



G A N A N O Q U E
FOOD BANK

2023-2024 ANNUAL REPORT

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MISSION, PHILOSOPHY AND GOALS

MISSION A Community based organization serving Gananoque and Area providing food to those in need. Everyone will be treated with respect, dignity and protection of privacy,

PHILOSOPHY We have established a commitment to serve our community in the capacity of a Food Bank without condescension and with absolute confidentiality.

GOALS

- To provide an efficient program of food collection and distribution.
- To make available donated and purchased food to families and individuals while encouraging our clients towards healthier food options.
- To take an active role in educating and supporting the public about the food needs in our community.
- To gather, maintain and keep current, up-dated statistics regarding the food needs of our own community.

GANANOQUE FOOD BANK BACKGROUND

The Gananoque & District Food Bank was established in 1987 by the Gananoque Ministerial Association (an organization of all local churches), to provide support to individuals and families living in our area whose financial resources are insufficient to cover basic food needs. The Food Bank has rented from the local branch of the Royal Canadian Legion for numerous years up to and including September 2020. As of September 25th, 2020 the Food Bank moved to a new location: 497 King St. E entering into a lease agreement with Gerasimos Bonas.

The Food Bank is funded and sustained through food and monetary donations from individuals, merchants, churches, school food drives, service clubs and local businesses. An annual Halloween food drive (a major source of donations) initiated by the Ministerial Association has been held for the past several years.

The purpose of the Food Bank is to provide temporary food to those in need. All prospective clients are subject to a screening process to determine whether they qualify for assistance under the mandate of the Food Bank.

The Food Bank is not funded in any manner by any government.

The affairs of the Food Bank are managed by a Board of Directors with a Chair, Vice-Chair, Treasurer and Secretary.

As a member of the Feed Ontario (FO) and Food Banks Canada (FBC) we are subject to compliance with FO Standards of Operation & Operating Policies and to FBC's Code of Ethics.

The Food Bank is open every Monday, Wednesday, and Friday from 12:00 p.m. to 3:00 p.m. and the 3rd Thursday of the Month from 5:00 p.m.- 7:00 p.m. At the present time we operate with a pool of 43 volunteers from which three or four are drawn to meet the needs of that particular day. All of our volunteers are required to sign a Confidentiality Agreement to respect the clients need for confidentiality.

BOARD OF DIRECTORS

EXECUTIVE

CHAIR:	SHANNON GRIGGS
VICE-CHAIR:	JOANNE LANCASTER
SECRETARY:	MIKE CARTAN
TREASURER:	BARB BYFORD

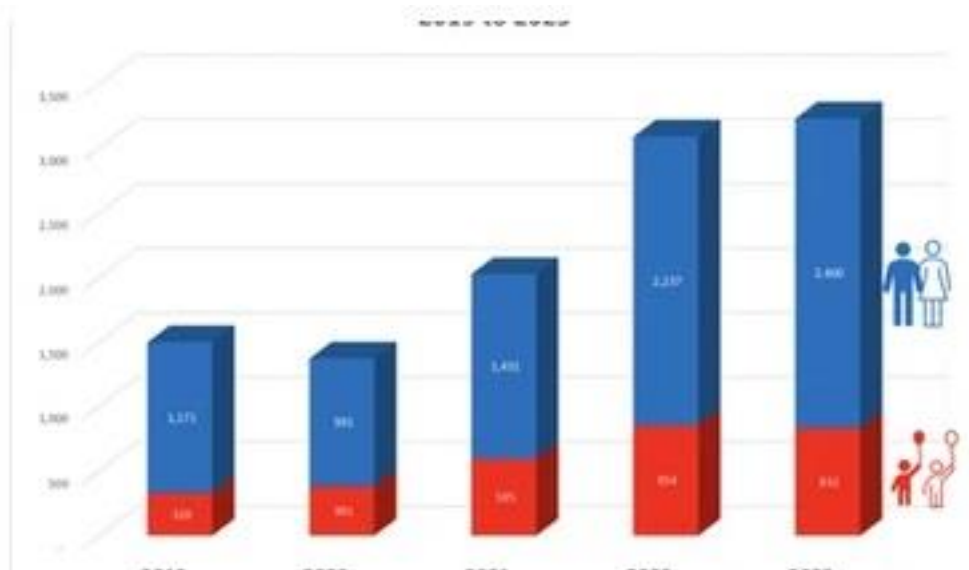
DIRECTORS

MARY ELIZABETH MCDONALD
LARRY COTE
BOB ST. ONGE
LYNDA BECKSTEAD

CHAIR OF THE BOARD OF DIRECTORS MESSAGE

Fiscal year 2023-2024 marks 37 years of operation of the Gananoque and Area Food Bank.

