



G A N A N O Q U E
FOOD BANK

2022-2023 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 and Area 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 were insufficient to cover basic food needs. The Food Bank 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.

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

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

The Food Bank is open every Monday, Wednesday and Friday from 12:30 p.m. to 2:45 p.m. At the present time we operate with a pool of volunteers from which three or four are drawn to meet the needs of that particular day. All volunteers are required to sign a Confidentiality Agreement to respect the client's privacy.

BOARD OF DIRECTORS

EXECUTIVE OFFICERS

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

DIRECTORS

MARY ELIZABETH MCDONALD
LARRY COTE
BOB ST. ANGE
LYNDA BECKSTEAD
MIKE CARTAN

CHAIR OF THE BOARD OF DIRECTORS MESSAGE

2022-2023 marks 36 years of operation of the Gananoque and Area Food Bank. Thanks to Mary Elizabeth for passing the torch to me after 2.5 years of successful leadership. She left a legacy of hard work and dedication to our Food Bank. We have seen a steady increase in the number of people using our Food Bank. Since 2021-2022 we have almost doubled the number of clients needing our services in the Gananoque Area. With the rising cost of food items this number is sadly expected to rise.

I would be remiss not to thank our valuable donors. Without their support, our Food Bank would not be able to continue to serve our community. I am also so grateful for our staff, Sandy, 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 \$8500.
- Successful Christmas Hamper Campaign-Thanks to Mary Elizabeth's Team we were able to increase our hampers to almost 200 this year.
- 3 new Board Members joined us this year, Bob St. Onge, Lynda Beckstead and Mike Cartan.
- The completion of the Volunteer Handbook.
- A fundraising raffle for gift cards which raised almost \$3000.
- The addition of a suggestion box for both volunteers and clients.

In addition, we completed some building maintenance issues including

- The installation of an accessible door and ramp for our clients
- The installation of security cameas
- Revamp of the Pantry Area to accommodate a donation of a Freezer from Gan Chev Olds(Dairy Queen)
- New Ventilation System
- New Eavestroughs thanks to our Landlord
- Exterior lockable mailbox

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 next year.

Shannon Griggs
Chair

MANAGER'S REPORT

The year April 2022 to March 2023 was a much better year as COVID restrictions were lifted. Donations continue to be generous, resulting in our ability to offer a variety of healthy choices, fresh vegetables, fruits and proteins, dairy, as well as other products.

- We continue to partner with Harvest Sharing Food Bank Brockville; Partners in Mission Kingston; Rear of Leeds and Lansdowne Food Bank Seeley's Bay.
- SNAP (a Provincial Government initiative) supplying a variety of goods
- Thanks to Reg Pearce who donated fresh vegetables; Bob Griffin with potatoes.
- Metro continues to have "Buy a Bag" for the food bank. We also receive baked goods weekly through the One Bite Program. Metro presented us with a large monetary and gift card donation.
- No Frills held their food basket Spring and Fall Campaigns
- Rockport Church (Church of the Redeemer) continued their support with numerous food drives throughout the year
- Radio MyFM 99.9 initiated a food drive in September 2021 (Back to school)
- Schools donated food as well as monetary donations
- The annual Ministerial Halloween drive was once again held on Hallowe'en
- Cram the Cruiser (Gananoque Police Service) was held in December
- Melodia Monday reopened this year, bringing in monetary donations.

We remain open for client shopping, allowing them the dignity of shopping for themselves. We continue to prepare boxes for clients wishing delivery service. February saw a revamping of the pantry allowing a larger work area for the volunteers.

There are 39 volunteers and 7 drivers at this time. Such generosity of our donors and time by our volunteers. Thank you. It is very much appreciated.

Sandy Cleveland
Manager

CASE MANAGEMENT REPORT

A total of 2276 clients used the Gananoque Food Bank from April 1st, 2022 to March 31st, 2023, showing an overall increase of 42.5% from the previous year.

Fiscal 22 (April 1 - March 31, 2022) Total number of orders: 2276

Fiscal 23 (April 1 – March 31, 2023) Total number of orders: 3244

The Hunger Count was held for the Month of March 2023 and forwarded to Feed Ontario.

