GLENROTHES AND DISTRICT FOODBANK COMMUNITY PROJECT

ANNUAL REPORT AND STATEMENT OF ACCOUNTS 1 April 2025 to 31 March 2026

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 2025 until 31 March 2026.

Reference and administrative information

Charity name: Glenrothes and District Foodbank Community Project

Charity registration number: SC045445

Registered Office: Caledonia House, Saltire Park, Glenrothes, KY6 2AL

Bankers: Clydesdale Bank, 5 Falkland Gate, Glenrothes, KY7 5NS

Website: http://glenrothes.foodbank.org.uk

Trustees

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

Ross Livingstone- Chairperson

Chris Smart- Vice Chair

Jeff Burton- Treasurer

Mark Murphy- Secretary

Nicola Ross

Allen Marr

Rosanna Innes

Shirley Mills

Introduction

By comparison to last year this year has been significantly better for the foodbank. Last year saw the foodbank have its lowest donations on record for food and a financial landscape where basic staples had shot up in price. These two elements posed significant threats to the ongoing operation of the foodbank. With the support of funding from the local authority and Trussell we were able to meet these challenges head on and we are glad to report that this year's outlook is a much brighter one.

The work started last year to ensure services referring people into the project understood the place foodbanks occupy in the food ladder. This work, which has been building year on year, has borne fruit as time has progressed leading to more discerning use of the foodbank. This work allows the project to preserve stores for those most in need.

The addition of a new role in the form of a fundraising officer cannot be understated. This will allow for the continued operation of the foodbank and build financial resilience for the project for the future. Whilst also bringing the community closer to the work we do.

As readers will see this year has been filled with partnership working with local businesses, other charities and local authority services. This community work leads to us being more engaged with the community we serve and allows us to better understand their needs.

Looking ahead the foodbank has a much more solid footing than it had last year. Hopefully this will allow it to continue to support people to not need the foodbank and for those that do there will be a wealth of support and encouragement there to help them in their time of need. This may seem counter intuitive but foodbanks occupy a strange space where their ultimate goal is not to need to exist and, from the numbers below, Glenrothes is working towards making that a possibility.

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 2025 the Foodbank held its AGM in person. After the successful AGM a Board of Trustees was appointed. Ross Livingstone continued in the Chairperson role with Chris Smart continuing the role of Vice-Chair. Jeff Burton took up the role of Treasurer and Mark Murphy 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

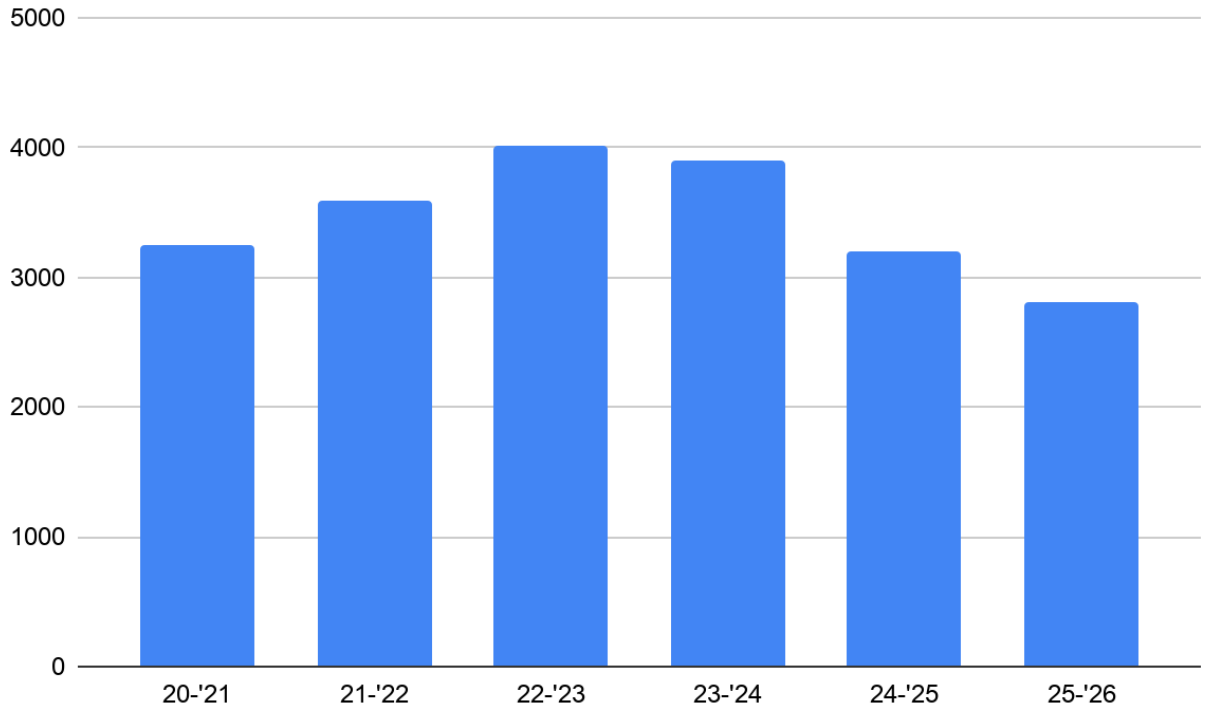
The Objectives set out in November 2021 continue to be appropriate and structure the actions of both the Foodbank and the Board of Trustees; these are listed below.

