

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

Financial Statements
31 March 2013

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 2013**

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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 2013**

The Directors present their report with the Financial Statements of the company for the year ended 31 March 2013

COMPANY INFORMATION

DIRECTORS:

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

Durwin Banks (to November 2012)
Peter Deadman
Susan Dibb
Joyce Edmond-Smith
Josie Jeffries
Barbara Myers
John Routledge (elected November 2012)
Chris Sutton
Bryn Thomas
Shirley Ward (to February 2013)

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

Victoria Williams (representing Food Matters)
Lydie Lawrence (representing Brighton & Hove Public Health)
Councillor Ollie Sykes (representing Brighton & Hove City Council)
Francesca Iliffe (representing Brighton & Hove City Council)

SECRETARY. Roberta Emmott

REGISTERED OFFICE: Brighthelm Centre
North Road
Brighton BN1 1YD

REGISTERED NUMBER: 5636575 (England and Wales)

ACCOUNTANTS: Clare Osbond
Voluntary Sector Services
12 Silverdale Road
Hove
East Sussex
BN3 6FE

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 2013**

OBJECTIVES AND PRINCIPAL ACTIVITIES

The Brighton & Hove Food Partnership (BHFP) is a not-for-profit organisation that

- promotes the benefits of a healthy, sustainable and ethical local food system
- encourages healthier and sustainable lifestyles by providing practical training, education, information and support on nutrition, cookery, food growing, health and well-being

BHFP operates a membership structure open to anyone who lives or works in Brighton & Hove. BHFP co-ordinates 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.

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 get residents growing more food at home and in communities.

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.

Love Food Hate Waste We provide community education on food waste reduction and support and encourage composting at home and in communities.

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.

We are responsible for driving forward delivery of the city's food strategy **Spade to Spoon Making the Connections**. Full detail on the work of the Food Partnership can be found on www.bhfood.org.uk

**BRIGHTON AND HOVE FOOD PARTNERSHIP
(A COMPANY LIMITED BY GUARANTEE)
COMPANY NUMBER: 5636575
REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2013**

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

20th November 2013

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

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2013

	Notes	2013 £	2012 £
INCOME	4	744,727	676,692
EXPENDITURE		<u>744,820</u>	<u>682,247</u>
OPERATING (DEFICIT)/SURPLUS	2	(93)	(5,555)
Interest receivable and similar income		<u>-</u>	<u>10</u>
EXCESS OF INCOME OVER EXPENDITURE BEFORE TAXATION		(93)	(5,545)
Tax on (deficit)/surplus on ordinary activities	3	<u>420</u>	<u>2</u>
EXCESS OF INCOME OVER EXPENDITURE AFTER TAXATION		(513)	(5,547)
RESERVES BROUGHT FORWARD		<u>25,643</u>	<u>31,190</u>
RESERVES CARRIED FORWARD	8	<u>25,130</u>	<u>25,643</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 6 to 9 form part of these financial statements

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

BALANCE SHEET
31 MARCH 2013

	Notes	2013 £	2012 £
FIXED ASSETS			
Tangible assets	5	2,522	5,130
CURRENT ASSETS			
Debtors	6	65,160	4,575
Cash at bank		<u>99,386</u>	<u>158,504</u>
		164,546	163,079
CREDITORS			
Amounts falling due within one year	7	<u>141,938</u>	<u>142,566</u>
NET CURRENT ASSETS/(LIABILITIES)		<u>22,608</u>	<u>20,513</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>25,130</u>	<u>25,643</u>
RESERVES			
Income and expenditure account		<u>25,130</u>	<u>25,643</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2013 in accordance with Section 476 of the Companies Act 2006

The directors acknowledge their responsibilities for

- a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006,
- b) 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 *15th November 2013* and were signed on its behalf by

S E Dibb



Director

The notes on pages 6 to 9 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 2013

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 on items of capital equipment at the following annual rates in order to write off each asset over its estimated useful life.

Plant and Equipment – 33% on cost

The company has a minimum value of £200 for capitalisation of fixed assets.

