	880
One Can Hope Project		-		-	17,832
Professional charges		-		-	3,150
Travel costs		-		-	73
Food storage rent	3	13,625	1,768	15,393	9,743
Duke Street premises set-up costs	4	4,523	10,000	14,523	-
Insurance		384		384	392
Stationery and postage		213		213	354
Telephone and internet		218		218	274
Food purchases	5	160	8,600	8,760	7,791
Hospitality		-		-	61
Grants	6	10,000		10,000	539
Publicity and communications		5,194		5,194	2,346
Miscellaneous expenses		124		124	185
<b>Total payments:</b>		<b><u>47,922</u></b>	<b><u>20,368</u></b>	<b><u>68,290</u></b>	<b><u>43,620</u></b>
<b>Surplus / (Deficit) for the year</b>		<b><u>£(26,432)</u></b>	<b><u>£(946)</u></b>	<b><u>£(27,378)</u></b>	<b><u>£6,769</u></b>

# ONE CAN TRUST LIMITED

## BALANCE SHEET as at 31 August 2016

	.....2015/2016.....				2014/2015
<i>Notes</i>	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>	<i>Total Funds</i>	
	£	£	£	£	
<i>Current Assets:</i>					
Lloyds Bank	1,166		1,166	5,220	
Charities Aid Foundation Bank	3,883		3,883	38,029	
Petty Cash	50		50	50	
Gift Cards for food purchases	7	-	2,701	2,701	1,879
Debtor	8	10,000	-	10,000	-
	-----	-----	-----	-----	-----
	<b><u>£15,099</u></b>	<b><u>£2,701</u></b>	<b><u>£17,800</u></b>	<b><u>£45,178</u></b>	
Balance B/FWD 1 September 2015	41,531	3,647	45,178	38,409	
ADD: Surplus / (Deficit) 2015/2016	(26,432)	(946)	(27,378)	6,769	
	-----	-----	-----	-----	
	<b><u>£15,099</u></b>	<b><u>£2,701</u></b>	<b><u>£17,800</u></b>	<b><u>£45,178</u></b>	

For the year to 31 August 2016 the company was entitled to exemption under section 477 of the Companies Act relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

Graham Peart (Director/Chairperson)

Peter W Green (Director/Treasurer)

Date:

## **ONE CAN TRUST LIMITED**

### **NOTES TO THE FINANCIAL STATEMENTS**

**for the year ended 31 August 2016**

1. Restricted grants of £19,422 consisted of £9,422 of supermarket gift cards for the purchase of food from Buckinghamshire County Council and £10,000 awarded by Wycombe District Council for the refurbishment of premises acquired in Duke Street, High Wycombe for food storage.
2. During the year the Trust employed the services of a Project Manager to oversee the operation of the Foodbank.
3. Rent of food storage premises amounted to £15,393 of which £1,768 represented the previously unused balance of a restricted grant from Buckinghamshire County Council for food storage during the year April 2015 – March 2016.
4. During the year the Trust acquired the lease of Duke Street premises for its food storage requirements. The cost of refurbishment amounted to £14,523 of which a grant of £10,000 was awarded from Wycombe District Council.
5. Purchase of food supplies amounted to £8,760 of which £8,600 was met from the restricted grant of supermarket gift cards provided by Buckinghamshire County Council with the additional £160 being met from cash donations to Trust Funds.
6. The Trust terminated the One Can Hope Project aimed at reducing child poverty in East Wycombe in February 2015 and agreed that £10,000 raised for the future of that project would be made available for the setting up of an independent community café in that area. The grant of £10,000 was made available for the Hillside Café East Wycombe which opened in December 2015.
7. At the 31 August £2,701 of supermarket gift cards received as a grant from Buckinghamshire County Council remained unspent and were carried forward for use in 2016/2017.
8. The £10,000 debtor represents the Wycombe District Council grant awarded for the Duke Street premises refurbishment which was not received until after the year end.

**ONE CAN TRUST LIMITED**

**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**

Report to the trustees of One Can Trust Limited on the accounts for the year ended 31 August 2016 (Charity No. 1148626 Company No. 8137465) on pages

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- \*Examine the accounts under section 145 of the Charities Act,
- \*To follow the procedures laid down in the Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act) and
- \*To state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

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 the trustees concerning 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**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material aspect, the requirement:
- to keep accounting records in accordance with section 386 of the Companies Act 2006;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities:

have not been met, or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed - David Sparks

Date - 26 November 2016

Address - Brandaris  
Cryers Hill Road  
High Wycombe  
HP15 6JS