

**GLENROTHES AND DISTRICT FOODBANK
COMMUNITY PROJECT**

**ANNUAL REPORT AND STATEMENT OF
ACCOUNTS 1 April 2024 to 31 March 2025**

**Scottish Charitable Incorporated Organisation
Number: SC045445**

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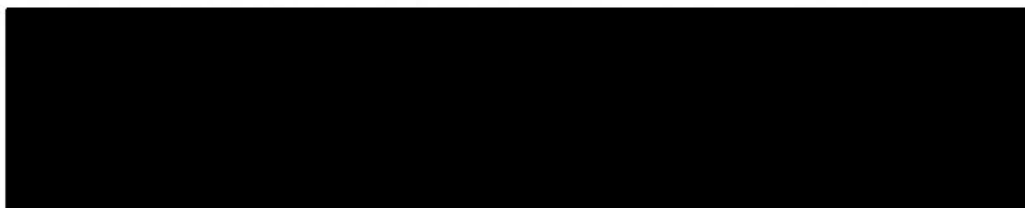
TRUSTEES' ANNUAL REPORT FOR THE PERIOD ENDED 31 March 2025

The Trustees present their report and the financial statements of the charity for the 12-month period from 1 April 2024 until 31 March 2025.

Reference and administrative information

Charity name: Glenrothes and District Foodbank Community Project

Charity registration number: SC045445



Trustees

The following served as charity Trustees during the year and up to the date of this report:



Introduction

This year was a tough one for the foodbank. There were wins to be celebrated in that demand went down slightly again. However there was some large defeats that took place. The foodbank saw a significant drop in donations and had to spend a considerable amount from reserves to cover this.

Thanks to years of fiscal responsibility however this was feasible and the team and the trustees set about working to turn this situation around.

In this year the Foodbank worked to assure its place as a last option for people, and put in place strategies and supporting partners to intercept those most in need, either before they attended the foodbank or so that they might not need to attend the Foodbank again after they had visited.

Another resilience-building factor implemented this year was the recruitment of another staff member with a focus on fundraising. This will hopefully allow the Foodbank to secure a regular income of grant monies and link the community closer to what the Foodbank does.

The Foodbank utilised its resources to alleviate the festive strain on individuals and families in a multitude of ways, sometimes with sales that allowed people to buy Christmas presents for loved ones at much reduced costs; or allowing them to have a Christmas meal so they didn't have to choose to eat or heat during Christmas day.

Looking ahead to the coming year, we remain committed to our mission of providing food and support to those in need. With the ongoing support of our donors, volunteers, referrers and corporate supporters, we are confident in our ability to continue to serve the community and provide a helping hand during these trying times.

Structure, Governance and Management

Constitution

Glenrothes Foodbank is governed by its constitution which was first adopted in July 2015; the constitution was subsequently revised and adopted by members at the EGM in March 2018 and again at the AGM in 2019. The Foodbank membership form was revised in March 2019 in line with the new GDPR regulations. The Foodbank was granted charitable status in July 2015.

In May 2024 the Foodbank held its AGM in person. After the successful AGM a Board of Trustees was appointed. [REDACTED] continued in the Chairperson role with [REDACTED] continuing the role of Vice-Chair. [REDACTED] continued as Treasurer and [REDACTED] took on the role of Secretary.

The Board met in person every month. Shorter agreed minutes continued to be produced to allow all members of the board to take part fully in discussions.

The Trustees are responsible for the strategic direction of the Foodbank, whilst the manager and assistant manager are responsible for the day-to-day operation of the Foodbank and the supervision of the volunteers. Specific duties have been delegated to some Trustees, such as fundraising, salary review, complaints panels, action plan review etc. with reports being presented at Board meetings if appropriate. The manager or assistant manager also writes a monthly manager's report and attends the Board meetings to answer any

operational questions from Board members. This allows the Board to be aware of major changes, issues and goings-on at the Foodbank; this in turn allows the Board to support the Management team.