We have seen a steady increase in the number of people using our Food Bank. Since 2022-2023 we have almost doubled the number of clients needing our services in the Gananoque Area. With the expected rising cost of food items this number is sadly expected to rise.



I would like to thank our valuable donors. Without your generous support, our Food Bank would not be able to continue to serve our community. I am also so grateful for our staff, Daria, and our numerous Volunteers and Board members who give of their time so graciously. Thank you for all that you do!

Despite our challenges, this was a year of positive change for the Food Bank. Below are some of our accomplishments:

- A successful SMILE cookie Campaign with our local Tim Hortons Store which raised over \$11000
- Annual donations surpassing our expected budget projections
- The recipient of the Honouree of the Year at the Legion Levee
- Successful Christmas Hamper Campaign with over 200 Hampers provided to clients
- Outreach and support to local school's weekend bundle programs
- Successful grant proposals to Feed Ontario for a scale, laptop and signage for special events
- Volunteer appreciation luncheon for our 30+ volunteers
- Hiring of a new Food Bank Manager
- Chickenwire Fundraiser concert
- The set up and maintenance of an Instagram account

- Participation in the 1st Community Volunteer Fair in the Town of Gananoque
- The creation of a Community Outreach Committee and development of Terms of Reference
- Preparation on the Feed Ontario Standards of Excellence
- Our first pancake breakfast on July 1st at Ribfest which served almost 300 people in 2 hours
- Discussions with Gananoque Arts Network on the development of a recognition wall
- Food Bank Challenge in Sept 2023 which resulted in changes to our Food Packages and the amount of Fresh produce we provide to clients.

The next year will be a challenging one. We look forward to the expansion of projects with other community agencies to meet the food insecurity needs of our clients. We also hope to continue to offer healthy, nutritious options to the people we serve and hope that this can be creatively obtained within our yearly budget.

Thank you to all for contributing to our success and I look forward to what this next year hold for us.

Respectfully Submitted,

Shannon Griggs, Chair
Gananoque and Area Food Bank

MANAGER'S REPORT

Our fiscal year, April 1 - March 31, 2024 was another busy year. Donations continue to be generous, resulting in our ability to continue to offer a variety of healthy food options to those experiencing food insecurity in our catchment area, including fresh and frozen vegetables, fruit, protein, dairy and non-perishable items.

Highlights:

- We continue to partner with food banks in our area, picking up milk, eggs and food items allotted to us through Feed Ontario; Harvest Sharing Food Bank in Brockville and Partners in Mission in Kingston
- Feed Ontario SNAP (Smarter Needs Allocation Program) program frozen food deliveries: 704 lbs of honey garlic wings, 24 cases of 30 lb. bags of bacon bits, 800 lbs salt and pepper wings, 120 lb. ground pork
- Local farmers donated fresh produce; John Hamilton (maple syrup), Reg Pearce (garden vegetables), Bob Griffin (potatoes) Forman Farms (potatoes), Jo from Community Gardens (whatever is in season) and many backyard garden donations
- A new partnership with Kibble 4 Paws: a federally registered Charity organization, donations of dog and cat food are picked up in Brockville
- Purchase of a cell phone to enable volunteers, suppliers and anyone to contact us
- Co-op student working with us Feb-June
- Gananoque Access to Food Network (GFAN); we donated surplus pantry items for their monthly free nutritious meal nights
- Hunger Action postcard campaign submitted for our client's messages to local MPP

Some of the donations received:

