



Burntisland & Kinghorn Foodbank SCIO

Trustees' Annual Report

June 2024 – June 2025

OSCR
Scottish Charity Regulator
www.oscr.org.uk

**Registered
SCIO
SC053410**

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Part 1 – About us

Introduction

We are delighted to introduce the first annual report for Burntisland & Kinghorn Foodbank SCIO (the Foodbank), and to reflect on the first full year of operation as an independent charity. It is thanks to the dedication of the Foodbank's volunteers and the generosity of the community that the long history of the provision of food to those who need it has continued in Burntisland and Kinghorn. Our mission is to provide dignified and respectful support to those within these geographical areas who are facing food poverty. We believe no-one should go hungry.

The Foodbank has received generous and significant support from the community in this first year of operation, helping to ensure a sustainable and viable future. This means that we now have the opportunities to continue to improve how we meet needs and tackle food poverty locally.

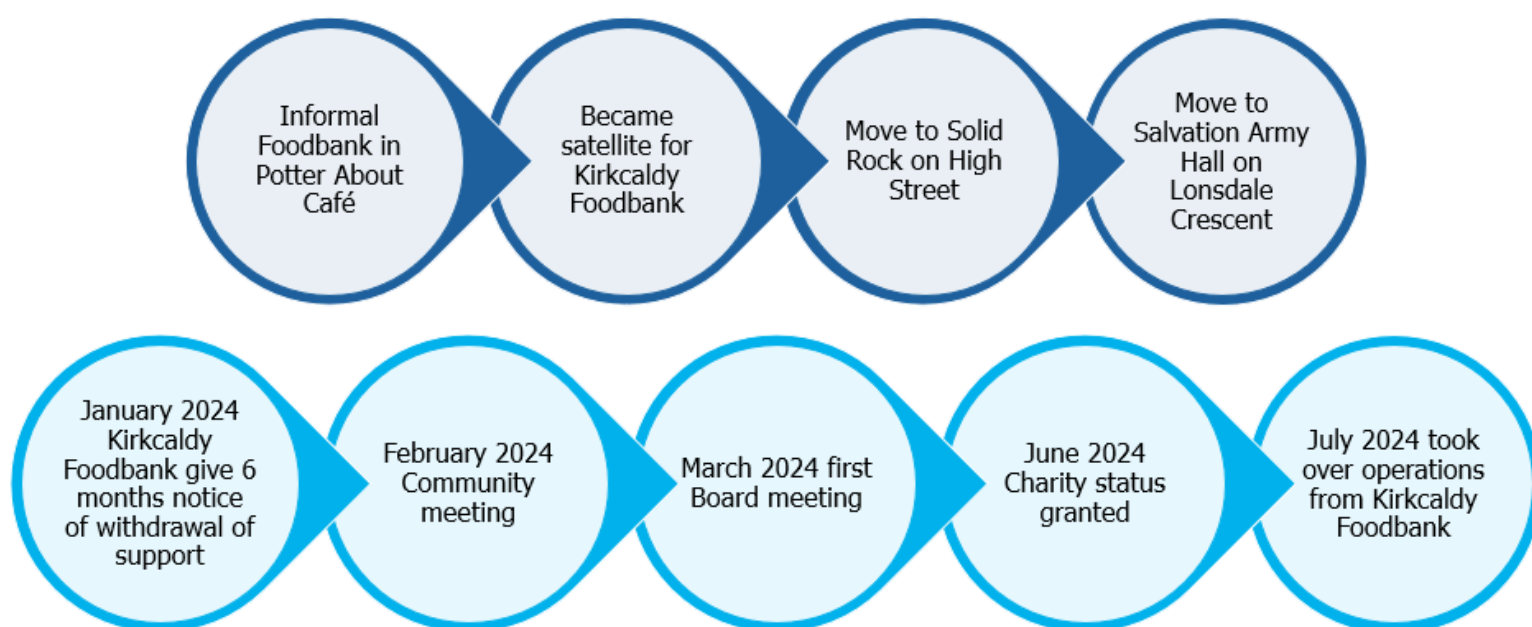
We are proud of what we have achieved in just one year of operations. The impact that the Foodbank continues to have on the local community is tangible and the need ever increasing. We are committed to listening to those who use the Foodbank, working to understand need in the community, and responding and evolving to improve the services that we offer.

