

# **ONE CAN TRUST LIMITED**

**(A company Limited by Guarantee)**

## **STATEMENT OF FINANCIAL ACTIVITIES**

**for the year ended 31 August 2017**

# **ONE CAN TRUST LIMITED**

## *Board of Trustees:*

Graham Peart (Chairperson)

Suzie Clarke

Andy Ford (appointed 7 March 2017)

Peter W Green

Robert Hill

Anne Leigh (appointed 7 March 2017)

Peggy Peckham

Ruth Richey

Heather Stanley

Company Registration No. 8137465

Charity Registration No. 1148626

## *Bankers:*

Charities Aid Foundation Bank Ltd  
25 Kings Hill Avenue, West Malling, Kent ME19 4JQ

Account No.00024509 Sort Code: 40-52-40

Account Name: One Can Trust

## ONE CAN TRUST LIMITED

# Trustees Report for the year ended 31 August 2017

### 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. Trustees are limited to completing up to three x 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 agreement. 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 and Twitter 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 over £10,000 per month. 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 'use 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 recipient 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. Each Friday afternoon two Muslim families deliver up to 30 hot, fresh, home-cooked meals to Wesley in take away dishes. These are either eaten at the Hub or taken home. This allows some people to enjoy their only hot meal of the week.

#### **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 2017 had 9 members. The Trustees meet 6 times a year or as necessary. Meetings include input from the Project Manager and from any others attending by invitation.

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 very many schools and other 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 a variety of steps have been taken to manage that risk.

A sum of money is ring fenced in the internal system equivalent to three months of overhead costs in line with the recommendations of the Charities Commission.

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**

Each year we set out to make a number of changes to the organisation to improve professionalism, governance, Health and Safety, operational systems and sustainability.

During the year we strengthened our corporate identity to make the charity more readily recognisable by a number of marketing initiatives. We again thank Claire Ramsden for creating the detailed design for all the new One Can Trust paperwork and marketing tools. All this extremely valuable work was voluntary.

The Trustee Board is organised with each Trustee accepting responsibility for a particular activity within the charity. This assists in focusing on the key objectives and identifies the roles that are central to meeting them. The primary responsibilities are finance, premises, food operations, food generation, fund generation, volunteer management, Health and Safety, marketing, transport and company secretary and governance.

The food bank relocated into new premises in early August 2016 and much work has been undertaken to make the building suitable for an efficient food storage facility.

During the year further heavy duty shelving has been installed to improve the system of sorting, storing and picking of large quantities of food. In addition a grant from Heart of Bucks was used to purchase some freezers to enable a start to be made to supply some fresh food in the parcels. The intention is to broaden the range of fresh produce packed in the food parcels and we are in the process of ascertaining how best to make use of surplus food items from supermarkets that is sometimes available.

We thank Buckinghamshire County Council for their continuing valuable assistance to supply vouchers that are used to purchase food items deemed to be essential that are not in stock. We also thank BCC for making a significant grant towards the rent and maintenance costs for our Duke Street building.

We welcomed Anne Leigh as a Trustee in March 2017 assist with administration work that has been most beneficial and released Project Manager Steph Clay to spend more time away from the office and develop relationships with the supermarkets.

Steph Clay has been central to the activities of the organisation for over a year in a part time role and significant progress has been made towards securing the long term future of the charity.

We also welcome Andy Ford who has taken responsibility for activities in the Marlow area especially food generation and fund raising at schools and other local organisations and has made a significant contribution to the development of the charity.

During the summer vacation Emma Smith returned from university and assisted us in the holiday period, another valuable contribution.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

During the year to 31<sup>st</sup> August 2017, OCT received 3687 referrals (up from 2753 in previous year) and duly delivered an appropriate food parcel in response. This averaged 307 referrals each month, up from 230 per month for the same period the previous year. The highest demand in the year was in March 2017 with 401 referrals (previously October 2015 with 289 referrals) and the lowest in October 2016 with 230 referrals (May 2016 with 183 referrals).

Overall there was a very significant average increase in demand for food parcels during the year of around 34%. 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. We have to conclude that sadly, it appears that there will continue to be a significant demand for the services of the charity and with the roll out of Universal Credit locally anticipated in April and May 2018 there could be another significant increase in demand from those unable to fund the six week gap in receipt of benefits.