The objectives are:

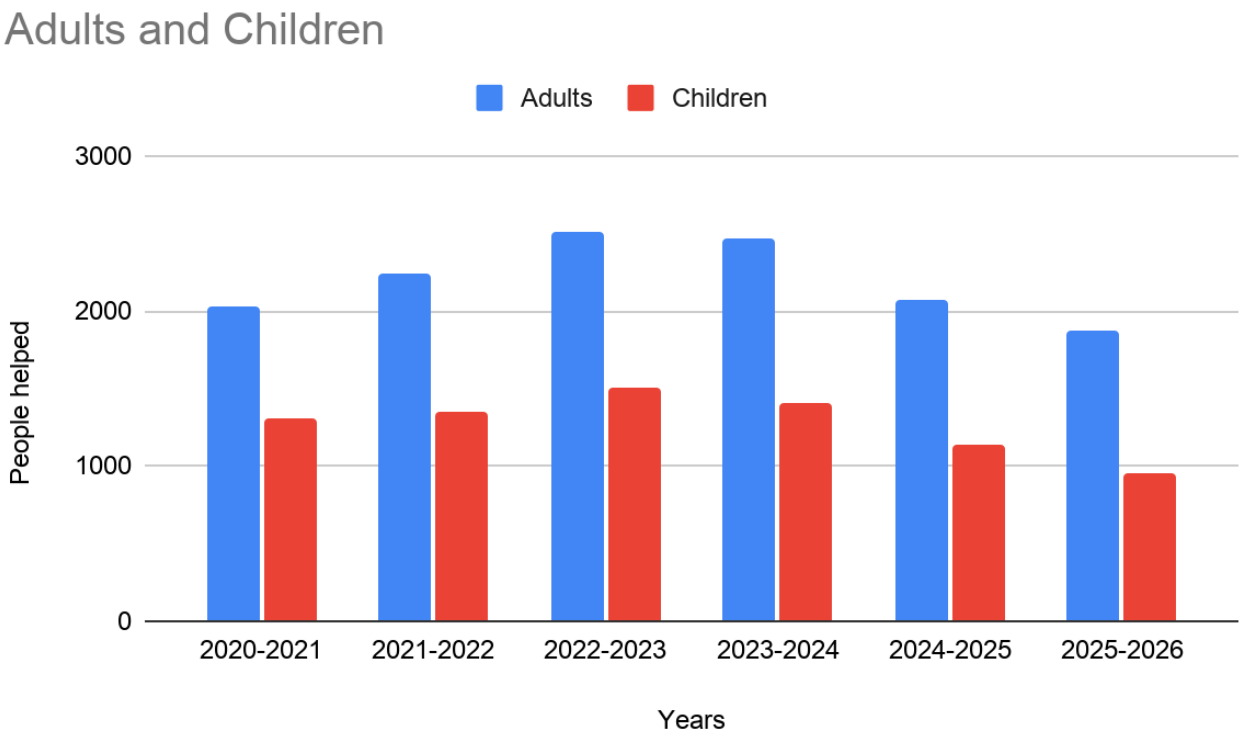
1. To offer advice, guidance and support to maximise the health and wellbeing of service users by promoting and signposting to local information services.
2. To provide clients with the skills and knowledge to encourage healthier eating through the provision of basic cookery programmes based on the needs 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