Our story

The Foodbank in Burntisland began life as a small pantry in Potter About Café on the High Street, before growing, as the needs within the town grew. It moved to Solid Rock Café, and in more recent years the Foodbank has found its home in the Salvation Army's Halls on Lonsdale Crescent.

Burntisland Foodbank operated under Kirkcaldy Foodbank as a satellite for many years. In January 2024 the satellite received notice that this was no longer sustainable for Kirkcaldy Foodbank. The amazing volunteers who ran the Foodbank realised that they needed to do something urgently if it was going to keep operating. A community meeting was held, with people from across Burntisland and Kinghorn coming together to learn how they could support the Foodbank to continue. There was a need to establish sustainable funding and create a Board as well establishing an independent charity to enable ongoing operations.

Many people stepped forward to help with this and a pledging drive started to ensure there were regular financial commitments to help with the running costs. Burntisland and Kinghorn Parish Church of Scotland provided temporary banking facilities so funds could be held ahead of the official launch. Burntisland & Kinghorn Foodbank SCIO officially became a charity on 5 June 2024 with a Board of trustees drawn from the community with different skills, experiences and backgrounds. We took over full operations from Kirkcaldy Foodbank in July 2024.



Our purpose

We are a non-profit distributing charity. Our principle purpose is the prevention or relief of poverty in Burntisland and Kinghorn and surrounding areas, primarily by providing food supplies to individuals in need and working with other organisations to prevent or relieve poverty.

We provide services to people who need of them, including because of their age, ill-health, disability, financial hardship or other disadvantage. We refer people, with their consent, to other services who can assist with debt, health issues, addictions and many other types of additional support. Our volunteers can also give advice and reassurance.

Our mission is to provide dignified and respectful support to those in the area facing food poverty. We believe no-one should go hungry.

01

Help

We help people in Burntisland and Kinghorn, and the surrounding area, who are facing food poverty.



02

Connect

We provide food and help people access other services.



03

Support

We offer respectful, dignified and inclusive support.

The support we provide

Over the course of the year, we have distributed food parcels twice a week from the Salvation Army Hall in Burntisland. People can collect food parcels on a Tuesday and a Friday between the times of 12noon and 2pm. There is no need for a referral to use the Foodbank and no appointment is required. We provide a friendly welcome to anyone who is in need. Alongside believing nobody should go hungry, we also think there should be no shame in seeking help. We work hard to ensure clients' privacy and dignity is respected and observed in all the work we do.



A wonderful and diverse team of volunteers pack and prepare food parcels and enable us to operate. A second group of volunteers run the distribution hub and meet with clients when they visit. Both sets of volunteers are co-ordinated by a lead on the packing team and on the distribution hub team.

These two different operational teams are at the heart of the Foodbank operations. The packing team is based in the storage facility that is rented by the Foodbank to keep stocks of food and to ensure that there is enough reserve provision. This allows the packing team to receive deliveries of food and make up nutritionally valuable parcels to send down to the main distribution hub at the Salvation Army Hall. This team follows clear guidelines to create food parcels for individuals, for couples and for families.

