



Annual Report 2020

**Kirkcaldy Foodbank is a Scottish Charitable Incorporated Organisation (SCIO),
Scottish Charity number:SC044446**

Report from our Chair, Joyce Leggate



Two weeks after our AGM last year the entire country went into lockdown. I don't think any of us anticipated the consequences of that and the events that have unfolded since then. At Kirkcaldy Foodbank we were immediately faced with food shortages as we were as impacted by the panic buying as a domestic shopper and restricted to buying quantities required, we lost 70% of our older and medically compromised volunteers, we were facing financial deficits and we wondered if and how we could keep going in the face of all the obstacles tumbling towards us.

A small sub group of the board was formed and we had many, many meetings and day by day we found a solution to every issue we were presented with. We were offered food from restaurants forced to close and Fife Council had surplus food earmarked for school meals that we were donated. Many restaurants cooked their surplus food and donated ready cooked meals as well. We contacted local wholesalers and they agreed to sell to us although that was not their normal policy. We also contacted all local supermarkets and managed to keep the supply chain going. From this time we established more partnerships that are ongoing to this day.

For every volunteer who felt they had to step back we had a new volunteer stepping forward and we still have a waiting list. We were overwhelmed with the offers of help from people who were furloughed, students and those who thought of others in their time of need. Again Fife Council staff who could not undertake their own role stepped forward and supported us as front line volunteers. This enabled them to see the issues that people were facing daily in our community and that has resulted in staff from the Community Learning Development team in Kirkcaldy becoming embedded in our venues to give advice and support where the need is greatest.

We were able to apply successfully for grants from both the Scottish Government and Local Authority to meet our increasing costs especially for the purchase of PPE for our volunteers and clients. The local community were so generous in their donations, many of them anonymously and local business gave generous donations. This enabled us to fund the purchase of fresh fruit and vegetables, frozen food, fresh eggs and other dairy products and ready cooked meals. As recent data is demonstrating, around 40% of people being fed by the foodbank are children it is even more important that we can offer these nutritious choices to families in need. We also made the decision to provide toiletries and cleaning products to those who need them in order that they had the ability to maintain high levels of hand washing and personal hygiene etc to minimise the spread of the virus.

Fortunately, we had just moved into our new premises at Viewforth Church which we had equipped with fridges, freezers and a lot more



Our new premises in Viewforth Church Hall



The view from the entrance at our new premises at Vieworth Church hall

shelving thanks to grant funding from the Scottish Government Investing in Communities Fund and this gave us the capacity to meet the needs we were being presented with.

Despite all the challenges we faced we closed for one day only. This was to enable us to physically adjust the layout of our premises to comply with social distancing guidelines to keep everyone using our premises safe. We had to negotiate the opening of our venues in other centres and were in fact, the only users of them all during both the first and present lockdowns.

2020 presented us with challenges no-one could have anticipated but we have emerged, stronger, healthier and financially more secure than we could ever have imagined despite seeing a massive rise in demand throughout the year. Our clients are being offered a greater choice of healthier foods in a safe environment with access to other support if needed. We have added a new venue to our list in Enlightenments in Kirkcaldy High St. We have a cohort of wonderful, dedicated volunteers and supporters who work tirelessly on our behalf. We have donors who support us, mostly unseen, and keep us in the position of financial security. We have the support from the Independent Food Aid Network (IFAN) who act as a national voice lobbying politicians and securing supplies for us. We have the support of residents of the towns of Kirkcaldy, Kinghorn and Burntisland who support us in so many ways through trolley donations, school and youth group donations and cash donations.

One year on from our last AGM we are still facing an uncertain future as the impact of the pandemic has hit so many in our community so hard but I and the Board of Trustees will continue to work hard to deliver the standard of support we offer to those who need us.

My personal thanks go to all of the Board members and volunteers who have been so supportive to me during the past 3 years as chair of Kirkcaldy Foodbank. I have intimated to the Board my intention to step back at Chairperson no later than the AGM in 2022 and hand over the responsibility of leading this amazing organisation to someone else.