Objectives

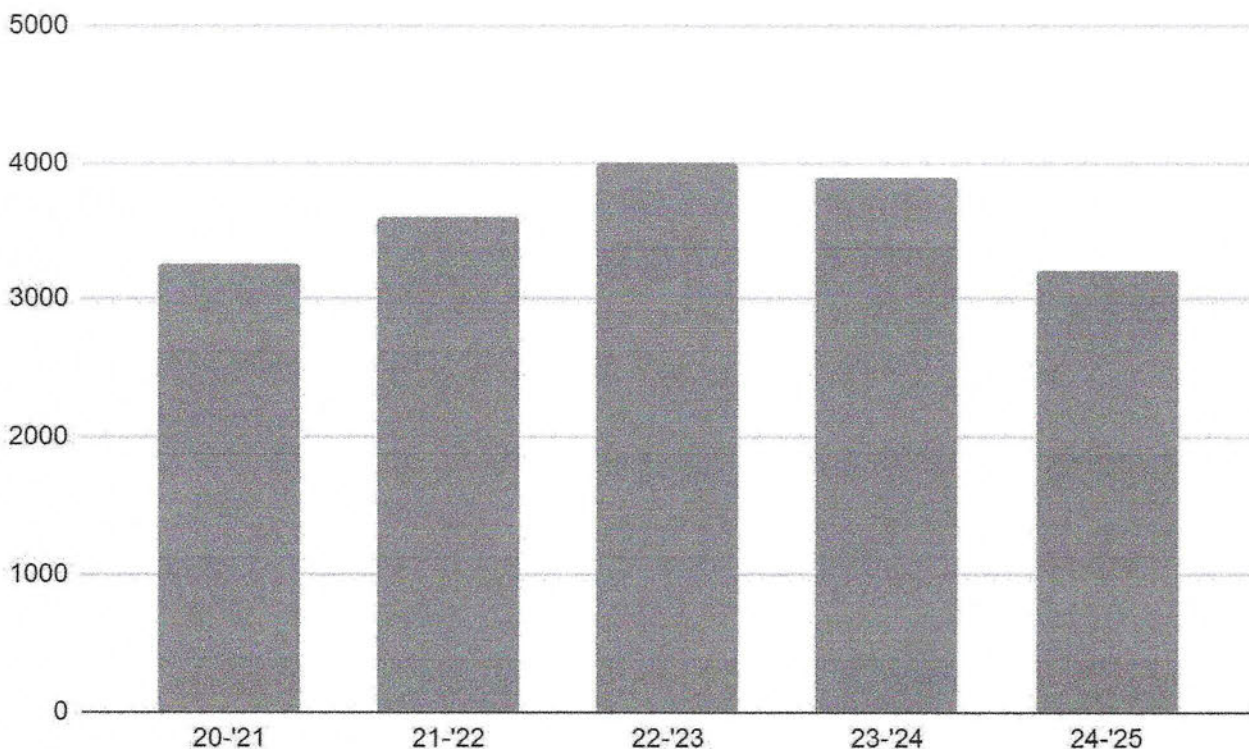
The Objectives set out in November 2021 continue to be appropriate and structure the actions of both the Foodbank and the Board of Trustees; these are listed below.

The objectives are:

1. To offer advice, guidance and support to maximise the health and wellbeing of service users by promoting and signposting to local information services.
2. To provide clients with the skills and knowledge to encourage healthier eating through the provision of basic cookery programmes based on the needs of individual clients.
3. To engage with local schools and organisations to promote the work of the Foodbank within the wider community, promoting partnership working and social inclusion.
4. To enable individuals with direct experience to contribute by involving them in the decision-making process.
5. Understand the social value of food and the power in choice.