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 827, an increase of 15.8% on the previous year with 4368 adults and 3665 children supported. The previous year's figure was 714 households with 3069 adults and 2236 children. The household category breaks down to 52.3% single adults, 31.9% lone parent families and 15.85 two parent families compared to the previous year supporting 56.3% single adults, 25.6% single parent families and 18.1% two adult families. Significantly, support for lone parent families increased by 24.6%, the largest increase.

We analyse the number of times that a household receives a parcel and the statistics are as follows, 1 parcel only 27.7%, while 76% of the total households received 1 – 5 parcels, the data showing that the service continues to be for emergency relief as originally intended. However 13 households received more than 20 food parcels. The data for the previous period was 1 parcel only 35%, 1 – 4 parcels 77% and 11 households received more than 20 food parcels.

The 229 households that received 1 food parcel expended just 6% of food resources while in contrast the 13 households that received more than 20 parcels received around 10% of food the resources.

The retail value of food parcels remains 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 food in the parcels provided was approximately £120,700 or £2300 per week compared to comparable figures of £90,300 or £1,730 or week last year.

Of this value, vouchers provided by BCC and redeemed at Tesco, totalled £6,304 or around 5.2% of the total (£8,642 or around 9.6% of the total). This year a revised system of redeeming the vouchers made it possible to bulk order online saving much valuable time for volunteers who had historically visited a Tesco store.

By extraction, the value of food donated by individuals that was packed into parcels was approximately £114,400 averaging £2,880 per week, (£81,660 averaging £1,570 per week).

We are most grateful to BCC for providing the vouchers the value of which is based on £2.50 per food parcel supplied. We are also very grateful to the incredible generosity of people who reside in all parts of the Wycombe District area who make a point of regularly donating food at a supermarket, school, church and other organisations. Community spirit in the Wycombe area is clearly very much alive.

From the above figures and the financial results below, excluding exceptional expenditure on equipment to set up the store, the underlying and ongoing total cost of the operations to supply each food parcel of average value of around £3270, is approximately £10.60 significantly down from last year's average of £15.

The difference in the figures is down to improved efficiency as a result of more appropriate facilities, reduced overhead costs and a sharp increase in demand for food parcels.

This is a remarkably cost efficient system considering the complexity of the process of collecting, sorting, storing, picking, packing and delivering the parcels. The overhead expenses of the premises and salary of the Project Manager are the only on-going costs. All this is possible due to the readiness of a team of around 100 willing volunteers who each week sort and store incoming food, pick and pack parcels and others who collect food from drop centres and supermarkets and deliver packed parcels as required.

### **Acknowledgements**

The Trustees would like to make a special thank you to above mentioned numerous volunteers who so 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 about a half of all 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 substantial quantities of food quite often anonymously so we are unable to send a personal thank you note.

The Trustees would like to thank all the donors and supporters who have made financial contributions large and small without whom the charity could not exist. We are most grateful to the Buckinghamshire County Council who made generous grants towards rent and building costs during the year and to the Heart of Bucks for a grant for equipment and training.

Many people assume that we have no costs and we wish that was true! We pay rent and maintenance charges on our premises at a beneficial rate courtesy of WDC and for electricity and the telephone line. Our one employee, Steph Clay, is part time and that role is essential to keep the systems running smoothly. Fund raising is our greatest challenge. Supporters are much keener to donate food that they see as giving direct relief to those in need rather than to donate the equivalent value in cash that goes towards our modest administrative expenses. The Trustees strive to spread the message that both food and money are required to keep the charity running.

Indeed the Trustees consider that our major challenge is the raising of around £3,000 per month to keep the doors open and the lights on. With no guaranteed annual grants, the charity has to rely on the many individuals who generously make regular monthly financial contributions by

standing order or through Local Giving and the companies, churches and other organisations that make one off contributions throughout the year, instead of giving food items.

We continue to make progress in making the food bank sustainable in the long term by continuing to improve and refine systems and by building strong relationships with our supporters. The increase in the demand for food parcels by over one third over the past year is greatly stretching the organisation. We need to employ another part time employee to provide cover for administration and other necessary duties due to this increase in demand. However at present the charity is unable to provide the funds to make this appointment so we urgently seek ways to increase our income to enable the pressure to be relieved.