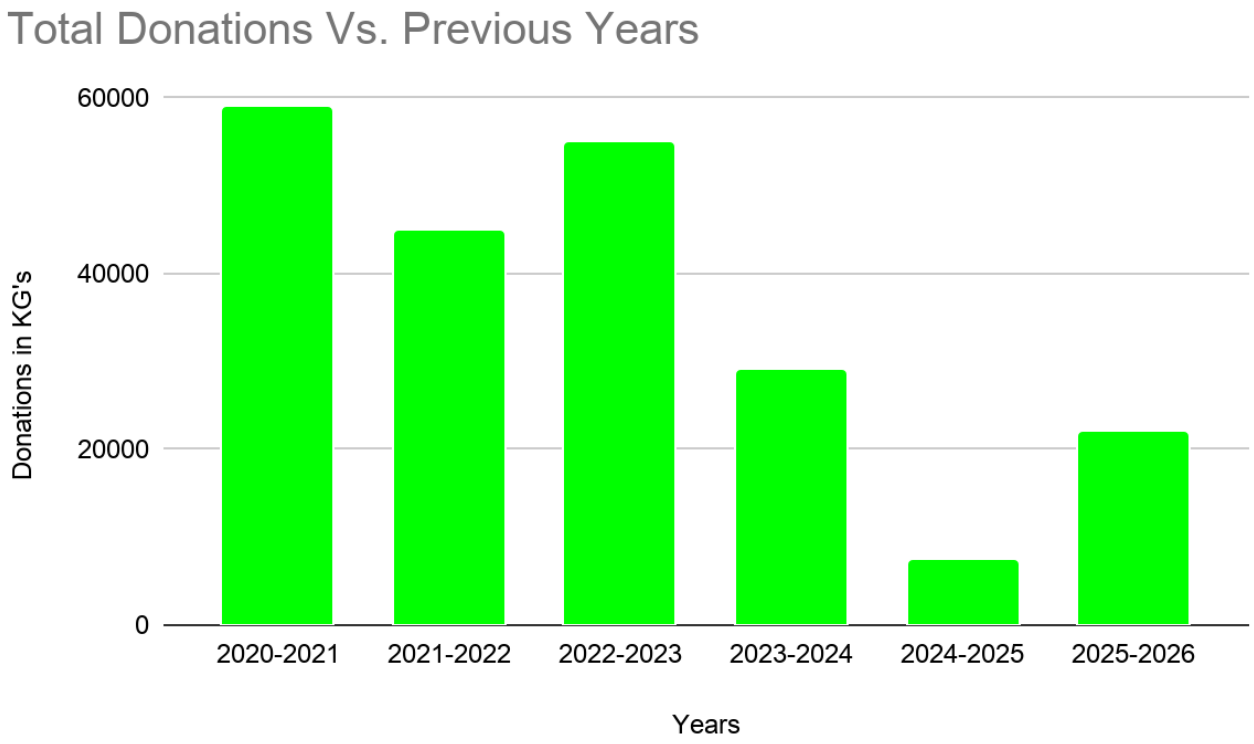
This year saw another small drop in usage levels for the Foodbank. This is likely due to diligent work by the Foodbank staff as expanded below.



For the twelve-month period 1st April 2025 – 31st March 2026 the Foodbank dealt with 2816 clients in total, down from 3206 in the previous financial year, representing a decrease of 12%. The top three reasons cited for visits were the same as last year: low income, benefit delays, and other.



That decrease can be seen across age ranges; 1868 adults used the service (down from 2070) and 948 children also did (down from 1136).



Last year the drop in donations was acutely felt on the finances of the foodbank. The rebound this year has been a welcome bonus and a showing of support from the community the project has been able to benefit from. Total donations for the year dropped from 7,300 kgs to 22,000 kgs; this constitutes a 201% increase.