A couple came for the first time to ask for support, as they had unexpectedly not received their benefits and were caring for four children. They were so grateful to get food and know that their cupboards would be full for a few days. They took some fresh food

At the Salvation Army Hub, the team is set up to distribute food twice a week, creating a welcoming and supportive environment. Clients of the Foodbank are able to come in and

pick up food parcels that they need. They may visit once or twice a week and on a second visit will receive a 'top up' amount. At times clients also indicate that they need additional support in their lives. On these occasions, volunteers can link in with wider community services and provide signposting to additional support if it would be helpful. Referrals can be made to social work, debt, addiction or to health care services (for example) with the full consent of clients. In cases of emergency or concern about the welfare of clients, referrals to appropriate teams for safeguarding are made.



We were delighted that a Foodbank client told us that they would shortly no longer need the Foodbank, as they had recently secured a job. They told us that the Foodbank had been a lifesaver. Not just the food, but the chat too, and the advice from the welfare support team.

We also have volunteers who order and manage the food deliveries and pick up food locally, as well as those who volunteer at Morrisons on a monthly basis to collect food donations from the local community.

As well as providing food support, volunteers often build relationship with clients and provide a port of call within the community for support. Volunteers know of other support provisions within the town such as the Community Café and Big Green Market and share information about wider community support and resources that may

benefit clients. This creates a 'linked in' community approach to the work we do.

How we are organised

When we applied to become a charity, we became a Scottish Charitable Incorporated Organisation (SCIO), with both trustees and members. We have a constitution, which records how the Foodbank operates and how we are governed. Together the trustees are responsible for making sure that we follow the constitution, including making sure we deliver our charitable purpose. The trustees meet monthly, and elected two Co-Chairs, a Treasurer and Secretary as office bearers. We prepare and approve monthly minutes to record decision making and for scrutiny purposes.

The Board delegate responsibilities to the volunteer operational teams for running the Foodbank and Hubs, but ensure that there is appropriate support and policies in place to enable them to continue functioning safely and ethically. A volunteer handbook is provided for volunteers and there is access to appropriate supervision for anyone who requires it.



Members

Members are welcomed to take part in meetings so that the Foodbank is accountable to the community who use and support it. Members have an important voice to contribute to how the Foodbank should run, helping to decide our priorities, our actions and decide and agree the trustees. We encourage membership from the local community and from the clients that use the Foodbank in order to gain diverse opinions and support.

Anyone over 16 who supports our charitable aims and lives in Burntisland, Kinghorn or the surrounding areas can apply to be a member. Members are able to vote at our membership meetings (our Annual General Meeting), and can also be elected to be trustees. Becoming a member is free and we welcome applications for associate membership for those who do not live locally or who wish to join as a group. Associate members are not entitled to vote at the AGM.

Trustees

We have been fortunate to have a group of passionate and talented trustees who have been together since the application to become a charity was submitted. Together they have worked hard to ensure that the Foodbank is in a solid and sustainable position for the future. Without the wisdom, insight and imagination of the trustees, the success of the Foodbank over the past year would not have been possible. We are grateful to all

trustees who have given their time, energy and commitment to establishing the Foodbank as a charity and ensuring that the important work in the community continues.

When the Foodbank applied to become a charity there were thirteen individuals who were willing to become trustees, and all of them have remained in place over the course of the past year. At our AGM, as required by our constitution, one third of our trustees will step down. While some may stand for re-election, this provides an opportunity for wider members to also stand for election to become a trustee and for the Foodbank to benefit from wider diversity and ideas in the trustee group.

Volunteers

There is an outstanding group of volunteers who are involved with and operate the Foodbank. Some volunteers have been involved with the Foodbank before it became an independent charity, while others have joined over the course of the last year. Together they are dedicated and passionate about supporting those in need in our community. There is a strong commitment to providing the best service we possibly can.

Volunteers can become involved in the packing team or the Salvation Army Hub team. There is an induction process and they are encouraged to work alongside those who have experience and knowledge on their first three or four shifts. This is to encourage continuity and clear working methods. An ethos of providing a warm welcome to those using the Foodbank, and ensuring individuals are treated with respect and dignity is necessary and clearly demonstrated by all who give their time to help.