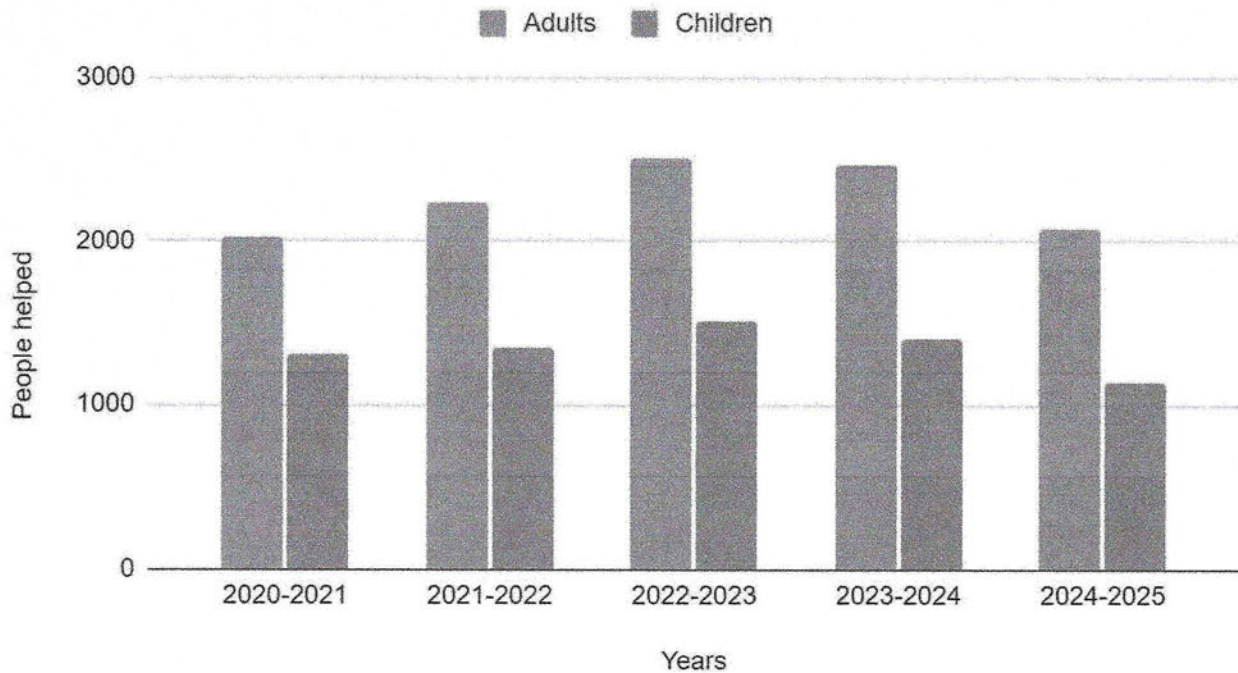
Activities and Achievements

This year saw the first ever indication of a return to pre pandemic levels of need for the Foodbank. However, this is not due solely to a reduction in need but in fact due to diligent work by the Foodbank staff as expanded below.



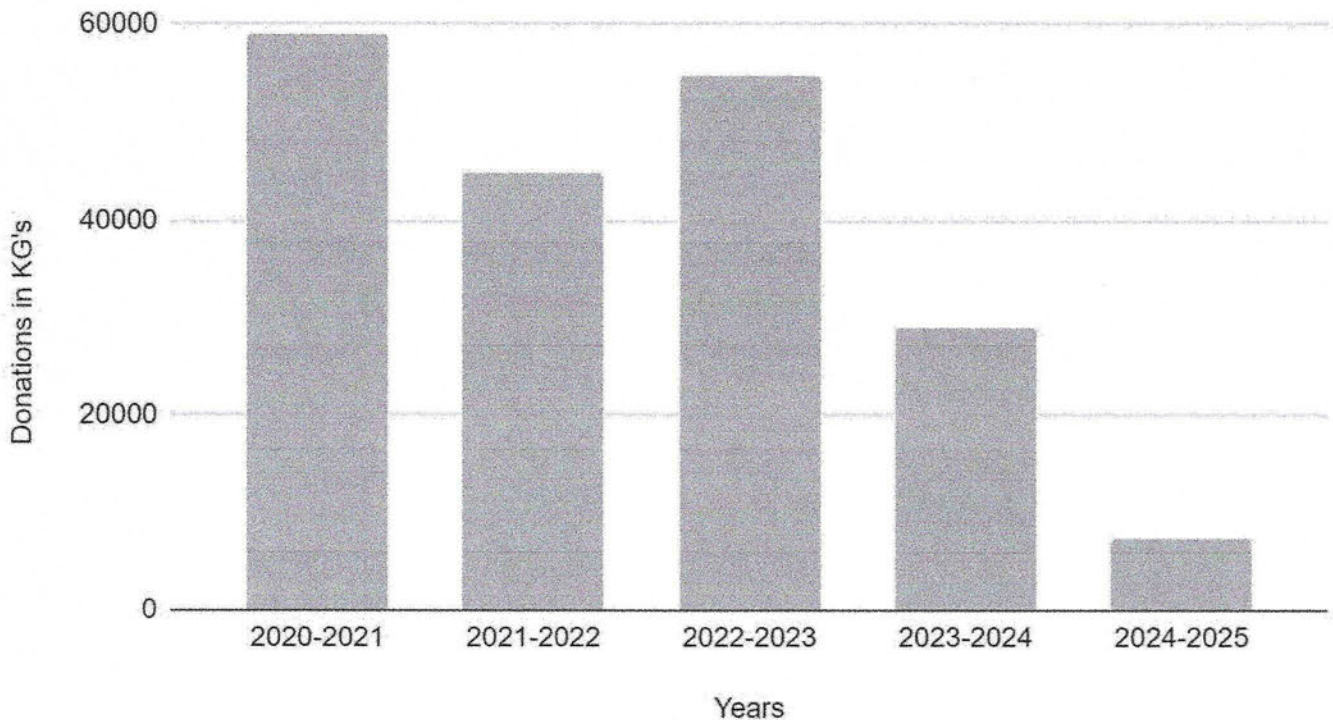
For the twelve-month period 1st April 2024 – 31st March 2025 the Foodbank dealt with 3206 clients in total, down from 3869 in the previous financial year, representing a decrease of 17%. The top three reasons cited for visits were the same as last year: low income, benefit delays, and other.