2020 is a year none of us will ever forget but it is also a year when we were privileged to witness how we all come together in a time of crisis and that collectively, we can overcome adversity in ways we never thought possible. Kirkcaldy Foodbank was a shining example of this and of that we should all be very proud.

Joyce Leggate

Chair

Trustees' Annual Report 2020

The purpose of Kirkcaldy Foodbank is to address food poverty in the Kirkcaldy area, seeking to provide food to those in need, whilst also looking to promote good citizenship and community development.

How did we do in 2020?

Looking back on 2020 and considering our purpose, there are some important activities and achievements to highlight:

- We remained open throughout the Covid-19 pandemic, closing only for one day.
- Despite many of our volunteers being in vulnerable groups and having to shield, we had many more volunteers joining us, thus enabling us to keep operating.
- In April and June (in the midst of the first lockdown restrictions) we had over 30% more visits than in the same months in 2019.
- Despite our reliance on supermarket delivery services for our food, and the severe curtailment of those services during the initial lockdown period, we were able to continue to have food available for our clients throughout the year.
- Over the whole of 2020:
 - we had 5% more visits than in 2019
 - we gave out 53% more family sized parcels than in 2019
 - we gave out food for 304,326 meals – a 23% increase on 2019
- In November 2018, the board identified 4 key priorities: moving to a new primary hub whilst continuing with satellite distribution points; enabling our clients to have a choice of food; providing fresh and frozen food; and continuing to allow clients to self-refer.
- In 2020, we achieved all of these objectives:
 - In March, we moved to Viewforth Church Hall in which we store and pack our food, and from where we provide a service to our clients – since April, 34% of our client visits have been to Viewforth. We have continued to provide a service from our other distribution points.
 - Due to the limits on client contact due to the pandemic, we were unable to implement our objective of allowing clients to choose food in the way we had planned. However, we have been able to allow clients considerable choice of food, despite the restrictions.
 - Since moving to Viewforth, we have had large amounts of fresh and frozen food available for clients – this has included frozen ready meals.
 - We have continued to allow clients to self-refer. For large parts of 2020, our referring agencies had very limited direct with clients due to the lockdown restrictions, and so were unable to provide clients with referral vouchers. Therefore our continued willingness to allow clients to self-refer has been vital in ensuring we were able to provide assistance to people in need – it allows us to provide food without imposing additional barriers on clients.
- In March our volunteers started using tablets to record clients' visits to the Foodbank directly onto our database – this has made a significant difference to our operations:
 - We no longer have to manage numerous pieces of paper with clients' details on them
 - We no longer have many volunteers spending their time inputting those details onto our

database

- Volunteers are able to check immediately when a client has previously visited
- We have been active members of the Independent Food Aid Network (IFAN), contributing our data and experience to their work lobbying both UK and Scottish governments.
- We have over 100 volunteers regularly involved in many different aspects of the Foodbank's operations.

Financial Report

2020 saw a remarkable turnaround in our finances – we started the year with funds of £39,260.10 and finished it with funds of £200,170.56. This incredible improvement is due to many factors:

- Our donations increased by 123%, reflecting the amazing generosity of the Kirkcaldy community of individuals, businesses and other organisations.
- We received over £88,000 of grant funding from Fife Council and the Scottish Government - £18,000 of this was for costs relating to our move to Viewforth and over £60,000 was in pandemic-related grants helping organisations such as ours continue to provide food and to assist with cleaning and hygiene.
- During the first few months of the pandemic we still continued to receive deliveries of food from Fareshare. National support augmented the food we purchased from Fareshare as extra free deliveries became available. As a result, although we saw a 23% increase in the number of meals we gave out in 2020, there was only a 7% increase in our food expenditure. Similar to such national initiatives other major supermarkets have, when able, been able to provide free donations. Morrisons provided such a support for an extended period of time which was extremely well received.

Formal information

Kirkcaldy Foodbank is a registered Scottish Charity (OSCR) - Number SC044446. Our contact address is Viewforth Church Hall, Viewforth Terrace, KIRKCALDY KY1 3BW.