- Ongoing substantial monetary support from our local service groups: Kinsmen Club, Royal Canadian Legion, Lions Club and Rotary, as well as United Way and 1000 Island Shriners Club
- Many successful local School Food Drives throughout the year at Linklater, Thousand Islands Elementary, St. Josephs and Gananoque Intermediate and Secondary schools
- Food Banks Canada donated funds from local corporate store food drives
- Our local Metro, Starbucks, Shoppers, Home Hardware, No Frills continue to donate food items on a weekly, bi-weekly and holiday-based time schedule
- Local churches food and monetary donations as well as targeted food drives throughout the year
- Numerous local donations also received through special events and fundraisers,

We continue to operate our "shopping model" where our clients are assisted by a volunteer and shop for their choice of food items offered on our shelves, in our fridge and freezer. We also continue to prepare food boxes for clients who are unable to shop for themselves and a delivery service picks up and delivers for a nominal fee.

At this time, we have over 40 volunteers and drivers. We are very grateful for our bank of volunteers and drivers who are the backbone of our organization.

We are thankful to all our donors, large and small as it is the combined effort that allows us to continue to operate. Thank you to everyone involved.

Respectfully Submitted,

Daria Hamilton
Food Bank Manager

CASE MANAGEMENT REPORT

A total of 3,179 clients used the Gananoque and Area Food Bank from April 1, 2023 - March 31, 2024, showing an overall decrease of 2.0 % from the previous year.

Fiscal year 2022-23 (April 1 - March 31, 2023) total number of clients: 3,244.

The Hunger Count was held during the month of March 2024 and our numbers were taken directly from our Link2Feed software program which is used to log our client visits on a daily basis. Feed Ontario directly accessed our numbers from Link2Feed.

Respectfully Submitted,

Daria Hamilton
Manager

CLIENT SCREENING REPORT

2021-22 - F22								
Month	# Orders	Gift Cards	# Adults	1-17	<1	Delivery	New	Total
Apr	85		103	51	1	0	1	155
May	86		105	28	1	8	1	134
June	108		141	54	1	6	0	196
July	101		127	46	0	8	0	173
Aug	93		113	38	1	13	1	152
Sept	106		115	54	1	11	0	170
Oct	104		90	42	0	10	0	132
Nov	115		142	64	0	13	6	206
Dec	116		136	76	1	10	6	213
Jan	129		157	53	1	23	3	211
Feb	137		181	96	2	35	10	279
Mar	138		187	67	1	13	7	255
EOY Total	1318	0	1597	669	10	150	35	2276

2022-23 - F23								
Month	# Orders	# Orders	# Adults	0-17	Emerg	Delivery	New	Total
Apr	120	120	167	62		23	2	229
May	119	119	169	76		20	0	245
June	132	132	188	64		24	4	252
July	114	114	165	64		21	2	229
Aug	145	145	211	88		26	7	299
Sept	155	155	223	77		28	6	300
Oct	129	129	181	66	9	20	4	247
Nov	149	149	208	75	12	26	8	283
Dec	138	138	200	62	3	27	7	262
Jan	149	149	208	76	6	24	8	284
Feb	151	151	219	85	5	24	5	304
Mar	162	162	222	88	9	24	12	310
EOY Total	1663	1663	2361	883	44	287	65	3244

2023-24 - F24								
Month	# Orders	# Orders	# Adults	0-17	Emerg	Delivery	New	Total
Apr	133		187	63	4	23	7	250
May	155		220	80	7	15	8	300
June	150		204	83	7	15	5	287
July	120		184	57	1	11	1	241
Aug	125		179	57	3	13	9	236
Sept	130		190	52	5	16	5	242
Oct	137		195	43	7	17	9	238
Nov	150		205	87	16	11	10	292
Dec	135		187	61	6	9	10	248
Jan	156		217	75	3	19	5	292
Feb	151		207	71	4	16	4	278
Mar	138		203	72	2	12	4	275
fiscal Total	1680		2378	801	65	177	77	3179

FOOD COMMITTEE REPORT

Our Food Committee has 3 primary responsibilities:

1. Determine the food needs of our clients.
2. Aim to meet the nutritional needs of our clients.
3. Manage the food purchasing budget while meeting those needs.