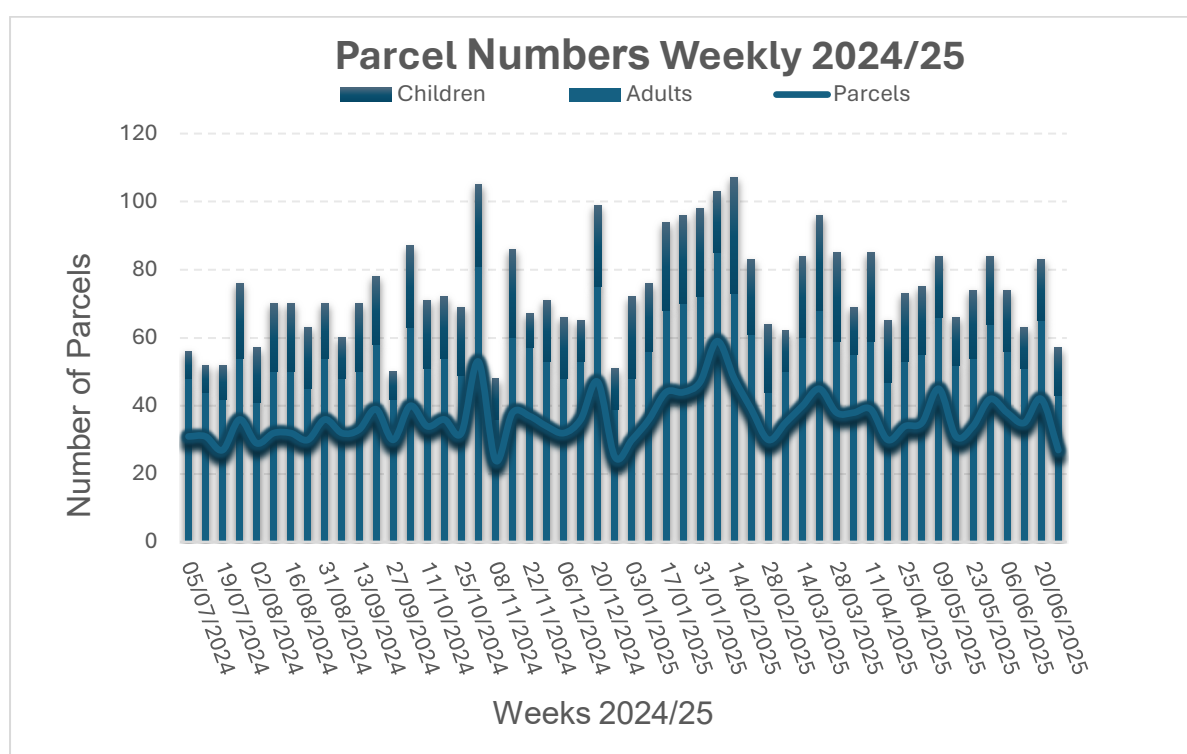
The Board also recognises the needs of volunteers and that they also should be supported well to do the job that they do. There has been significant policy development over the last year to ensure there is a robust set of policies in place to help volunteers, and there is also a handbook and operational guide that has been developed at each of the sites. Volunteers can ask those with more experience for advice and support with things they are unsure about and are aware who to contact if they are unable to complete shifts. We have also ensured there is external supervision available for anyone who would like this support.

Over this last year we have also begun work with the Community Payback Scheme and have been grateful to those who have worked in that Scheme to move the food parcels from our storage facility to our distribution hub every week with care.

At the end of the reporting year, we had over 20 volunteers and we are grateful to each one of them for the positive impact that they have had on those who use the Foodbank and the way it operates.

Our achievements and performance

We have a hugely positive impact on alleviating food poverty in Burntisland, Kinghorn and surrounding area. Over the course of the past year we have distributed 2455 food parcels, providing food to an estimated 75 individuals each week. We have also signposted those using the Foodbank to wider support. We ensure there are excellent links to other community supports for clients, to social work, or addiction support if needed and provide welfare advice on Tuesdays including having visits from Cozy Kingdom and other appropriate agencies to offer advice and support.