Sandy Cleveland
Manager

CLIENT SCREENING REPORT

Gananoque Food Bank															
Client Screening Agent Food Coordinator Report															
2020-21 - F21								2021-22 - F22							
Month	# Orders	# Adults	1-17	<1	Delivery	New	Total	Month	# Orders	# Adults	1-17	<1	Delivery	New	Total
Apr	53	63	26	0			89	Apr	85	103	51	1	0	1	155
May	50	60	13	0			73	May	86	105	28	1	8	1	134
June	58	72	20	0			92	June	108	141	54	1	6	0	196
July	62	79	29	0			108	July	101	127	46	0	8	0	173
Aug	44	53	21	0			74	Aug	93	113	38	1	13	1	152
Sept	52	61	21	0			82	Sept	106	115	54	1	11	0	170
Oct	73	91	31	0			122	Oct	104	90	42	0	10	0	132
Nov	75	102	32	0			134	Nov	115	142	64	0	13	6	206
Dec	84	109	50	1			160	Dec	116	136	76	1	10	6	213
Jan	91	120	42	0			162	Jan	129	157	53	1	23	3	211
Feb	81	98	43	0			141	Feb	137	181	96	2	35	10	279
Mar	112	141	48	3			192	Mar	138	187	67	1	13	7	255
EOY Total	835	1049	376	4	0	0	1429	EOY Total	1318	1597	669	10	150	35	2276
2022-23 - F23															
Month	# Orders	# Adults	1-17	<1	Delivery	New	Total								
Apr	120	167	59	3	23	2	229								
May	119	169	69	7	20	0	245								
June	132	188	59	5	24	4	252								
July	114	165	60	4	21	2	229								
Aug	145	211	83	5	26	7	299								
Sept	155	223	69	8	28	6	300								
	# Orders	# Adults	0-18	Emerg	Delivery	New	Total								
Oct	129	181	66	9	20	4	247								
Nov	149	208	75	12	26	8	283								
Dec	138	200	62	3	27	7	262								
Jan	149	208	76	6	24	8	284								
Feb	151	219	85	5	24	5	304								
Mar	162	222	88	9	24	12	310								
EOY Total	1663	2361	883	44	287	65	3244								
*note above total # is YTD for ages 0-18 emergencies only tracked last 6 months of year															

FOOD COMMITTEE/PANTRY REPORT

The Food Committee has 3 primary responsibilities:

- 1: Determining the Food Needs of our clients
- 2: Meeting the Nutritional Food Needs of our clients
- 3: Managing the Budget in meeting those needs

The shelves are well stocked as donations continue to arrive weekly.

Donations of food are being received from household donors and food drives held throughout the year.

With the ever increasing number of clients, the Committee recently made adjustments to our point system allowing more food to be given .

Sandy Cleveland
Manager

PUBLIC RELATIONS REPORT

This was a busy year for publicity for the Food Bank. We again increased our visibility by using our Facebook and our Website. Facebook posts advertised significant donations from local Schools, Businesses, Churches, Fire and Police Departments, Community groups and private Donors. In addition, we were able to better advertise events such as Food Drives and Fundraisers that happened throughout the year. Facebook was also beneficial in advertising our donation needs to the community. This was found to be very useful and resulted in significant donations that were needed. We look forward next year to the expansion of our website and future use of our social media platforms to communicate our events to our clients and donors.

We were also very fortunate to work closely with our local newspaper and 99.9MyFM who supported us in advertising our many activities this year. Of special note this year was the Gift Card Raffle, sponsored by Thornbusch Landscaping, which was held throughout the months of February and March. With our volunteers visible by the sale of raffle tickets at local businesses, we were able to gain a better profile during our typically slow period of donations.

We continue to be thankful for our generous community who help us to support our clients with various donations throughout the year.

Respectfully submitted
Shannon Griggs

TREASURER'S REPORT

The world is ever evolving as is our Gananoque Food Bank. Every year it is a challenge in 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.

Financial Highlights:

- The year-end financial statement are attached. The actual amount of donations received for this fiscal year was \$169,337.50. The Gananoque and Area community is above and beyond generous, however, due to the economic environment, donations were down by approximately 15% from the previous year.
- Unfortunately, we were unsuccessful in receiving further grants to purchase gift cards, however due to the COVID pandemic and the continuing increase in cost of food, the board passed a motion to continue the gift cards for clients until September 30, 2022.
- The Gananoque Food Bank was fortunate enough to have been successful in receiving a Feeding Possibility Grant via Feed Ontario in the amount of \$25,000. These monies were specifically for the installation of an accessible ramp and door. The landlord was also generous in reducing our rent somewhat for six months to assist with the overall cost of this leasehold improvement, which amounted to a total of \$32,734.04.
- The HST rebates that the food bank is eligible for continue to be applied for on a bi-annual basis.
- Due to the generosity of the community the Gananoque Food Bank invested additional money in short term investments.
- At our June 20 Board meeting a Reserve Fund Policy was passed which updated the Equity Reserve Funds. There are now three Reserve Funds and they are as follows:
 - Operating Restricted Reserve Fund – to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, a downturn in donations or uninsured losses.
 - Building Restricted Reserve Fund – to provide a ready source of funds for future rent and utilities.
 - Capital Assets Restricted Reserve Fund – to provide a ready source of funds for repair or acquisition of equipment and furniture.