Our shelves are well stocked as donations continue to arrive and we continually purchase

Respectfully Submitted,

Daria Hamilton
Manager

COMMUNITY OUTREACH COMMITTEE REPORT

The Community Outreach Committee was established in August 2023 after the success of the first Free Pancake Breakfast at Ribfest. The Committee was formed to increase the profile of the Gananoque and Area Foodbank within the local community by:

- Identifying, planning and carrying out community outreach events and campaigns
- Establishing and maintaining connections with other community organizations and service clubs
- Developing fundraising and community outreach protocols and policies for the consideration of the Food Bank Board and
- Identifying and pursuing funding and grants available from government and community support organizations.

The Committee meets monthly and has developed detailed Terms of Reference, a Social Media Strategy and several successful grant applications. The Committee is currently focussed on preparations for upcoming events, including the Second Annual Free Pancake Breakfast at Ribfest and an Open House BBQ in September at the Foodbank. The Committee is also pulling together a Grant Writing Team and developing a Donor Recognition Policy for the consideration of the Foodbank Board.

Respectfully Submitted,

Jeremy Griggs
Chair, Outreach Committee

PUBLIC RELATIONS REPORT

This year proved to be a successful year for public relations. We received from media outlets such as the Gananoque Reporter and 99.9MyFM Radio. In addition, the Community Outreach Committee started an Instagram account which is in addition to our Facebook social media presence. This is a very busy job, and we thank our volunteers for keeping on top of these accounts for the Food Bank.

Some of the highlights in 2023-2024 included 3 interviews for us on 99.9My FM radio in addition to numerous newspaper articles outlining our following activities:

- Pancake Breakfast
- Car Rally
- Legion Levee
- Cram the Cruiser
- Halloween Drive
- Christmas Hampers
- Food Bank Challenge
- Mrs. Ropers Romp
- Wish List updates
- News Release which was sent out after our AGM in May 2023.

We are grateful for the continued support of our community partners for making this year a positive one for us in regard to Public Relations.

Respectfully Submitted,

Shannon Griggs

TREASURERS REPORT

How is it possible that another year has gone by. Trying to determine what to expect with regards to donations or the number of clients that would be served and the costs to provide these services is a constant challenge.

Financial Highlights:

- The year-end financial statements are attached. The actual amount of donations received for this fiscal year was \$205,341.40. The Gananoque and Area community as I have said over the previous years' really is above and beyond generous. This year the community has proven this by exceeding our budget projections by 7.10%.
- Due to the combined increase in donations and the very careful purchasing practices of the board and manager, the food bank ended this fiscal year with a surplus of \$51,901.86.
- The Gananoque Food Bank was fortunate enough to have been successful in receiving a Feeding Possibility Grant via Feed Ontario in the amount of \$1,500. These monies were specifically used to purchase a laptop computer and some much needed signage. We are able to use the laptop for power point presentations at events such as the volunteer fair. The signage will also be used at community events such as the pancake breakfast at the annual Ribfest or food drives at the local grocery stores etc.
- A small change of inserting an exhaust fan in the freezer room appears to have helped reduce the air conditioning cost in conjunction with the manager monitoring the temperature and adjusting the cooling/heating system as necessary.
- The HST rebates continue to be applied for and received on a bi-annual basis.
- Due to the generosity of the community the Gananoque Food Bank invested additional money in short-term investments. These investments are earning substantial returns with the higher rates of interest on current investments.
- We continue to monitor our reserve funds and review the reserve fund policy to ensure that our reserves are kept current and in tune with the economic trends. The three reserve funds we have established are an operating reserve, a building reserve, and a capital assets reserve.
- At the June 28, 2023, board meeting, a purchasing policy was approved which has been an objective of the treasurer over the past few years.
- A receipting of donations policy was adopted at the January 15, 2024, board meeting, so a consistent approach can be followed for this type of income.