We have partnered with local groups to enable wider support to be provided, including with the Big Green Market to provide clothes and household essentials for collection alongside food parcels. At Christmas we worked with Central Burntisland Tenants and Residents Association to provide food as part of parcels distributed to local households on Christmas eve. We look forward to these partnerships continuing in the years ahead.

We have created links with Kirkcaldy Morrison's, encouraging customers to use our shopping lists to purchase food to donate, and continue to collect from collection points in the Co-ops in Burntisland and Kinghorn who generously provide regular food donations. Our reverse advent scheme saw seasonal essentials and treats be gathered to supplement food parcels ahead of Christmas. These links have meant that we could reduce the purchasing cost of food needed throughout the month to ensure we stay within our financial capacity. We have also seen donations from local schools and churches and have teams who collect these donations.

One client with a large family tells us that she is constantly struggling to make ends meet. The food parcels with cupboard essentials allow her to spend her money on fresh fruit for the children. She's also an expert on all the different ways that you can use a tin of mince!



As well as the incredible support we have received from Morrison's Kirkcaldy, we have also established links with local businesses such as Tom Courts, continued work with Fair Share and with Asda Fair Share Kirkcaldy. We have also established new links with the Lochgelly Multibank which provides more diverse supplies such as toiletry items.

We have also created links with our local Co-op and collect food that cannot be sold from there every week. This prevents food waste and also enables clients to have access to

some fresh, chilled foods. We have a fridge in our hub to enable us to support this. We also now supply eggs, as well as frozen food from KFC, which they supply.



REVERSE ADVENT CALEDAR

01 BAGS FOR LIFE	02 COFFEE	03 SUGAR	04 GRAVY GRANULES	05 DILUTING JUICE	06 UHT MILK
07 BISCUITS	08 FRAY BENTOS PIE	09 LONG LIFE FRUIT JUICE	10 CORNED BEEF	11 CRANBERRY SAUCE	12 SELECTION BOX
13 MR HIPLINGS APPLE PIES	14 CRACKERS	15 LADIES SMELLIES	16 CRACKERS	17 MEN'S SMELLIES	18 SHORTBREAD

In this first year of operation we have achieved financial sustainability and an appropriate reserve. We now have 125 regular donators who almost meet the monthly outgoing costs of the charity. This is then subsidised by one-off donations which are received regularly. Events and fundraising activity have taken place across the year, from our launch event in 2024, to the Rotary Club's Big Brass Concert, to a sponsored run of the Black Rock Race and open mic nights taking place to showcase local talent and collect funds. All of these events not only raise much needed funds, but also raise the profile of the charity within the local community.





The generosity of individuals, businesses and groups in our community has been outstanding and we have made every effort to acknowledge and celebrate the generosity bestowed.

Burntisland Community Council selected the Foodbank as their community group of the year. This achievement was recognised in an event in the Borough Chambers, and the Foodbank has participated in Burntisland Civic Week celebrations and has been a wonderful endorsement and recognition of all of the work that the volunteers do.



Part 2 – Finance Report

INDEPENDENT EXAMINER'S REPORT ON UNAUDITED ACCOUNTS FOR PERIOD TO 30 JUNE 2025

To the Committee of Management of Burntisland & Kinghorn Foodbank

We report on the financial statements of Burntisland & Kinghorn Foodbank ("the Charity") for the period end 30 June 2025, which are set out on pages 2 to 5.

This report is made to the Charities Committee of Management ("the Committee") as a body in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 ("the Act"). Our work has been undertaken so that we may state to the Committee those matters we are required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Committee, as a body, for our work, for this report, or the opinions we have formed.