Fundraising Post

From a pot for sustainability funding from Trussell late last year the foodbank was able to hire a fundraising officer in the form of Eliza Twaddle. 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 was that this role would be self funding from the grants coming in. The role also would alleviate the time taken up for the manager on these applications allowing them to run the service to its fullest potential.

Indeed our Fundraising Officer has been very successful. In summation the fundraising officer has brought int £82,800 in grants, £2000 raised for Breakfast with Santa and £2000 brought in for a Christmas Crowdfunder campaign. On top of this the fundraising officer has also managed to increase the regular donators to the foodbank to the tune of £2200 per year. This money has made a huge impact on the foodbank, allowing stock levels to be replenished and vital works to be carried out on the building itself. These funds also secure the longevity of the fundraising post as the post raises more than it costs and supports the long term financial security of the foodbank. Indeed there is funding in place that is due to come in over the next two years with £25,000 due next financial year and £22,000 the year following.

Referral Agent Training

Building on last years work the team continued to train people on the DCS which is run by Glenrothes Foodbank. This online portal is the primary way that referrals come into the service. Over the last year the foodbank has sought to remove partners that no longer make referrals and insisted that new partners come into the foodbank for training. This continued to allow 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 with last year these actions have seen more sensitive referral making and as such referrals have continued to decrease.

Foodbank fundraising and Social Activities

The Foodbank hosted a sale this year in November. 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 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.

When it came to volunteers there has been a real focus on thanking the volunteers and making them feel part of a team. Events included, Christmas Nights out, Christmas craft nights, Volunteer nights out and social get togethers. On volunteers week the team made sure there was a celebratory lunch and thank you gifts for the team.

"Breakfast with Santa" was an idea that was taken forward this year specifically aiming at children who might miss out on the opportunity to visit Santa because of the cost implications. This event saw several children get the opportunity to have a nourishing breakfast, take part in some craft activities and most importantly of all meet the real Santa and receive a present. Thanks have to go to Santa and the elves for making this happen.

Letter to Fife Council and Elected Representatives

Last year the financial position of the foodbank led to the Chair of the Board and the Project Manager meeting 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.

As noted above, this turned out to be a sound investment with the new fundraising post being very successful and allowing the project to not only cover expenses but to look toward planning for the future. For that the board would like to thank the elected representatives for seeing the project as the critical and well run service that it is.

Development Day

In November the foodbank held its second development day, this time at The Laurel Bank in Markinch. 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 event allowed for bonding, team building

and important discussions that the board often don't have time to get to during the course of normal board meetings.

For this last point the discussion was mainly around whether foodbanks should be complicit in allowing the underpayment of benefits and low wages which cause the vast majority of referrals to the foodbank. The point was made that if foodbanks didn't exist the government at various different levels might need to take some form of action to make life more affordable for the worst off in society. It was fairly countered that this might lead to suffering in the short term however and that some blended approach of looking after the most vulnerable and putting pressure on the government to enact change would be the best approach.

Financial Inclusion

The Foodbank's Financial Inclusion project provided by Citizens Advice & Rights Fife (CARF) launched in September of 2023. Staffed firstly by the boards own Jeff Burton then later by Hannah Farmer through a partnership with Citizens Advice & Rights Fife, this project brought advice to Foodbank clients, either right at the point they receive their parcel or later, if they wanted to come back another time. This project broke down the barrier of being referred to another service.

Unfortunately despite the admirable work and the significant client financial gains made it was decided by the board the it was not feasible to continue on the project and the partnership came to an end at the end of March 2026. Going forward members of the public will be referred to Citizens Advice should they need support, it is hoped that both the foodbank staff and the staff at CARF have been able to grow in their understanding of each others service in this time and some legacy from this project persists still.

Board Personnel

The membership of the board stayed the same this year with no new members recruited. However, membership of the board will reduce at the end of this financial year as Ross Livingstone steps down at the AGM after 5 years on the board.

Partnership Working

The Foodbank marked its 12th year in operation. This year has seen it regain donations of food and secure more support in the way of funding.

