

**BRIGHTON AND HOVE FOOD PARTNERSHIP**  
**(A Company Limited by Guarantee)**

**Financial Statements**  
**31 March 2011**

**Registered Company Number: 5636575**

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**BRIGHTON AND HOVE FOOD PARTNERSHIP  
(A COMPANY LIMITED BY GUARANTEE)**

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FOR THE YEAR ENDED 31 MARCH 2011**

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**BRIGHTON AND HOVE FOOD PARTNERSHIP  
(A COMPANY LIMITED BY GUARANTEE)  
COMPANY NUMBER 5636575**

**REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 31 MARCH 2011**

The Directors present their report with the Financial Statements of the company for the year ended 31 March 2011

**COMPANY INFORMATION**

**DIRECTORS**

The Directors who served during the year and up to the date of this report were

Chris Allen  
Durwin Banks  
Jethro Carr (resigned 2<sup>nd</sup> March 2011)  
Peter Deadman  
Susan Dibb  
Joyce Edmond-Smith  
Josie Jeffries (appointed 2<sup>nd</sup> March 2011)  
Thomas MacMillan  
Barbara Myers  
Shirley Ward

The following are co-opted to the Board, but are not appointed as directors

Clare Devereux  
Carolyn Syverson (Representing Brighton & Hove PCT)  
Ayas Fallon Khan (Representing Brighton & Hove City Council)  
Francesca Iliffe (Representing Brighton & Hove City Council)

**SECRETARY**

Roberta Emmott

**REGISTERED OFFICE:**

Emmaus Manor Offices  
Drove Road  
Portslade  
Brighton  
East Sussex  
BN41 2PA

**REGISTERED NUMBER:** 5636575 (England and Wales)

**ACCOUNTANTS**

Clare Osbond  
Voluntary Sector Services  
15 Mansfield Road  
Hove  
East Sussex  
BN3 5NL

**BANKERS**

Unity Trust Bank  
Nine Brindleyplace  
Birmingham  
B1 2HB

**Company Status**

The Company is a company limited by guarantee. It was incorporated on 25 November 2005 under the Companies Act 1985, and is governed by its Memorandum and Articles of Association. The company operates on a not for profit basis as outlined in its Memorandum and Articles of Association.

**BRIGHTON AND HOVE FOOD PARTNERSHIP  
(A COMPANY LIMITED BY GUARANTEE)  
COMPANY NUMBER: 5636575**

**REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 31 MARCH 2011**

**OBJECTIVES AND PRINCIPAL ACTIVITIES**

The Brighton & Hove Food Partnership (BHFP) is a not-for-profit organisation that works across the community to strengthen the growth and development of a sustainable local food system which creates social equity, economic prosperity, environmental sustainability, global fair-trade and improves the health and well-being of all residents. We operate a membership structure open to anyone who lives or works in Brighton & Hove.

**The Brighton & Hove Food Partnership works to**

- Promote the benefits of a healthy, sustainable and ethical local food system
- Encourage healthier and sustainable lifestyles by providing practical training, education, information and support on nutrition, cookery, food growing, health and wellbeing
- Co-ordinate a strategic approach to food work in the city, bringing together community organisations, statutory agencies, local businesses and individual residents

We are aiming for a sustainable food system – one that is healthy, respects environmental limits and supports a vibrant farming and food economy.

In particular, we work for

- More locally produced food
- Better access to affordable, fresh, seasonal food
- More opportunities for people to learn to cook and grow food
- An increased understanding of the links between food and health
- A better understanding of where our food comes from
- An increased enjoyment of and respect for food

**Our work includes.**

**City Food News** We produce a quarterly newsletter which reports on current food, health and environmental issues, as well as local food work, events, courses and more. All Food Partnership members receive a free copy.

**Community Cookery Project** We want people to know how to cook healthy, seasonal, affordable food. Our community cookery team works with individuals and groups to give people the skills and confidence to do this.

**Harvest Brighton & Hove** We are the lead partner on Harvest Brighton & Hove, a project that aims to prove that a city can grow more of its own food by encouraging more growing on allotments, gardens, parks, in vacant land around public buildings and on housing estates. We run courses on growing at home and support volunteering on growing projects.

**Community Nutrition Service** We deliver a range of community-based healthy living programmes, including weight management for adults and children. We run a healthy weight referral service used by GPs and other health and social care professionals. We also deliver training on food and nutrition and obesity awareness.

**Local food** We promote opportunities for people to buy local food and support the development of more local food businesses.