Adults and Children



That decrease can be seen across age ranges; 2070 adults used the service (down from 2467) and 1136 children also did (down from 1402).

Total Donations Vs. Previous Years



This graph is perhaps the starkest, as it shows the impact of the cost of living. Donations are significantly down, showing that those who would normally be in a position to donate are now simply not able to. Total donations for the year dropped from 29,000 kgs to 7,300 kgs this constitutes a 73% decrease.

Organising and Local Mobilising Post and Fundraising Post

Last year the board had agreed to funding this post and had recruited someone to fill this position. Unfortunately this post did not work out and due to the ceasing of this funding pot the role was not readvertised.

However later in the year the opportunity to apply for sustainability funding became available. The foodbank manager applied for this and was successful. This funding allowed us to receive some money towards running cost but importantly it allowed us to advertise for a Fundraising post and towards the end of the year an applicant was successful.

The aim of this role is to seek funding from grant funders to augment the increased purchasing having to take place in light of the reduced donations. The hope is that this role will be self funding from the grants coming in. This will also alleviate the time taken up for the manager on these applications allowing them to run the service to it's fullest potential.

Referral Agent Training

For the last year or so administration of the DCS in Fife has been run by Glenrothes Foodbank. This is the primary way that referrals come into the service. Over this time period the foodbank has sought to remove partners that no longer make referrals and insisted that new partners come into the foodbank for training. This allowed the team to press home the message that the foodbank should be the last layer of food protection and that all other possibilities should be explored fully before making a referral. As time has went on and this message has dispersed fully the foodbank has seen more sensitive referral making and as such referrals as a whole have also started to decrease.

Foodbank fundraising and Social Activities

The Foodbank hosted a sales this year in October. This was very successful and generated a lot of discussion in the community from people managing to get some bargains. On top of this we had a craft fair in November and used this to showcase some of the local traders that wished to show off some of their amazing wares. This raised money for the foodbank and brought people into a space where they would normally only come in emergencies. Hopefully this helped take some of the hesitation of being in the foodbank space for some people.

Following the success of the Silent Discos over the last few years the Foodbank decided to have a Family Disco in December to allow local families a low cost way to have a Christmas party. This was arranged by offering people attendance for a donation to the foodbank, this could be as simple as a tin of beans. The aim here was to reach a broad range of families but perhaps some of those who avoided school discos because of the associated costs. This was successful and it is hoped this will grow year on year.

Lastly the foodbank received a lot of school clothes donated from Asda and held a "School Clothing Drive" where people could come along to the foodbank and get what clothing they needed for their children for school. There was an option to leave a donation but it was made clear that this wasn't necessary and many families came along and benefited from this drive.

Letter to Fife Council and Elected Representatives

In October the board looked at projected figures and saw that without action the rate the foodbank was buying food would deplete the financial reserves of the foodbank. With that in mind the board and management made two decisions.

Firstly food parcels would go back to 3 days worth of food instead of the 7 days it had been. The reason it had been placed up to 7 was to reduce contact during COVID. This move meant that we halved the stock going out to clients but this action allowed the project to help more people overall.

Secondly the board resolved to write to elected representatives and Fife Council to ask for one of grant to be able to bridge the gap between then and when the new fundraising officer would come into post and start generating income for the food purchasing.

In February the Chair of the Board and the Project Manager met with elected representatives to discuss their situation. Following this meeting the council agreed to give the foodbank £40,000 in a one off payment to help the charity bridge the gap to the new fundraising post.