Objectives for 2024/2025:

- To oversee income and expenses in comparison with the budget
- To produce and explain monthly financial reports, reporting on exceptions

Respectfully submitted,

Barb Byford
Treasurer

GANANOQUE AND AREA FOOD BANK					
STATEMENT OF FINANCIAL POSITION					
March 31, 2024 with comparative information for 2023					
				March 31, 2024	March 31, 2023
ASSETS					
Current Assets					
		Chequing/Savings Accounts	75,205	74,648	
		Gift Cards	60	537	
		GST/HST Receivable	1,362	2,225	
		Investments short-long term	437,880	384,904	
		Total Current Assets	514,506	462,314	
		TOTAL ASSETS	\$ 514,506	\$ 462,314	
LIABILITIES & EQUITY					
Liabilities					
		Accounts Payable	-	-	
		Deferred Rev-Christmas Hampers	16,260	16,260	
		Deferred Rev -Grant Weigh Scale	291	-	
		Total Liabilities	16,551	16,260	
Equity					
		Reserve Fund - Building	23,000	23,000	
		Reserve Fund - Capital Assets	10,000	-	
		Reserve Fund - Operating	81,041	81,041	
		Unrestricted Retained Earnings	383,914	342,013	
		Total Equity	497,955	446,054	
		TOTAL LIABILITIES & EQUITY	\$ 514,506	\$ 462,314	

GANANOQUE AND AREA FOOD BANK
STATEMENT OF OPERATIONS

Year ended March 31, 2024 with comparative information for 2023

	March 31, 2024	March 31, 2023
Income		
Donations	205,341	169,338
Grant-Feed Ontario	1,500	25,000
Grants - Miscellaneous	500	-
Fundraising Income	487	2,796
Other Income	12,989	5,269
Total Income	\$ 220,817	\$ 202,403
Expense		
Accountant/Professional Fees	1,079	1,037
Advertising and Promotion	1,345	11
Bank Service Charges	35	42
Building - Heat	854	1,182
Building - Hydro	4,630	5,174
Building - Rent	14,174	11,759
Building - Water	1,170	1,069
Com Charged to Forward Donation	1,492	1,243
Computer Hardware	1,023	1,646
Computer Software	188	195
Delivery	0	324
Fundraising Expenses	310	1,100
Insurance	1,709	1,544
Leashold Improvements	0	32,734
Membership dues	1,597	1,550
Office Supplies	1,753	796
Pantry-Food Purchases	91,334	73,798
Pantry-Gift Cards for Clients	40	40,775
Pantry-Other	223	1,204
Pantry-Personal Hygiene Product	1,559	2,609
Pantry - Christmas Hampers	12,858	19,217
Pest Control	787	713
Postage	479	462
Repairs & Maintenance	1,145	4,145
Telephone & Internet	1,831	1,211
Payroll Expense	27,298	16,784
Total Expense	\$ 168,915	\$ 222,324
Net Revenue (Loss) for the year	\$ 51,902	\$ (19,921)

VOLUNTEERS 2023-2024

Thank you to our Volunteers whose tireless efforts and dedication make the “Good Stuff” happen.

Anne Swinnard	April Vuletich
Barb Byford-Board	Barbara Milke
Betty Lee Daigle	Bob St. Onge – Board
Bruce Milks-Driver	Cathy Smith
Cathy O’Connor	Dave Byford
Deb Lace Kelly	Heather Taylor
Jacquie Bastick	Jayne Graham
Jody Pilon	Joanne Lancaster-Board
Jody Lundrigan	Jeremy Griggs
Julie Demacio	Kat Graham
Kate McLean	Katy Kenney
Kim Melvin-Long	Lana Marion
Leahe Sedore	Larry Cote – Board
Lee Vanes	Linda Beaupre
Lise-Anne LePage McBain	Lynda Beckstead – Board
Mary Dickson	Mary Elizabeth McDonald – Board
Michelle Bruder	Mark Roberts
Michelle McDonald	Mike Cartan – Board
Mike Lovett – Driver	Nicole Delaney
Nancy Raven	Paula Haynes
Peter van Sickle – Driver	Randy Jenkins – Driver
Rozanne Doyle	Shannon Griggs – Board
Sandy Galloway	Suzanne Watson
Tricia Greer	Taras Myhal – Driver
Tracey Ottenhof	Tracey Yuille
Virginia MacDonald	