Our trustees are:

Joyce Leggate - Chair

Neill Mitchell - Vice-Chair

George Wilcock - Secretary

Kathleen Henderson - Treasurer

Angela Campbell, Ian Campbell, Ann Connell, Thelma Duncan, Paula Hutchison, Maura Lee, Sheila Morris, Kenneth Mowbray, Kath Wilcock (resigning from the AGM), Iain Anderson (resigning from the AGM).

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

This report and the account of Kirkcaldy Foodbank for 2020 were approved by the Trustees on 25 May 2021 and signed on their behalf by:

Joyce Leggate, Chair

Statement of Income & Expenditure

	2019	2020
INCOME		
Surplus from Previous Year	41,174.64	39,260.10
Voluntary Income		
Faith Groups	8,931.58	7,235.00
Businesses	27,373.61	40,037.60
Schools & Colleges	2,907.32	3,497.00
Charities Aid Foundation	2,770.53	6,283.69
Individuals	30,503.74	60,269.79
Community Groups	5,706.33	18,084.74
Just Giving	9,512.98	35,800.02
Gift Aid	1,205.79	3,737.43
Payroll Giving	140.80	128.00
Foodbank Lotto	1,010.00	920.00
Trade Unions	106.02	
Charity Awards		24,845.93
Fund Raising		
Fund Raising Events	7,881.94	10,813.76
Collection Tins	8,131.16	3,492.77
Grant Funding		
Fife Council Grant Funding	10,000.00	10,000.00
Groundwork	1,800.00	
KP Trust	900.00	
Holiday Hunger	800.00	
Cooperative Community		ICF Funding Award
		Supporting Communi-
Robertson Trust		ties Fund
Northwood Thomson		Wellbeing Fund
Nationwide		
Total Income	160,856.44	342,685.23
EXPENDITURE		
Stationery/Equipment	1,049.57	Stationery & Printing
Equipment		1,664.16
Utilities	1,171.47	8,408.79
Food Purchase	117,297.95	2,407.81
Miscellaneous	538.51	125,177.82
Just Giving	216.00	Bank Charges
PP Campaign		63.28
Lotto Prize	425.00	331.20
		Rent
Emergency Fuel payments	245.05	3,693.56
		345.85
		422.20
Total Expenditure	120,943.55	142,514.67
Surplus/Deficit for the year	39,912.89	200,170.56

Surplus/Deficit for the	39,912.89	200,170.56
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Represented by:

Unrestricted Funding

Cash on hand	17.48	2,434.97
Uncashed Cheques	Gift Cards	410.00
Voucher in hand		
Funds in Bank	39,050.67	197,325.59
Total Unrestricted Funding	£39,068.15	200,170.56

Restricted Funding

Funds at bank - Fife Council

Funds at Bank Emergency	191.95
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Cash on Hand - Emergency

Total Restricted Funding	191.95
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Total Funding	£39,260.10	200,170.56
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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 2020 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.

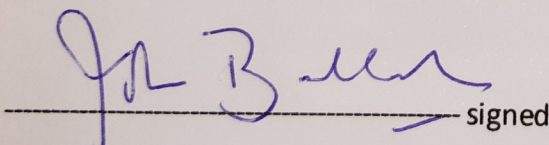
Basis of Independent Examiner's Statement