**Community food projects** Brighton & Hove is home to many community food projects and we believe they are a vital part of our city. We support them with advice, information and networking opportunities. We also run a small grants scheme to support projects that promote healthy eating, cooking and food growing.

**Healthy Choice Award** This scheme assists restaurants, cafes, nurseries and care homes in making healthy options available on their menus and helps customers make healthier choices.

**Sticky Fingers Project** We work with primary school children in East Brighton, taking a plot to plate approach in educating about food growing and cooking.

**Lobbying and campaigning** We run campaigns at a local level and support national campaigns. We also sit on city-wide partnerships to promote the importance of a sustainable food system.

In partnership with key agencies the Food Partnership developed Spade to Spoon. Making the Connections, a food strategy and action plan for the city. Community groups, departments within the Council and NHS Brighton & Hove, the waste sector, schools and others from across the city have signed up to delivering targets in the action plan. The Food Partnership leads on local food work within the strategy as well as targets for healthier diets.

**BRIGHTON AND HOVE FOOD PARTNERSHIP  
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COMPANY NUMBER: 5636575**

**REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 31 MARCH 2011**

Full detail on the work of the Food Partnership can be found on [www.bhfood.org.uk](http://www.bhfood.org.uk)

**REVIEW OF BUSINESS**

During the financial year April 2010 to March 2011 the company's income and expenditure increased mainly due to activity on the Big Lottery funded Harvest Brighton & Hove project

The company employed 8 full time and 4 part time staff in this period and the work was supported by 50 volunteers

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

The Directors are responsible for preparing the financial statements in accordance with applicable law and regulations

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the directors are required to

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD**

S E Dibb

Director



Date

20/12/2011

**BRIGHTON AND HOVE FOOD PARTNERSHIP  
(A COMPANY LIMITED BY GUARANTEE)  
COMPANY NUMBER. 5636575**

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2011**

|  | Notes | 2011<br>£      | 2010<br>£      |
|--|-------|----------------|----------------|
| <b>INCOME</b>  | 4     | 752,460        | 618,589        |
| <b>EXPENDITURE</b>                                       |       | <u>734,173</u> | <u>616,272</u> |
| <b>OPERATING (DEFICIT)/SURPLUS</b>                       | 2     | 18,287         | 2,317          |
| Interest receivable and similar income                   |       | <u>8</u>       | <u>33</u>      |
| <b>EXCESS OF INCOME OVER EXPENDITURE BEFORE TAXATION</b> |       | 18,295         | 2,350          |
| Tax on (deficit)/surplus on ordinary activities          | 3     | <u>130</u>     | <u>977</u>     |
| <b>EXCESS OF INCOME OVER EXPENDITURE AFTER TAXATION</b>  |       | 18,165         | 1,373          |
| <b>RESERVES BROUGHT FORWARD</b>                          |       | <u>13,025</u>  | <u>11,652</u>  |
| <b>RESERVES CARRIED FORWARD</b>                          | 8     | <u>31,190</u>  | <u>13,025</u>  |

**CONTINUING OPERATIONS**

None of the company's operations were acquired or discontinued during the current or previous year

**TOTAL RECOGNISED GAINS AND LOSSES**

The company has no gains or losses other than the profit for the current or previous year

The notes on pages 8 to 10 form part of these financial statements

**BRIGHTON AND HOVE FOOD PARTNERSHIP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**COMPANY NUMBER: 5636575**

**BALANCE SHEET**  
**31 MARCH 2011**

|  | Notes | 2011<br>£      | £             | 2010<br>£     | £             |
|--|-------|----------------|---------------|---------------|---------------|
| <b>FIXED ASSETS</b>                          |       |                |               |               |               |
| Tangible assets                              | 5     |                | 9,002         |               | 13,061        |
| <b>CURRENT ASSETS</b>                        |       |                |               |               |               |
| Debtors                                      | 6     | 5,523          |               | 1,565         |               |
| Cash at bank                                 |       | <u>154,455</u> |               | <u>97,185</u> |               |
|  |       | 159,978        |               | 98,750        |               |
| <b>CREDITORS</b>                             |       |                |               |               |               |
| Amounts falling due within one year          | 7     | <u>137,790</u> |               | <u>98,786</u> |               |
| <b>NET CURRENT ASSETS/(LIABILITIES)</b>      |       |                | <u>22,188</u> |               | <u>(36)</u>   |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       |                | <u>31,190</u> |               | <u>13,025</u> |
| <b>RESERVES</b>                              |       |                |               |               |               |
| Income and expenditure account               |       |                | <u>31,190</u> |               | <u>13,025</u> |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2011