Development Day

In November the foodbank held its first ever development day at Balbirnie House Hotel. The day was excellently facilitated by the Vice Chair and members of the board and the Foodbank team were present to try and form an idea of priorities for the next year. This bore some great ideas that have been, are being and will be put into place as they develop.

Financial Inclusion

The Foodbank's Financial Inclusion project provided by Citizens Advice & Rights Fife (CARF) launched in September of 2023. [REDACTED] was hired into the post to provide Citizens Advice Bureau Level advice to Foodbank clients, either right at the point they receive their parcel or later, if they wanted to come back another time.

After a successful first year of this project [REDACTED] decided to retire in February and left the post. A recruitment exercise took place following this and [REDACTED] was appointed into post to continue [REDACTED] tremendous work for the following year. It's been clear from the work carried out by [REDACTED] that this is an important partnership that brings financial security to those at a moment they often feel they have none.

Board Personnel

The membership of the Board grew this year with [REDACTED] joining the board alongside a successful recruitment of long time volunteer [REDACTED]. However, membership of the board has reduced at the end of this financial year, and two members stepping down at the AGM this year in [REDACTED]. The Board would like to thank them for their years of service as Trustees; they will be sorely missed.

Partnership Working

The Foodbank marked its 11th year in operation; even though this has been a particularly difficult year for the Foodbank because of the drop in donations, it has continued to provide a valuable and required service to clients within Glenrothes.

The partnership with Auchmuty & Dovecot Residents' Association (ADTRA) continues. This allows clients to access food over the weekend when the Foodbank is closed. This partnership allows the Foodbank to support clients throughout the entire week. The ADTRA project continues to run out of the Lomond Centre.

Throughout the year partnerships with large organisations have allowed the Foodbank to be able to provide clients with "extras" over the year. At Christmas the Foodbank supplied full Christmas dinners for 287 people, and at Easter all children received Easter Eggs.

Our partnership with Asda continued this year with the collection trolley being used regularly by the public and the store making every effort to support the Foodbank.

Work with Amazon and The Big Hoose continued, giving access to household items and hygiene items for those visiting the Foodbank. This allowed those visiting the Foodbank to be supported in ways that simply would not have been possible otherwise. Clients were going back home with blankets during winter months, shower gel and fuel cards when they had not been able to bathe; these types of changes are life affirming for those visiting the foodbank.

Every contribution to the efforts of the Foodbank throughout the year was appreciated. Some of the organisations that supported the Foodbank throughout the year are: Pillars of Hercules, Aldi, Lidl, Poundland, SSPCA, Specsavers, Fife College, Co-op, Kingdom Firewood, Markinch and Thornton Parish Church, and stores owned by Overton Trading. Each of these donations has been greatly received and made a difference to the worst off in Glenrothes and the surrounding area.

Strategic partnership working formed an important part of the Foodbank's work over the last year also. The Foodbank chaired the Cost of Living Group which was aimed at bringing together emergency heat and food providers, so that there was good awareness of services available to the people of Glenrothes and cut down on any duplication of service.

Similarly, the Foodbank was at the Glenrothes Against Poverty Group. This group is aimed at progressing action on poverty and is one of the seven Welfare Reform Action Planning groups. One of the successes of this group was to coordinate the Christmas provision so that there was no "service shopping" where people could take advantage of multiple programmes offering the same thing. This proved successful and saw a lot of referrals between services to cover the need for the festive period.

Risk Management

Glenrothes Foodbank Board of Trustees acknowledges their responsibility to identify, assess and manage risks - in particular, identifying any potential risks that could prevent the Foodbank from meeting its aims and objectives and putting processes in place to assess and manage those identified risks. This year the Foodbank continues to deal with the Coronavirus pandemic. This has had a huge impact on the Foodbank not only in terms of increased numbers of clients accessing our service, but also on protecting our staff and clients from potential risk whilst ensuring the Foodbank had sufficient food to meet the additional demand.

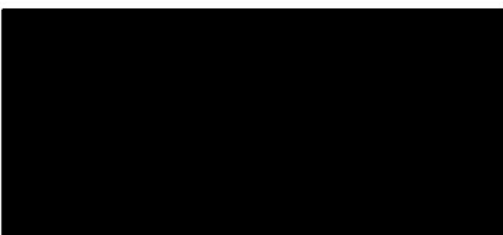
The Board has identified six main risks that could potentially impact on the Foodbank, and have put procedures in place to mitigate the potential impact.