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

	2013 £	2012 £
Depreciation – owned assets (including diminution of asset)	5,080	6,493
Accountant's fees	<u>972</u>	<u>3,096</u>
Directors' emoluments and other benefits etc	<u>-</u>	<u>-</u>

BRIGHTON AND HOVE FOOD PARTNERSHIP
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NOTES TO THE FINANCIAL STATEMENTS - continued

3 TAXATION

	2013 £	2012 £
Current tax		
UK corporation tax	480	2
Under / (Over) provision in earlier year	-	-
Tax on profit on ordinary activities	<u>480</u>	<u>2</u>

4 INCOME

	2013 £	2012 £
<u>Grants receivable during the year comprise.</u>		
Big Lottery Local Food Fund	156,082	125,295
Public Health Brighton & Hove – Food for a Healthy Future	349,653	253,781
Public Health Brighton & Hove – Weight Management Referral Scheme	86,500	83,000
Public Health Brighton & Hove – Why Weight	-	3,000
Public Health Brighton & Hove – Childhood Obesity	76,138	104,500
Public Health Brighton & Hove – Obesity Training	4,000	4,000
Public Health Brighton & Hove – Schools Work	3,977	22,023
Public Health Brighton & Hove – Healthy Choice Award	7,000	8000
NHS Brighton & Hove - Harvest	-	4,724
Brighton and Hove City Council – Kitchen Coaches	-	
Brighton & Hove City Council – Healthy Choice Award	-	
Brighton & Hove City Council – Food Waste Campaign	14,409	15,982
Brighton & Hove City Council – Sustainability Grant	2,500	
Brighton & Hove City Council - Training	2,413	2,418
Brighton & Hove City Council – Future Jobs Fund	-	3,878
Brighton & Hove City Council – Community Action Pilot	-	5,000
Brighton & Hove City Council – Environmental Sustainability Grant	-	1,000
Big Lottery Awards for All	-	7,000
Social Action Fund	19,249	-
Community Learning Innovation Fund	7,729	-
Ernest Cook Charitable Trust	-	6,120
Age UK	-	2,594
Heart Research UK	-	7,417
Esmee Fairbairn Foundation	119	-
Other grants	-	1,000
	<u>729,769</u>	<u>660,732</u>

BRIGHTON AND HOVE FOOD PARTNERSHIP
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NOTES TO THE FINANCIAL STATEMENTS - continued

Grants received in the current year but deferred until 2013/14

NHS Brighton & Hove - Harvest	21,526
Public Health Brighton & Hove	40,777
Public Health Brighton & Hove (Children)	20,000
Esmée Fairbairn Foundation	5,000
Community Learning Innovation Fund	8,747
Brighton & Hove City Council – Sustainability Action Plan	1,000
Brighton & Hove City Council – Love Food Hate Waste work	9,750
Brighton & Hove City Council – One Planet Food	1,000
Social Action Fund	6,599
	<u>114,399</u>

Grants received last year but deferred until the current year.

NHS Brighton & Hove - Harvest	21,526
Public Health Brighton & Hove – Schools Work	3,977
Public Health Brighton & Hove – Childhood Obesity	20,000
Public Health Brighton & Hove - MEND	8,238
Public Health Brighton & Hove – Food for a Healthy Future	60,329
Brighton & Hove City Council – Learning Disability Partnership Fund	5,601
Brighton & Hove City Council – Food Waste Campaign	3,558
	<u>123,229</u>

Deferred grant income brought forward	123,229
Grants received during the year	720,939
Deferred income carried forward	(114,399)
Grants receivable during the year	<u>729,769</u>

5. TANGIBLE FIXED ASSETS

	Plant & Equipment £	Total £
COST		
At 1 April 2012	38,691	38,691
Additions	<u>2,472</u>	<u>2,472</u>
At 31 March 2013	<u>41,163</u>	<u>41,163</u>
DEPRECIATION		
At 1 April 2012	33,561	33,561
Charge for the year	<u>5,080</u>	<u>5,080</u>
At 31 March 2013	<u>38,641</u>	<u>38,641</u>
NET BOOK VALUE		
At 31 March 2013	<u>2,522</u>	<u>2,522</u>
At 31 March 2012	<u>5,130</u>	<u>5,130</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013 £	2012 £
Other Debtors	10,727	3,099
Final grant payments Local Food Fund and Love Food Hate	44,424	
Waste awaiting project completion		
Rent Deposit	1,518	-
Prepayments and Accrued Income	<u>8,946</u>	<u>1,476</u>
	<u>65,160</u>	<u>4,575</u>