The partnership with Auchmuty & Dovecot Residents' Association (ADTRA) came to an end this year, in part due to ADTRA losing their premises and due to the very limited uptake of parcels. Although this closes our offering over the weekend it does reduce pulls on our service and allows the staff to focus on the working week operation.

Throughout the year partnerships working has allowed the Foodbank to be able to provide clients with seasonal support. At Christmas the Foodbank supplied full Christmas dinners for 594 people with 148 hampers almost doubling those supported from last year. At Easter we were able to offer all children attending the foodbank 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. We had Easter donations from the Rotary and Sandy Robertson Funeral Directors and Christmas support from EQ Accountants, Pillars of Hercules, Skyhook Helicopters, Donaldsons, TN Gilmartin, Newcastle Supporters Club, Kettle produce and Lomond Campers. Each of these donations has been greatly received and made a difference to the worst off in Glenrothes and the surrounding area.

The foodbank also benefited from volunteering days where staff from other organisations came into the building to help with specific projects. These projects included activities such as, painting the waiting area, freshening up the breakout room, and organising some of the homewares room. Thanks go to the staff from EQ Accountants, Scottish Widows and Nationwide building society.

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.

The Board has identified five 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.

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.



Ross Livingstone
Chairperson

Financial Review 2025-26

As of 31 March 2025, the total funds amounted to £134,709, comprising the General Fund (£24,077), Restricted Fund (£78,113), Investment Account (£20,000), and Bank of Scotland Treasurers Account (£12,519).

At the close of the current financial year, total funds increased to £176,626 reflecting an improvement of almost £42,000 year-on-year. This balance consists of the General Fund (£118,856), Restricted Fund (£20,027), Investment Account (£21,804), and Bank of Scotland Treasurers Account (£15,938).

For the year ending 31 March 2026, the organization's total income was £213,686 while expenditure reached £171,815. The No 1 Virgin Money Account (General Fund) supports the Food Bank's daily operations.

Discussed below are some notable variations between this year and the prior year's financial performance.

1. A significant contributor+ to increased income was the newly established Fund Raising Officer role, which has resulted in several major successes throughout the fiscal year. Grants and donations to the unrestricted account rose to approximately £145,000 from £47,000 last year.
2. Among these, a donation of £17,000 facilitated the purchase of a nearly new electric van, replacing the aging diesel vehicle, which was subsequently sold.
3. Standing order income grew from £7,729 to £9,470, while other fundraising declined from £9,531 to £4,645.
4. Overall, income to the No 1 account climbed to £173,770 from £75,651.
5. The Food Bank's operational expenses totalled £75,617 (previously £86,801), including the £17,500 cost of the van. Excluding this item, operating costs were substantially lower at £58,000 (compared to £86,801).
6. Premises costs decreased significantly, from £33,271 to £15,604, due mainly to resolution of a supplier issue resulting in a lump-sum gas refund. Food costs also declined, from £32,299 to £22,209.

The No 2 Virgin Money Account functions as a Restricted Fund, with income solely from grants totalling £38,112 (down from £119,848 last year). Employment costs—including salary, pension, HMRC, and external payroll—totalled £68,734, up from £53,031. Other costs of £27,464 relate to payments for the Financial Inclusion Officer services provided by Citizens and Rights Fife. The closing balance on this account stands at £20,027, compared with £78,113 last year.

Overall, income for the year increased to £214,000, up from £195,000 last year. Notably, unrestricted funding income experienced a substantial rise (£173,000 versus £75,000 last year). Expenditure rose slightly to £172,000 compared to £164,000 previously, though this includes the van purchase, funded by a dedicated donation. Excluding this expense, overall costs were reduced.

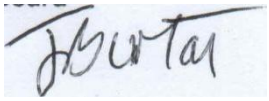
The year concluded with a surplus of £42,000, positioning the food bank in a significantly strengthened financial state.

Although this development is positive and should be recognised as such, it is important to acknowledge the external challenges facing both our organisation and the broader community. The sustainability of the foodbank relies on a secure financial foundation that ensures seamless daily operations and supports the achievement of both immediate and long-term objectives.