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 20/5/21

2020: our year in numbers

100

**We have more than
100 active volunteers**

53%

**We gave out 53%
more family parcels
than in 2019**

123%

**In 2020, the donations
from our generous
supporters increased by
123%**

1171

**We had an average of 1171
visits every month in 2020**

31%

**In both April and June, we had
over 31% more visits than in
the same month in 2019 - a
total of 1461 visits in April**

23%

**We gave out enough
food for 23% more
meals than in 2019**

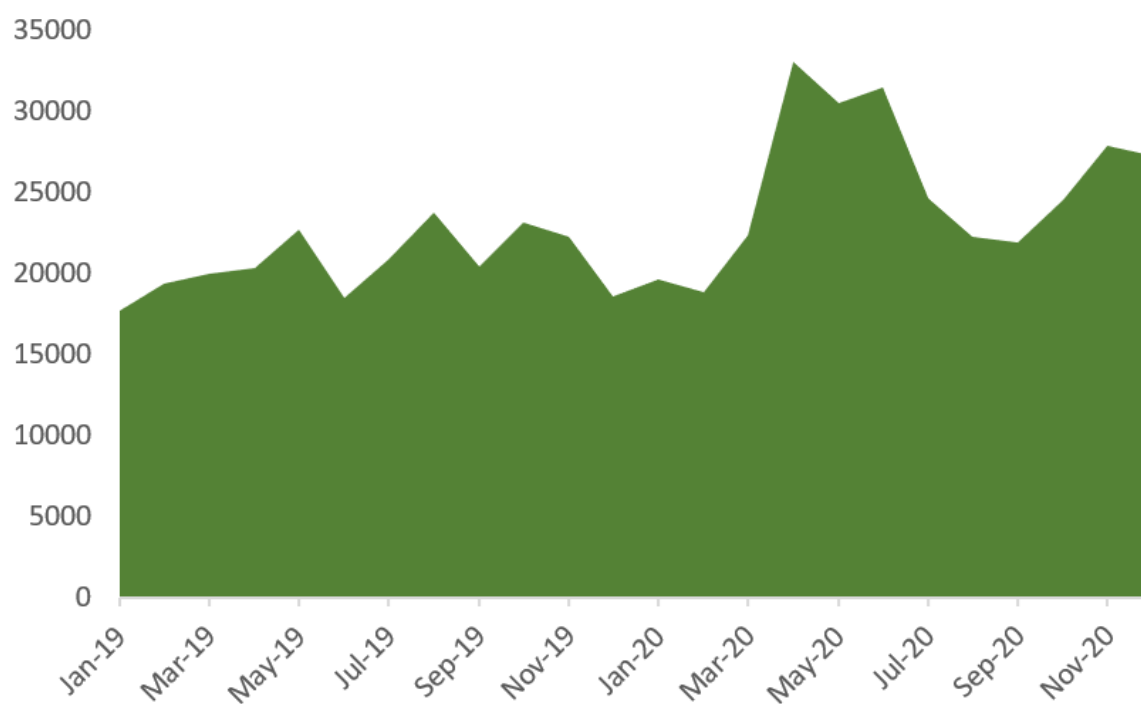
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**We closed for 1 day because of
the pandemic**