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2011 in accordance with Section 476 of the Companies Act 2006

The directors acknowledge their responsibilities for

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006,
- preparing financial statements that give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the Companies Act 2006 relating to financial statements, so far as applicable to the company

The financial statements have been prepared in accordance to the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Directors on  
signed on its behalf by

13/12/2011

and were

S E Dibb



Director

The notes on pages 8 to 10 form part of these financial statements

**BRIGHTON AND HOVE FOOD PARTNERSHIP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**COMPANY NUMBER 5636575**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2011**

**1. ACCOUNTING POLICIES**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements

***Accounting Convention***

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

***Cash Flow Statement***

In accordance with Financial Reporting Standard Number 1, the company is exempt from the requirements to prepare a cash flow statement on account of its size

***Income***

Income takes the form of grants to provide specific services or towards general support of our costs, or payment in the form of a contract for services provided. Where grants and similar income are for time based projects, or have been paid in advance in any way, the appropriate amount of income has been carried forward within the deferred income account. Income will be credited to the income and expenditure account from the deferred income account in line with the associated relevant costs, or on a time basis, as is most appropriate.

***Tangible Fixed Assets***

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Plant and Equipment – 33% on cost

***Funds***

The company has various types of funds for which it is responsible

Unrestricted funds – these funds are for use on the general objectives of the company

Restricted funds – these funds are for specific purposes as laid down by the donor – expenditure which meets these criteria is charged to the fund together with a fair proportion of management and support costs

***Pensions***

The pension cost charge represents the contributions payable by the company to the employees' pension schemes

**2 OPERATING (DEFICIT)/SURPLUS**

The operating (deficit)/surplus is stated after charging

|   | 2011<br>£  | 2010<br>£    |
|---|------------|--------------|
| Depreciation – owned assets (including diminution of asset) | 17,991     | 11,899       |
| Accountant's fees   | <u>170</u> | <u>2,350</u> |
| Directors' emoluments and other benefits etc                | <u>-</u>   | <u>-</u>     |

**BRIGHTON AND HOVE FOOD PARTNERSHIP**  
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**COMPANY NUMBER. 5636575**

**NOTES TO THE FINANCIAL STATEMENTS - continued**

**3. TAXATION**

|  | 2011              | 2010              |
|--|-------------------|-------------------|
|  | £                 | £                 |
| Current tax                              |                   |                   |
| UK corporation tax                       | 130               | 1,453             |
| Under / (Over) provision in earlier year | <u>-</u>          | <u>(476)</u>      |
| Tax on profit on ordinary activities     | <u><u>130</u></u> | <u><u>977</u></u> |

**4. INCOME**

|   | 2011                  | 2010                  |
|---|-----------------------|-----------------------|
|   | £                     | £                     |
| <b><u>Grants received during the year comprise.</u></b>       |                       |                       |
| Harvest Program   |                       |                       |
| Big Lottery Fund  | 160,523               | 53,824                |
| NHS Brighton and Hove   | -                     | 8,750                 |
| Awards for All  | 1,190                 |                       |
| ESF Community Grant   | 6,900                 |                       |
| Brighton and Hove City Council – Future Jobs Fund             | 3,593                 |                       |
| Brighton and Hove City Council – Community Action Pilot       | 2,500                 |                       |
| Brighton and Hove City Council – Environmental Sustainability | 1,500                 |                       |
| NHS Brighton and Hove – Good Food Grant                       | 26,000                | 32,000                |
| NHS Brighton and Hove – Food for a Healthy Future             | 318,677               | 324,435               |
| NHS Brighton and Hove – Weight Management Referral Scheme     | 70,500                | 63,609                |
| NHS Brighton and Hove – Why Weight                            | 6,555                 |                       |
| NHS Brighton and Hove – Childhood Obesity                     | 96,500                | 105,388               |
| NHS Brighton and Hove – Childhood Obesity Training            | 7,200                 |                       |
| Brighton and Hove City Council – Kitchen Coaches              | 4,649                 | 2,976                 |
| Brighton and Hove City Council – Healthy Choice Award         | 5,000                 |                       |
| Brighton and Hove City Council – Food Waste Campaign          | 7,990                 |                       |
| Brighton & Hove City Council - Other                          | 2,900                 | 6,480                 |
| Brighton & Hove City Council - Training                       | 4,775                 |                       |
| Heart Research UK   | 2,473                 |                       |
| Other Grants & Donations                                      | <u>2,925</u>          | <u>1,500</u>          |
|   | <u><u>732,350</u></u> | <u><u>598,962</u></u> |