Reserves Policy

The Trustees have adopted a policy to maintain reserves equivalent to approximately twelve months of routine operating expenses, thereby ensuring the organisation's ability to meet its obligations and address unforeseen costs. This reserve level currently stands at £80,000.

Signed on behalf of the Board



Jeff Burton - Treasurer

Independent Examiner's Report to the Trustees of Glenrothes and District Foodbank Community Project

Name
Address

Date

Glenrothes and District Foodbank Community Project
SC045445

RECEIPTS AND PAYMENTS ACCOUNTS
PERIOD ENDING 31 MARCH 2026

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2026 £	2026 £	2026 £	2025 £
RECEIPTS				
Grants	114,300	38,112	152,412	129,747
Donations	31,321		31,321	37,381
Standing Orders	9,487		9,487	7,729
Gift Aid			0	1,895
Fundraising	4,645		4,645	9,531
Other Income	15,822		15,822	9,216
TOTAL RECEIPTS	**175,575**	**38,112**	**213,687**	**195,499**
PAYMENTS				
Capital Expenditure	423		423	2,961
Employment Costs		68,734	68,734	53,031
Premises Expenses	15,604		15,604	33,271
Insurance	2,693		2,693	1,873
Training & Uniform	1,584		1,584	2,235
Administration	3,280		3,280	4,011
Food	22,209		22,209	32,299
Taxis	44		44	227
Waste Collection	0		0	0
Van Expenses	19,693		19,693	2,467
Fundraising Expenses	2,931		2,931	2,376
Other Expenses	7,156	27,464	34,620	28,858
TOTAL EXPENSES	**75,617**	**96,198**	**171,815**	**163,609**
SURPLUS/(DEFICIT)	**99,958**	**-58,086**	**41,872**	**31,890**

RECEIPTS AND PAYMENTS ACCOUNTS
PERIOD ENDING 31 MARCH 2026

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. Total unrestricted fund income amounted to £175,575 which is made up of £172,201 in the spreadsheet plus £3,374 from the Bank of Scotland Account (captured under the category "Fundraising")
3. The total of £4644 for Fundraising comprises £1,271 held in the General Fund plus £3.374 in the Bank of Scotland Account.
4. Other income of £15,822 is made up of Miscellaneous income of £13,119, payments from Art Club totalling £898 and £1,804.85 interest on the investment account (last 2 years)
5. Restricted funds income was £38,112 made up of payments from Trussell Trust of £37,882 plus refunds To the account of £230 following salary overpayments during the year (when access to correct salary Amounts was not available prior to making the payments to staff)
6. In the payments section the figure of £15,604 for Premises Expenses comprises of Utilities £9,584, Facilities £5523 and Café Fund of £495.
7. Other expenses comprises of Miscellaneous £7,156 and OLM of £148
8. The figure for Training and Uniform is shown in the spreadsheet as Volunteer Expenses
9. The figure for Employment Costs represents the sum of the figures for Salaries, Pensions, Payroll and HMRC shown in the spreadsheet
10. The figure of £27,464 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 it's charitable activities. The charity is also not registered for VAT, and any expenditure includes any VAT charged.

Glenrothes and District Foodbank Community Project
SC045445

RECEIPTS AND PAYMENTS ACCOUNTS

PERIOD ENDING 31 MARCH 2026

STATEMENT OF BALANCES AS AT 31 MARCH 2026

	Unrestricted Funds 2026 £	Restricted Funds 2026 £	Total Funds 2026 £	Total Funds 2025 £
Opening Balance	56,641	78,113	134,754	102,819
Surplus/Deficit for Year	99,958	-58,086	40,067	31,890
Balance carried forward	**156,599**	**20,027**	**176,626**	**134,709**
REPRESENTED BY				
Virgin Money General Fund	118,856		118,856	24,077
Virgin Money Restricted Fund		20,027	20,027	78,113
Virgin Money Investment Fund	21,804		21,804	20,000
Bank of Scotland Treasurer's Account	15,938		15,938	12,519
	156,599	**20,027**	**176.626**	**134,709**

Approved by the Trustees and signed on their behalf

Name: Jeff Burton