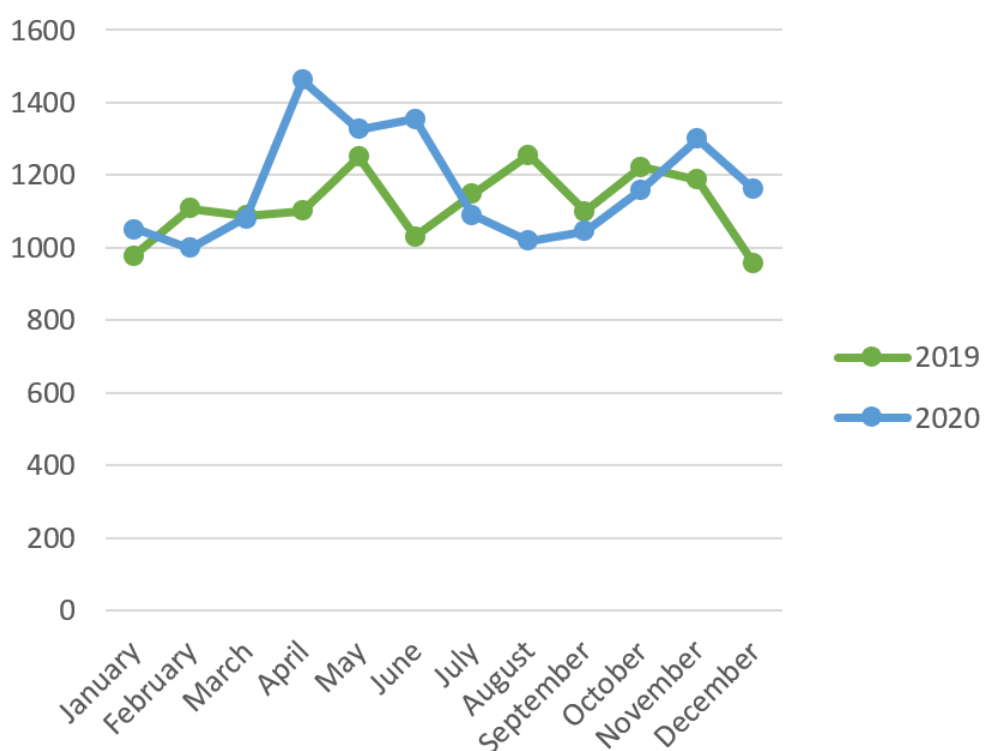
2020: our year in data

Graphs showing the total number of meals provided in 2019 and 2020

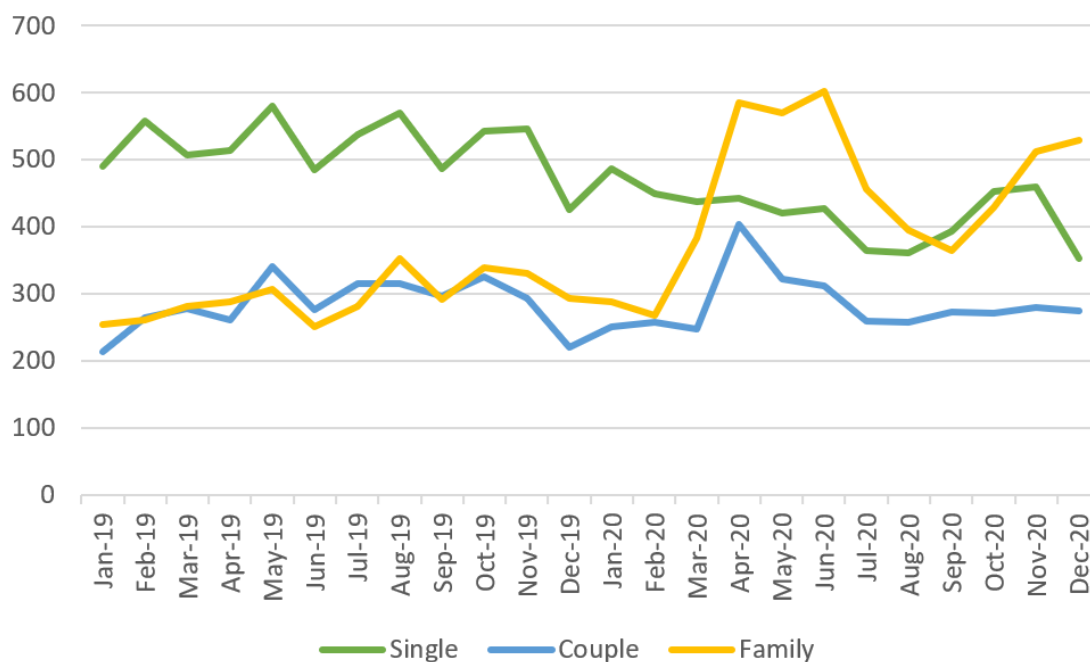
(NB the total number of meals figure is calculated by multiplying the number of parcels x size of parcel (single, couple or family etc) x 3 days x 3 meals a day. Therefore it is an indicative and not exact figure. As 'Extras only' means that a full parcel was not given on that visit, they have not been taken into account in calculating the total number of meals or people provided with food.)



Graph showing number of visits in 2019 and 2020



Graph showing the different parcel sizes given out



Graph showing the number of visits to our distribution points from April 2020 (NB the Salvation Army in Burntisland only opened in mid-September (shown in the graph from September in a slightly darker shade of green than Viewforth) replacing Solid Rock from that time; Enlightments only opened in September; Link Living was closed for part of August and September due to flooding)