**BRIGHTON AND HOVE FOOD PARTNERSHIP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**COMPANY NUMBER. 5636575**

**NOTES TO THE FINANCIAL STATEMENTS - continued**

**Grants received in the current year but deferred until 2011/12:**

|   |                       |
|---|-----------------------|
| Brighton and Hove City Council – Food Waste Campaign          | 4,490                 |
| NHS Brighton and Hove   | 42,610                |
| NHS Brighton and Hove – Childhood Obesity                     | 21,500                |
| NHS Brighton and Hove – Why Weight                            | 3,000                 |
| NHS Brighton and Hove – Harvest                               | 26,250                |
| Awards for All  | 7,000                 |
| Brighton and Hove City Council – Community Action Pilot       | 5,000                 |
| Brighton and Hove City Council – Environmental Sustainability | 1,000                 |
| Age UK  | <u>1,946</u>          |
|   | <b><u>112,796</u></b> |

**Grants received last year but deferred until the current year:**

|  |                      |
|--|----------------------|
| NHS Brighton and Hove – Food for a Healthy Future        | 19,072               |
| NHS Brighton and Hove – Childhood Obesity                | 7,500                |
| Brighton & Hove City Council                             | 12,549               |
| NHS Brighton and Hove – Childhood Obesity Training Grant | 7,200                |
| Harvest program  |                      |
| NHS Brighton and Hove                                    | 26,250               |
| ESF Community Grant                                      | <u>6,900</u>         |
|  | <b><u>79,471</u></b> |

**5 TANGIBLE FIXED ASSETS**

|                            | Database<br>£  | Plant & Equipment<br>£ | Total<br>£     |
|----------------------------|----------------|------------------------|----------------|
| <b>COST</b>                |                |                        |                |
| At 1 April 2010            | 9,775          | 25,922                 | 35,697         |
| Additions                  |                | 10,148                 | 10,148         |
| Diminution in value        | <u>(9,775)</u> | -                      | <u>(9,775)</u> |
| At 31 March 2011           | <u>-</u>       | <u>36,070</u>          | <u>36,070</u>  |
| <b>DEPRECIATION</b>        |                |                        |                |
| At 1 April 2010            | 3,258          | 19,378                 | 22,636         |
| Charge for the year        |                | 7,690                  | 7,690          |
| Depreciation on diminution | <u>(3,258)</u> | -                      | <u>(3,258)</u> |
| At 31 March 2011           | <u>-</u>       | <u>27,068</u>          | <u>27,068</u>  |
| <b>NET BOOK VALUE</b>      |                |                        |                |
| At 31 March 2011           | <u>-</u>       | <u>9,002</u>           | <u>9,002</u>   |
| At 31 March 2010           | <u>6,517</u>   | <u>6,544</u>           | <u>13,061</u>  |

The database was written down to a recoverable amount of NIL in the current year, as this now reflects the carrying value to the company

**6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                | 2011<br>£           | 2010<br>£           |
|--------------------------------|---------------------|---------------------|
| Other Debtors                  | 3,964               | -                   |
| Prepayments and Accrued Income | <u>1,559</u>        | <u>1,565</u>        |
|                                | <b><u>5,523</u></b> | <b><u>1,565</u></b> |

**BRIGHTON AND HOVE FOOD PARTNERSHIP**  
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**COMPANY NUMBER: 5636575**

**NOTES TO THE FINANCIAL STATEMENTS - continued**

**7 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                              | 2011           | 2010          |
|------------------------------|----------------|---------------|
|                              | £              | £             |
| Taxation and social security | -              | 721           |
| Other creditors              | 16,014         | 10,437        |
| Accruals                     | 8,850          | 6,009         |
| Deferred income - Grants     | 112,796        | 79,471        |
| Deferred income – Fee Income | -              | 695           |
| Corporation tax              | 130            | 1,453         |
|                              | <u>137,790</u> | <u>98,786</u> |