- 1 Trustee Board lacks relevant skills, which could result in the Foodbank failing to achieve its financial aims and objectives through poor decision making.
- 2 Financial risk: Insufficient funds to meet the needs of the Foodbank resulting in lack of growth and development.
- 3 Insufficient food to meet demand, resulting in a reduced service for clients and for them to go potentially hungry. Unable to provide clients with a range of food.

- 4 Lack of volunteers. This could result in increased demand/stress on existing volunteers and reduced service for clients.
- 5 Changes to the Benefit system through Universal Credit implementation, resulting in an increase in the number of clients accessing the Foodbank.
6. Coronavirus Pandemic; the inability to provide a service to those who require emergency food.

To mitigate against the potential risks the Trustees propose the following actions:

- 1 Review and agree skills required, and develop a competence framework and job descriptions; implement trustee training and induction review and agree trustee recruitment processes.
- 2 Timely and accurate financial reporting enabling the Trustees to create financial plans and budgets and agree fund-raising strategy. Identification of grants which would support the work of the Foodbank. Identify other sources of potential income.
- 3 Liaise with other organisations for possible surpluses of food. Allocate budget to allow food "top up". Regular communication through press/social media to encourage the public to donate food. Encourage uptake of 200 Club members for regular monthly donations. At present Glenrothes Foodbank is in a strong financial position, with sufficient reserves to maintain services for 3 months.
- 4 Regular recruitment for new volunteers; Volunteer induction and training programme offered. Defined role and remit for volunteers.
- 5 Monitor proposed legal and regulatory changes.
- 6 A Continuity of Operations Plan continues to be in place and systems and processes remain adapted to mitigate potential risk to staff, volunteers and clients.



Chairperson

Financial Review 2025

In closing the accounts for 2023-2024 we had total funds of £102,819 represented by the General Fund £14,877, the Restricted Fund £35,073, the Investment Fund £37,913 and Bank of Scotland Treasurers account £14,946.

At the year-end, 31 March 2025, we had total funds of £134,709, represented by the General Fund £24,077, the Restricted Fund £78,113, the Investment account £20,000 and the Bank of Scotland Treasurers Account £12,519.

Our total income for the year ending 31 March 2025 was £195,499 with expenditure being £163,609.

The No 1 Virgin Money Account, General Fund, is used for operational purposes and receives income from a variety of income streams. The income is derived from donations from Individuals, Schools, Churches and Corporate Supporters which realised £37,381, this is a significant increase on last year's figure of £26,431. Standing order income achieved £7,729, a decrease from the previous year which was £8,361. Gift Aid and other income realised £11,111, which is another significant increase on last year's figure of £4,119. Income from Fundraising was £9,531 which is roughly half of last year's figure of £17,283. Unrestricted grants totalling £9,899 were received compared to only £500 last year.

The main expenditure from the General Fund for this year was on premises expenses (gas, electricity, broadband and maintenance) £33,271, more than £10,000 up on last year and food £32,299, a decrease from £40,280 last year.

The No2 Virgin Money account is a Restricted fund with the income coming entirely from grants totalling £119,848. This marks a significant change as no grant funding had been received the previous year. Employment costs including Salary, Pension, HMRC and external payroll costs were £53,031. Although this is more than the figure of £39,125 last year, the difference is more than covered by grants restricted for this very purpose. Other costs of £23,777 were the payments to Citizens and Rights Fife for the services of a Financial Inclusion Officer.

The closing balance on this account is £78,113.

Overall, our Income increased dramatically compared to last year's. This is due to a huge increase in grant funding. Although, even without the grants the Income would still be more than last years.

Overall, our Expenditure of £163,609 is greater than last year, due mainly to increased spending on Employment costs (covered by grants received) and premises expenses.

There is an overall surplus of £31,890 for the year. However around £19,000 of this is restricted grant funding received but not yet disbursed.

Reserves Policy

The Trustees' policy is to maintain reserves at around 12 months of normal running costs in order to meet commitments and to cover any unexpected expenditure. This has now been increased and equates to approximately £80,000.