Respective Responsibilities of Committee and independent examiner

The Committee are responsible for the preparation of the financial statements. You consider that an audit is not required for the year and that an independent examination is required. It is our responsibility to examine the accounts under Section 44(1)(c) of the Act, and to state whether or not particular matters have come to our attention.

Independent Examiner's Statement

We confirm that no matters have come to our attention -

- 1) which give us reasonable cause to believe that in any material respect:
 - a) accounts have not been kept in accordance with Section 44(1)(a) of the Act and Regulation 4 of the Charities Accounts (Scotland) Regulations 2006.
 - b) the accounts do not accord with the records
 - c) the accounts do not comply with Regulation 8 of the above Regulations.
- 2) to which, in our opinion, attention should be drawn in order to obtain a proper understanding of the accounts to be reached.

Alan W Speed
Chartered Accountant
EDINBURGH AUGUST 2025

Finance report at 30 June 2025

When we started the Foodbank, we were advised by Kirkcaldy Foodbank that their estimate for the cost of providing food parcels in Burntisland and Kinghorn would be £2,000 per month. So we set ourselves the target of raising at least this amount through asking lots of individuals to donate even a small amount each month.

We campaigned on social media and by our presence at local events to raise awareness and have been overwhelmed by the support given, which meant that we reached our initial target within a few months.

But without a bank account we would not have been able to receive any money and we could not set up our own until we had our charity status. So we are very grateful to the Burntisland and Kinghorn Parish Church for allowing use of their bank account and support by their Treasurer, which enabled us to build up funds ready for when we had to start sourcing our own food supplies in July 2024.

INCOME

As at 30 June 2025 our regular donations are as follows:-

PLEDGES	£5	£10	£12	£15	£20	£25	£30	£35	£40	£50	£60	£80	£100	£150	£400	TOTAL
NO.	17	36	1	5	23	4	9	1	6	10	1	1	4	1	1	120
TOTAL	85	360	12	75	460	100	270	35	240	500	60	80	400	150	400	3227

In addition, we appreciate all the many one-off gifts from individuals, businesses and faith groups, many of whom have done their own fundraising throughout the year and all those who put money in the collection cans. Recovery of Gift Aid from HMRC also contributes a significant amount.

Restricted fund: The monthly donation of £400 is given for the purpose of paying the monthly rent.

Total income for the financial year was £75,460 which is an average of £6288 per month. Unrestricted income was £70,660 taking account of the monthly donation to cover the rent, making the unrestricted monthly average £5,888.

EXPENSES

Despite the many food donations we receive, buying what is needed to make up food parcels every week is our main expense and has averaged out at around £2,800 per month. Donations made directly in Morrison's from our monthly appeal reduced the cost by several hundred pounds in the last few months of the financial year.

We pay £400 per month for rent in a business unit where we store all our food supplies and hold Board meetings.

Annual insurance costs £500.

Other expenses have mainly been for marketing and administration purposes and for bags for the food parcels.