In no particular order we thank the following: Rare-design, Claire Ramsden, W A Electrical, Saucy Horse Video, Reynold Parry Jones Solicitors, Heart of Bucks, Buckinghamshire County Council, Wycombe District Council, GDT Fire Extinguishers, Gpex, Dun & Bradstreet, Johnson & Johnson, Oxford Instruments, Wesley Methodist Church, The Hub at Union Baptist Church, High Wycombe, Your Print Solution, Quicksilver Transport, Wycombe Museum, Central Aid, High Wycombe Helping Others, Hughenden Mother's Union & the wider MU, Wycombe Abbey School, Red Kite Community Housing and Bucks New Uni. We are delighted that many Children and young adults from Girl Guiding and Scouts were also involved in sorting and storing the great influx of food during the harvest festival and Christmas periods. We also offer our thanks to High Wycombe Gang Show who so generously supported us during their rehearsals and show in 2017.

The major supermarkets are also thanked for tolerating our invasion on prearranged occasions to promote food collection. In particular during the past year Tesco High Wycombe, Sainsbury's' Beaconsfield 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 2017 are set out in the attached financial statements. During the year OCT recognised income of £58,598 and expenditure of £48,712 resulting in a surplus of £9,886. The expenditure included exceptional items of fitting out equipment at our Duke Street premises at the cost of £9,559.

The Trustees have carefully considered the financial position and are confident that donations will materialise to enable the charity to remain viable.

## **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, community based organisations, churches, other charities and Buckinghamshire County Council.

## **FUTURE DEVELOPMENTS**

The Trustees continue to look 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 associated training. We see that as a starting point to enable making use of surplus food from supermarkets that would otherwise go to waste, often to landfill.

We are working to find the new additional 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 of Trustees**

**Date: 23<sup>rd</sup> October 2017**

**ONE CAN TRUST LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 August 2017**

	.....2016/2017.....			2015/2016
<i>Notes</i>	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>	<i>Total Funds</i>
	£	£	£	£
<i>Income:</i>				
Local Giving donations	8,812		8,812	3,879
Individual donations	6,355	1,200	7,555	3,023
Church donations	6,737		6,737	8,658
School donations	732		732	1,580
Community Group donations	4,769		4,769	1,814
Company donations	-		-	2,283
Fund raising	1,902		1,902	153
Grants received	-	28,091	28,091	19,422
Miscellaneous income	-		-	100
<b>Total Receipts:</b>	<b><u>29,307</u></b>	<b><u>29,291</u></b>	<b><u>58,598</u></b>	<b><u>40,912</u></b>
 <i>Expenditure:</i>				
Employment costs	1	15,820	15,820	13,481
Food storage rent		187	187	15,393
Duke Street premises/equipment	2	3,509	6,050	9,559
Duke Street office/ stores rent			5,468	5,468
Duke Street service charge		-	5,401	5,401
Insurance		391	391	384
Electricity		1,401	1,401	-
Stationery and postage		399	399	213
Telephone and internet		547	547	218
Food purchases	3	502	7,492	7,994
Grants		-	-	10,000
Publicity and communications		1,402	1,402	5,194
Bank charges		50	50	-
Miscellaneous expenses		93	93	124
<b>Total payments:</b>		<b><u>24,301</u></b>	<b><u>24,411</u></b>	<b><u>48,712</u></b>
 <b>Surplus / (Deficit) for the year</b>		<b><u>£5,006</u></b>	<b><u>£4,880</u></b>	<b><u>£9,886</u></b>
			<b><u>£9,886</u></b>	<b><u>£(27,378)</u></b>

# ONE CAN TRUST LIMITED

## BALANCE SHEET as at 31 August 2017

	Notes	2016/2017			2015/2016
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£
<i>Current Assets:</i>					
Lloyds Bank		941		941	1,166
Charities Aid Foundation Bank	4	20,314	4,500	24,814	3,883
Petty Cash		50		50	50
Gift Cards, etc. for food purchases	5	-	3,081	3,081	2,701
Debtor		-	-	-	10,000
		21,305	7,781	28,886	17,800
LESS: Electricity provision	6	(1,200)		(1,200)	-
		<b><u>£20,105</u></b>	<b><u>£7,581</u></b>	<b><u>£27,686</u></b>	<b><u>£17,800</u></b>
Balance B/FWD 1 September 2016		15,099	2,701	17,800	45,178
ADD: Surplus / (Deficit) for the year		5,006	4,880	9,886	(27,378)
		<b><u>£20,105</u></b>	<b><u>£7,581</u></b>	<b><u>£27,686</u></b>	<b><u>£17,800</u></b>

For the year to 31 August 2017 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**

**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 2017 (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 19 October 2017

Address Brandaris  
Cryers Hill Road  
High Wycombe  
HP15 6JS