BRIGHTON AND HOVE FOOD PARTNERSHIP
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NOTES TO THE FINANCIAL STATEMENTS - continued

7 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013	2012
	£	£
Other creditors	25,169	16,849
Accruals	1,950	2,486
Deferred income - Grants	114,399	123,229
Corporation tax	420	2
	<u>141,938</u>	<u>142,566</u>

8 RESERVES

	Balance 01.04.12	Incoming	Outgoing	Balance 31.03.13
Programmes:				
Albion in the Community	-	20,000	20,000	-
Community Cookery	(20)	106,060	101,738	4302
Community Nutrition	(260)	300,957	298,887	1810
Food Strategy Project	-	119	119	-
Good Food Grant	1,081	20,130	21,056	155
Love Food Hate Waste	-	13,808	14,446	(638)
Sticky Fingers Project	-	3977	3991	(14)
Weight Management Referral Scheme	5,374	86,500	86,021	5853
Why Weight	853	0	0	853
<u>Harvest program</u>				
Big Lottery Local Food Fund	-	156,082	156,082	-
Other grants & donations	8,875	25,874	33,968	781
	<u>8,875</u>	<u>181,956</u>	<u>190,050</u>	<u>781</u>
Core activities	9,740	16,382	14,094	12,028
	<u>25,643</u>	<u>749,889</u>	<u>750,402</u>	<u>25,130</u>

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 2013

	2013	2012
	£	£
Grants	729,769	660,732
Donations	171	244
Fee income	1,559	2,147
Sales	41	43
Rent income	2,504	3,562
Miscellaneous income	2,230	1,059
Reimbursed costs	8,453	8,905
Total	<u>744,727</u>	<u>676,692</u>
Staff costs		
Salaries and Employers NI	436,922	415,004
Pensions	-	3,533
Sessional staff	9,663	12,695
Staff travel and subsistence	5,301	5,061
Volunteer expenses	836	1,397
Staff training & supervision	14,984	5,070
Recruitment and CRB	2,917	1,777
	<u>470,623</u>	<u>444,537</u>
Office costs		
Rent	24,434	21,000
New premises refurbishment	9,870	-
Rates	1,369	-
Internet costs	574	147
IT support costs, licences and software	7,034	3,750
Database maintenance	4,335	5,130
Payroll	1,960	2,490
Accountancy	972	3,096
Office maintenance	1,353	1,156
Insurance	1,711	2,106
Refreshments	1,084	1,002
Photocopying	3,781	2,421
Postage	4,743	3,677
Telephone	5,827	6,330
Office supplies and information resources	4,332	3,570
Office move	6,765	-
Consultancy	1,320	-
Governance	1,788	1,266
	<u>83,252</u>	<u>57,141</u>
Communications costs		
Marketing and communications	28,414	16,508
Website development costs	5,635	1,893
	<u>34,049</u>	<u>18,401</u>
Service delivery		
Commissioned work	62,723	54,421
Resources and equipment	11,879	9,031
Creche and childcare	-	1,450
Development work	4,877	4,276
Travel not staff	872	612
Training and service delivery	4,775	20,527
Tutors fees	19,166	15,461
Hire of premises / facilities	13,971	16,708
Evaluation	1,199	2,355
MEND licence	10,752	-
	<u>130,214</u>	<u>124,841</u>
Other		
Small grants	20,297	29,966
Bank charges and credit card charges	684	522
Sundry	621	346
Depreciation (including diminution of asset)	<u>5,080</u>	<u>6,493</u>
	<u>744,820</u>	<u>682,247</u>
Excess of income over expenditure	(93)	<u>(5,545)</u>