Glenrothes and District Foodbank Community Project
SC045445

Signed on behalf of the Board



Treasurer

APPENDIX 3



		Independent examiner's report on the accounts						v2
Report to the trustees/members of		Charity name Glenrothes Food Bank						
Registered charity number		SC045445						
On the accounts of the charity for the period		Period start date				Period end date		
		Day	Month	Year		Day	Month	Year
		01	04	2024	to	31	03	2025
Set out on pages		(remember to include the page numbers of additional sheets)						
Respective responsibilities of trustees and examiner		The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 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 Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 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		<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none"> 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 Regulations <p>have not been met, or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>						
Signed:		[Redacted Signature]			Date:	11.06.25		
Name:		[Redacted Name]						
Relevant professional qualification(s) or body (if any):		BSc (Hon)						
Address:		Fife Voluntary Action Caledonia House Pentland Park, Saltire Centre Glenrothes, KY6 2AL						

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

Glenrothes and District Foodbank Community Project
SC045445

RECEIPTS AND PAYMENTS ACCOUNTS
PERIOD ENDING 31 MARCH 2025

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2025 £	2025 £	2025 £	2024 £
RECEIPTS				
Grants	9,899	119,848	129,747	500
Donations	37,381		37,381	27,231
Standing Orders	7,729		7,729	8,361
Gift Aid	1,895		1,895	3,238
Fundraising	9,531		9,531	17,283
Other Income	9,216		9,216	381
TOTAL RECEIPTS	75,651	119,848	195,499	56,994
PAYMENTS				
Capital Expenditure	2,961	0	2,961	20
Employment Costs	0	53,031	53,031	39,125
Premises Expenses	33,271	0	33,271	23,119
Insurance	1,873	0	1,873	1,833
Training & Uniform	2,235	0	2,235	351
Administration	4,011	0	4,011	2,639
Food	32,299	0	32,299	40,280
Taxis	227	0	227	168
Waste Collection	0	0	0	0
Van Expenses	2,467	0	2,467	3,111
Fundraising Expenses	2,376	0	2,376	2,090
Other Expenses	5,081	23,777	28,858	23,731
TOTAL EXPENSES	86,801	76,808	163,609	136,467
SURPLUS/(DEFICIT)	-11,150	43,040	31,890	-79,473

Notes

1. Unrestricted funds are held in three accounts, namely the Virgin money No1 or General fund, the Bank of Scotland Treasurer's Account and a Virgin Money Investment Account.
2. Gift Aid reclaimed from HMRC is included in Donations in the General Fund and on the Spreadsheet.
3. The total of £9,531 for Fundraising comprises £6,958 held in the General Fund plus £2,573 in the Bank of Scotland Account.
4. The figure for Other Income is the £32,129 shown as Miscellaneous Income in the spreadsheet (General Fund Income) plus the £1,425 interest from the Investment Account and minus an internal transfer of £5,000 from the Bank of Scotland Account and minus another internal transfer of £19,338 from the Investment account.
5. In the Payments section the figure of £33,271 for Premises Expenses comprises the figure of £29,972 for Utilities plus the £3,299 for Facilities shown in the spreadsheet.
6. The figure for Training and Uniform is shown under Volunteers in the spreadsheet.
7. The figure of £5,081 for Other Expenses comprises £981 for OLM expenses plus £4,100 in Miscellaneous Expenses.
8. The figure for Employment Costs represents the sum of the figures for Salaries, Pensions, Payroll and HMRC shown in the spreadsheet.
9. The figure of £23,777 for Miscellaneous Expenditure from the Restricted Fund represents money paid to Citizens Advice and Rights Fife, for the services of a Financial Advisor.

Basis of Accounting

These accounts have been prepared on a Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

Transactions with Trustees or connected persons

No charity trustee or person connected with a charity trustee received remuneration during the period. No charity Trustee received expenses during the period.

Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities. The charity is also not registered for VAT, and any expenditure includes any VAT charged.

Glenrothes and District Foodbank Community Project
SC045445

STATEMENT OF BALANCES AS AT 31 MARCH 2025				
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2025 £	2025 £	2025 £	2024 £
Opening Balance	67,746	35,073	102,819	182,292
Surplus/Deficit for Year	-11,150	43,040	31,890	-79,473
Balance carried forward	56,596	78,113	134,709	102,819
REPRESENTED BY				
Virgin Money General Fund	24,077		24,077	14,887
Virgin Money Restricted Fund		78,113	78,113	35,073
Virgin Money Investment Fund	20,000		20,000	37,913
Bank of Scotland Treasurer's Account	12,519		12,519	14,946
	56,596	78,113	134,709	102,819

Approved by the Trustees and signed on their behalf

Name

Position: Trustee/ Treasurer

Date:

26/5/25