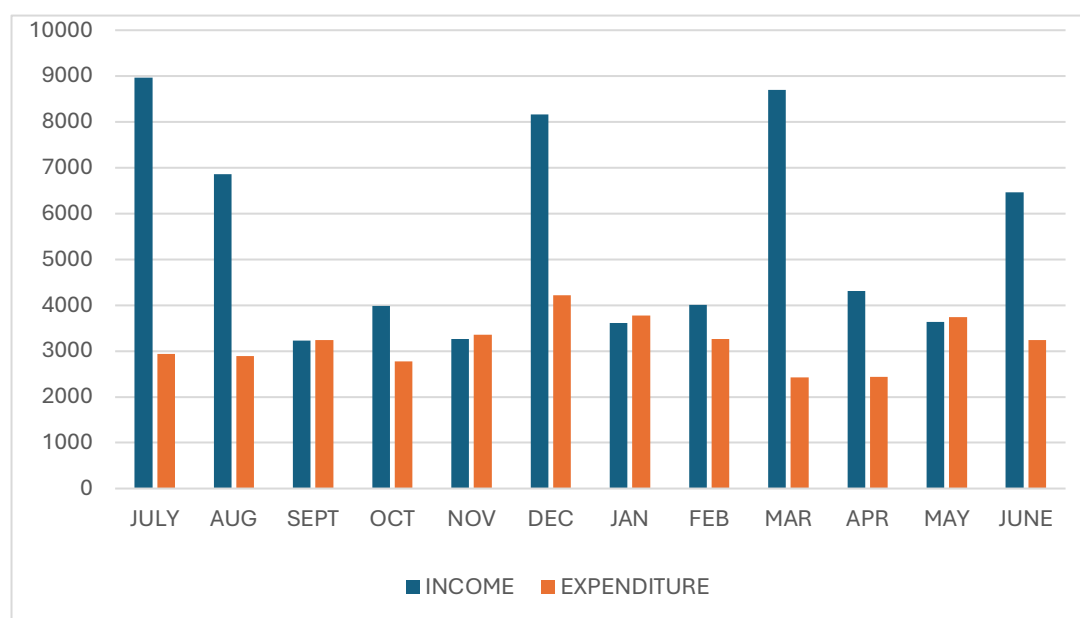
Total Expenditure for the financial year was £42,675 which is an average of £3,556 per month

Cost of Food Parcels

The average cost of food for each parcel works out at £60.31 over the year.

For comparison, based on what is spent in each month on food, the average cost per parcel increased from £53.32 to £65.76 over the period. Obviously food parcel sizes are a mixture of singles, couple and families but this gives us an idea of an overall trend that we can monitor on an ongoing basis.

NET Income has been positive in 9 out of the 12 months which has resulted in an average monthly surplus of £2,732 and a FINAL BALANCE of £32,785.40



	July	August	September	October	November	December	January	February	March	April	May	June
Income	8966	6854	3232	3989	3267	8162	3613	4012	8698	4306	3630	6459
Expenditure	2935	2885	3238	2769	3359	4214	3773	3263	2426	2433	3738	3238
Total	11899	15867	15862	17082	16990	20937	20778	21527	27799	29672	29564	32785

Reserves

Given the monthly surplus we have accumulated a sizeable amount of money in reserve and have placed two separate amounts of £10,000 on deposit so that we earn some interest. This still leaves us 3-4 months cash in the bank to run the charity on an ongoing basis.

The amount we receive from regular donations covers the cost of food each month which is our main cost, so we would only need to dip into reserves if we saw the amount of regular giving dropping substantially.

However, as we have not needed to do a lot of fundraising so far, we would then discuss appropriate action to take to increase income from other sources.

Andrea Mill (Treasurer) July 2025

INCOME & EXPENDITURE

	<u>Restricted Funds</u>	<u>Unrestricted Funds</u>	<u>Total</u>
		<i>g</i>	<i>g</i>
Voluntary Income		£72,020.29	£72,020.29
Fund Raising		2,439.62	2,439.62
Grant Funding		1 000.00	1 000.00
<u>Total Income</u>		<u>75 459.91</u>	<u>75 459.91</u>
Deduct: <u>Expenditure</u>			
Food Purchases		33,462.62	33,462.62
Food Sundries		550.97	550.97
Fund Raising Equipment		843.97	843.97
Office Equipment		41.35	41.35
Fixtures & Fittings		631.37	631.37
Utilities		989.23	989.23
Rent		5,600.00	5,600.00
Refund For Overpayment		555.00	555.00
<u>Total Expenses</u>		<u>42 674.51</u>	<u>42 674.51</u>
<u>Surplus</u> For Year		<u>32,785.40</u>	<u>32,785.40</u>

BALANCE SHEET AS AT 30 JUNE 2025

	Restricted Funds	Unrestricted Funds	Total
		<i>g</i>	<i>£</i>
Bank Current Account		£12,503.25	£12,503.25
Bank Deposit Account		20,202.15	20,202.15
Funds Receivable		80.00	80.00
		32 785.40	32 785.40
Reserves			
Returned Profit For Year		32 785.40	32 785.40

On Behalf of the Committee
Andrea Mill.