**8. RESERVES**

|                                  | Balance<br>01 04 10 | Incoming       | Outgoing       | Balance<br>31.03 11 |
|----------------------------------|---------------------|----------------|----------------|---------------------|
| <b>Programmes</b>                |                     |                |                |                     |
| Good Food Grant                  | 1,099               | 26,000         | 25,883         | 1,216               |
| Albion in the Community          |                     | 30,000         | 30,000         |                     |
| Why Weight                       | -                   | 6,555          | 5,972          | 583                 |
|                                  | 1,099               | 62,555         | 61,855         | 1,799               |
| <b>Food for a Healthy Future</b> |                     |                |                |                     |
| Community Cookery                | -                   | 102,617        | 99,769         | 2,848               |
| Community Nutrition              | -                   | 295,024        | 288,621        | 6,403               |
| School Food Policy               | -                   | 21,500         | 21,445         | 55                  |
| Sticky Fingers                   | -                   | 27,000         | 26,605         | 395                 |
|                                  | -                   | 446,141        | 436,440        | 9,701               |
| <b>Harvest program</b>           |                     |                |                |                     |
| Big Lottery Fund                 | -                   | 160,523        | 160,523        | -                   |
| Other grants & donations         | -                   | 22,209         | 13,319         | 8,890               |
|                                  | -                   | 182,732        | 173,842        | 8,890               |
| <b>Core activities</b>           | 11,926              | 61,040         | 62,166         | 10,800              |
|                                  | <u>13,025</u>       | <u>752,468</u> | <u>734,173</u> | <u>31,190</u>       |

**9. SHARE CAPITAL**

The company is limited by guarantee, and therefore has no share capital

**BRIGHTON AND HOVE FOOD PARTNERSHIP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**COMPANY NUMBER. 5636575**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2011**

|  | 2011                 | 2010                |
|--|----------------------|---------------------|
|  | £                    | £                   |
| Grants & Donations - Grants                  | 731,224              | 598,962             |
| - Donations                                  | 1,126                | -                   |
| Fee income                                   | 5,128                | 8,200               |
| Rent income                                  | -                    | 7,884               |
| Miscellaneous income                         | 3,440                | 3,543               |
| Reimbursed costs                             | 7,209                |                     |
| Bank interest                                | <u>8</u>             | <u>33</u>           |
|  | <b>748,135</b>       | <b>618,622</b>      |
| <b>Staff costs</b>                           |                      |                     |
| Salaries                                     | 387,373              | 339,940             |
| Employers NI                                 | 42,131               | 32,192              |
| Pensions                                     | 2,896                | 1,376               |
| Sessional staff                              | 15,275               | 10,610              |
| Staff travel and subsistence                 | 3,757                | 3,758               |
| Staff training & supervision                 | 7,971                | 3,227               |
| Recruitment                                  | 966                  | 3,715               |
| Volunteer expenses                           | 1,857                | 456                 |
| <b>Office costs</b>                          |                      |                     |
| Rent   | 20,563               | 17,599              |
| Internet costs                               | 904                  | 906                 |
| IT support costs, licences and software      | 4,417                | 6,083               |
| Database maintenance                         | 3,181                | -                   |
| Equipment and materials                      | 12,222               | 16,054              |
| Payroll                                      | 1,351                | 1,300               |
| Accountancy                                  | 170                  | 10,128              |
| Governance                                   | 1,478                | 600                 |
| Equipment hire                               | 1,085                | 648                 |
| Furniture, removals and office maintenance   | 261                  | 917                 |
| Insurance                                    | 2,200                | 1,016               |
| Refreshments                                 | 974                  | 781                 |
| Photocopying                                 | 3,297                | 1,137               |
| Postage                                      | 4,121                | 3,133               |
| Telephone                                    | 6,749                | 5,594               |
| Office supplies and information resources    | 3,787                | 14,682              |
| Membership/subscriptions                     |                      | 393                 |
| <b>Communications costs</b>                  |                      |                     |
| Marketing and communications                 | 22,513               | 16,236              |
| Website development costs                    | 7,774                | 8,230               |
| <b>Service delivery</b>                      |                      |                     |
| Commissioned work                            | 83,419               | 30,558              |
| Creche & Childcare costs                     | 1,607                | 1,003               |
| Development work                             | 4,605                | 11,029              |
| Travel                                       | 942                  | 598                 |
| Training and service delivery                | 15,198               | 9,480               |
| Tutors fees                                  | 13,601               | 5,538               |
| Hire of premises / facilities                | 12,209               | 16,839              |
| Consultancy                                  | 2,600                | 3,598               |
| <b>Other</b>                                 |                      |                     |
| Small grants                                 | 25,883               | 24,784              |
| Bank charges and credit card charges         | 148                  | 235                 |
| Sundry                                       | 482                  | -                   |
| Depreciation (including diminution of asset) | <u>14,206</u>        | <u>11,899</u>       |
|  | <b>734,173</b>       | <b>616,272</b>      |
| Excess of income over expenditure            | <u><b>18,295</b></u> | <u><b>2,350</b></u> |