Objectives for 2023/2024:

- to review financial policies including the preparation of a purchasing policy
- 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				
<u>STATEMENT OF FINANCIAL POSITION</u>				
March 31, 2023, with comparative information for 2022				
			March 31, 2023	March 31, 2022
ASSETS				
	Current Assets			
		Chequing/Savings Account	74,648	124,925
		Gift Cards for Food Purchases	537	1,050
		GST/HST Receivable	2,225	2,276
		Investments short/long term	384,905	378,985
		Total Current Assets	462,314	507,236
		TOTAL ASSETS	\$ 462,314	\$ 507,236
LIABILITIES & EQUITY				
	Liabilities			
		Accounts Payable	-	-
		Deferred Revenue- Christmas Hampers	16,260	41,260
		Total Liabilities	16,260	41,260
	Equity			
		Restricted Reserve Fund - Operating	81,041	81,041
		Restricted Reserve Fund - Building	23,000	23,000
		Unrestricted Retained Earnings	342,013	361,935
		Total Equity	446,054	465,976
		TOTAL LIABILITIES & EQUITY	\$ 462,314	\$ 507,236

GANANOQUE AND AREA FOOD BANK
STATEMENT OF OPERATIONS

Year ended March 31, 2023, with comparative information for 2022

	March 31, 2023	March 31, 2022
Income		
Donations	169,338	200,874
Grant - Food Banks Canada	-	25,000
Grant - Feed Ontario	25,000	-
Fundraising Income	2,796	1,750
Other Income	5,269	5,438
Total Income	\$ 202,403	\$ 233,062
Expense		
Accountant	1,037	927
Advertising/Promotion	11	240
Bank Service Charges	42	45
Building - Heat	1,182	613
Building - Hydro	5,174	4,117
Building - Rent	11,759	13,020
Building - Water	1,069	894
Com Charged to Forward Donation	1,243	602
Computer Hardware	1,646	851
Computer Software	195	261
Delivery	324	424
Fundraising Expenses	1,100	15
Furniture and Equipment	0	10,200
Insurance	1,544	1,639
Leasehold Improvements	32,734	-
Membership Dues	1,550	1,477
Office Supplies	796	328
Pantry - Food Purchases	93,015	59,649
Pantry - Gift Cards for Clients	40,775	61,350
Pantry - Personal Hygiene	2,609	1,879
Pantry - Other	1,204	1,740
Pest Control	713	716
Postage	462	458
Repairs & Maintenance	4,145	1,165
Telephone & Internet	1,211	820
Travel Expense	-	-
Payroll Expense	16,784	12,189
Total Expense	\$ 222,324	\$ 175,619
Net Revenue (Loss) for the year	\$ (19,922)	\$ 57,443

VOLUNTEERS 2022-2023

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

Anne Swinnard
Barb Byford-Board
Barb Jenkins
Carol Laviolette
Cathy Smith
Charlene Lange
Dave Byford
Ethan Recoskie
Glenda Turner
Jayne Graham
Joanne Lancaster-Board
Jeremy Griggs
Kate McLean
Kim Melvin-Long
Larry Cote – Board
Linda Beaupre
Lynda Beckstead – Board
Mary Dickson
Mike Cartan – Board
Mike Trainor
Noah Slack
Peter van Sickle – Driver
Shannon Griggs – Board
Suzanne Watson
Taras Myhal – Driver
Tricia Greer
Tracey Yuille

April Vulecich
Barbara Milke
Bob St. Onge – Board
Cat MacKenzie-Grey
Cathy O'Connor
Dana Funnell
Denise Wood
Gary Perrin
Heather Taylor
Jody Pilon
Jody Lindrigan
Julie Demacio
Katy Kenney – Office support
Lana Marion
Lee VanEs
Lise-Anne LePage McBain
Marion Matthews
Mary Elizabeth McDonald – Board
Mike Lovett – Driver
Nicole Delaney
Paula Haynes
Randy Jenkins – Driver
Salvador Taylor
Tricia Greer
Trish Maracle
Tracey Ottenhof
Daria Hamilton