Part 3 – Plans for the Future

Our plans for the future

Trustees agreed at the beginning of the first year of operation that the Foodbank would focus on understanding the operating costs, establish the challenges and opportunities that the Foodbank faces in Burntisland and Kinghorn, and focus on becoming financially sustainable and developing community support and relationships which would create a strong foundation for ongoing work.

As we look to the future, we plan to continually improve and evolve. We have put in place surveys for those who use the Foodbank to understand what they need and value, and will continue to test whether there is further unmet need in our community. We end this first year of operations with a surplus, and while we will ensure we keep the appropriate operating cost reserve, we plan to spend surplus money in the year ahead to improve and grow the service we provide.

At our first AGM we will ask members what they consider to be a priority, listen to their ideas and explore opportunities for the future.

We have developed some ideas as a Board which we will table at the AGM, but they are not exclusive and we are open to other suggestions.

We plan to ask for member views on the following ideas. All of these ideas would increase the operational costs of the Foodbank, but they would all improve the service that is provided and most ideas would also broaden the range of people the Foodbank is able to support.

- 1. Increase the nutritional value, quality and/or choice of food provided in food parcels.** We have maintained food parcels in line with provision before we became an independent charity. Clients have very limited choice of what they receive in a food parcel. We could make changes to improve the nutritional value of the food parcels, improve the quality of the food, or provide a choice of what is included in the parcels to clients. This would likely increase the cost of providing each individual food parcel.
- 2. Open a foodbank collection site in Kinghorn.** We currently only have a hub for collection in Burntisland. This means clients from Kinghorn and wider areas need to travel to be able to access the Foodbank, sometimes incurring costs for using public transport. This may also mean that there are those in need who are unable to access support because of the location of the Foodbank distribution hub. A Foodbank collection site in Kinghorn would require a location for distribution, ideally with storage facilities, along with additional volunteers to operate the

service. The introduction of a Kinghorn site could lead to the Foodbank supporting more people in need in the community, with additional costs from the provision of more food parcels and potential rental costs of a Kinghorn distribution site.

- 3. Introduce weekend or evening opening times to support those in the community who are unable to access the Foodbank during weekday day time hours.** Limiting food parcel collection to 12noon to 2pm means that those with working or caring commitments may be unable to attend to collect a food parcel, but who require the support of the Foodbank. Opening times that make the Foodbank more accessible to more in the community through evening opening would likely increase the number that the Foodbank support. Similarly to operating a distribution hub in Kinghorn, this would likely lead to increased food costs and potential rental costs. We would also need volunteers who were able to provide support in a distribution hub in the evening.
- 4. Offer a delivery service for those who need it.** There may be some in the community who need support from the Foodbank, but their personal situation means it is not feasible for them to attend the Foodbank in person to collect a parcel. Deliveries would require coordination and eligibility requirements. This could lead to more people accessing the support of the Foodbank, or some existing clients more easily being able to access support. Increased costs from this would be in relation to additional food parcels, along with transportation costs. Volunteers would also be required to enable the deliveries to take place.

All of these options require further development, and we will work to make appropriate assessment of the feasibility and costs that would be associated with taking any of them forward.

We will welcome all member feedback and suggestions on ways that we can improve our services at our AGM. The survey that we are conducting with those who use the Foodbank will also inform conversations, and support trustees in future decision making.

The Foodbank Board of trustees aspires to create a forward thinking and sustainable provision of high quality support to ensure an impoverished community is met with food, support and compassion. We look forward to doing this alongside the wonderful support we receive from the people of Burntisland and Kinghorn as we move forward into our second year of operation.