UTTLESFORD FOODBANK

England & Wales · Charity number 1176230

Details

Status	Registered
Legal form	CIO
Registered	2017-12-12
Register	View on the Charity Commission register

Contact

Address	Stansted House Shire Hill Saffron Walden CB11 3AQ
Phone	07531436335
Email	info@uttlesford.foodbank.org.uk
Website	https://uttlesford.foodbank.org.uk/

Activities

Objects: TO RELIEVE PERSONS IN UTTLESFORD AND THE SURROUNDING AREA THAT ARE IN FINANCIAL HARDSHIP IN SUCH WAYS AS THE TRUSTEES FROM TIME TO TIME THINK FIT, IN PARTICULAR, BUT NOT EXCLUSIVELY BY: A) PROVIDING EMERGENCY FOOD, ESSENTIAL TOILETRIES, AND HOUSEHOLD ITEMS TO INDIVIDUALS AND FAMILIES IN NEED AND/OR FOR DISTRIBUTION BY CHARITIES OR OTHER ORGANISATIONS WORKING TO PREVENT OR RELIEVE POVERTY. B) SUCH OTHER MEANS, INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF SUPPORT OR SIGNPOSTING TO RELEVANT INFORMATION AND OTHER ADVISORY SERVICES.

Activities: Foodbank for those in need in District of Uttlesford

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, The Prevention Or Relief Of Poverty, Other Charitable Purposes
- **Who:** The General Public/mankind

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Geography

- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£246,019	£214,583	-	-
2024-03-31	£155,854	£223,755	-	-
2023-03-31	£244,131	£137,046	-	-
2022-03-31	£119,766	£77,881	-	-
2021-04-05	£192,170	£67,990	-	-

Trustees

Name	Role	Appointed
Edward Middleton		2025-10-23
Gemma Copping		2022-04-28
James Shepherd		2025-10-23
Katherine Elizabeth Douch		2024-05-09
Robyn Rankin		2025-10-23
Sophie rose cerdiwen storey		2023-04-20
Victoria Lockie		2025-01-09
William Pike		2024-12-09

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UTTLESFORD FOODBANK

England & Wales - Charity number 1176230

Accounts

Uttlesford Foodbank Annual Report and Statement of Accounts 2024-2025

Registered Charity Number 1176230 Registered in England and Wales

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"We provide emergency food and practical support to people in their hardest moments. We also work with partners and local communities to ensure everyone gets the right help long before they need a food bank"

Trustees' Report

Uttlesford Foodbank's objective is to relieve persons in Uttlesford and the surrounding area who are in financial hardship in such ways as the Trustees from time to time think fit by:

- Providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty
- Such other means, including (but not limited to) the provision of support or signposting to relevant information and/or referral to other support services.

We achieve this by distributing parcels containing food and other essential items to last, on average, seven days. We also distribute food vouchers either to augment the food parcels provided or to provide immediate relief to those individuals identified as being in urgent need of support. During this financial year we have expanded our approach to include the provision of tailored advice and guidance.

The Trustees have due regard to the Charity Commission's guidance on public benefit and are confident that we continue to meet these requirements. We do so by operating under the Trussell umbrella but as an independent charity.

The names of trustees who served during the financial year and of those appointed since the year end are as follows:

Gemma Copping
Katherine Douch
Jane Jones (resigned June 2024)
Edward Middleton (appointed October 2025)
Victoria Lockie (appointed January 2025)
William Pike (appointed December 2024)
Richard Porch (resigned October 2024)
Robyn Rankin (appointed October 2025)
James Shepherd (appointed October 2025)
Sophie Storey

To replace those trustees who left a wide search was conducted and appointments made in line with our trustee recruitment policy. This completes our programme of renewal of the Trustee Board. During this calendar year with the help of our new trustees we have also conducted a thorough review of our policies which have now largely been updated or re-written. We are targeting completion of this process by the end of 2026.

Through the last financial year and since the year end we have continued to provide food parcels to those in need and we have experienced increases in demand and some shortfalls in the level of food donations received. As usual, we used some of our financial reserves to purchase and fill the shortfall last year and we will do so again this year. Our reserves policy has been revised now to cover six months of operational costs and to retain funding for strategic projects. Whilst we have a reserves surplus at present, we shall need to work hard to maintain our financial reserves over time.

Our longer-term strategy is to deliver all our services consistently across the whole Uttlesford District. As a Trussell food bank, we work in line with Trussell Trust processes, guidance and

strategic direction. We recognise that our facilities will require further development, and we have already set aside funds to support this. The Trussell Trust's Strategic Plan is built on the understanding that food poverty stems from income inequality rather than a lack of food. As part of this shared mission, we are committed to enabling access to advocacy and specialist financial advice by providing funding for these services, ensuring our support reflects both local need and the wider strategy of the Trussell network.

Providing services in line with the Trussell Strategic Plan will include continuing to adapt our operations, such as running campaigns and undertaking advocacy work within our community. We have also delivered a successful programme of funded financial advisory and support services for our clients. These initiatives have benefited from initial Trussell Trust grants, which enabled us to resource this work while still building a surplus by the end of the last financial year. Funding for our Financial Inclusion Officer from the Trussell Trust is expected to conclude in June 2026, after which we will need to support this service from our own resources, alongside ongoing development of our advocacy and campaigning activities. We do not expect to have a financial surplus in the current year.

We are deeply grateful for the generosity of all those who donate food and money to the food bank. We receive food donations via supermarkets, schools, churches and via private donations. The people of Uttlesford have again demonstrated how caring they are and that support is fundamental to what we do. Some of our financial funding comes from local businesses and other organisations raise money for us. In these difficult and uncertain economic times, we very much appreciate all those who continue donations to us. We are working hard to try to avoid future financial shortfalls as we try to provide as complete a service as possible, and we need to undertake more active fund-raising to achieve that.

Our small team of employed staff and our large team of volunteers do a fantastic job for us, keeping us operational and providing a valuable service to the local community throughout the year. Thankyou for all that you do. More information about how they do that is given in the Operational Review which follows.

The Trustee Board

Uttlesford Foodbank Annual Operational Report 2024-2025

Executive Summary

The 2024-2025 year was marked by sustained high demand. We reopened the warehouse for client collections in April 2024 alongside deliveries, introducing a walk-in safeguard for urgent cases. Uptake has been modest, likely due to rural transport barriers, but the model strengthens signposting and client engagement.

Volunteer commitment remained strong, with around 125 active volunteers supporting daily operations and seasonal peaks. We trained client-facing volunteers and ran appreciation activities to maintain morale. However, reduced donations led to occasional shift cancellations, posing a retention risk.

Advocacy and partnerships advanced significantly: we used combined data to influence local decisions, helped shape the Mobile Community Supermarket, and launched the “I AM MORE” exhibit. Internally, we formalised the Operations Manager role, introduced monthly stats updates, held quarterly hub meet-ups, and achieved J9 Safe Space recognition.

Looking ahead, priorities include stabilising supply, protecting volunteer engagement, deepening wrap-around support, and securing dedicated capacity for administration and fundraising.

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1) Demand & Service Delivery

Cost-of-living pressures and inflation continued to drive need, with more parcels distributed. The warehouse reopened in April 2024 for client collections, fulfilling a key goal from last year. Footfall has been limited - likely due to rurality and transport costs - but on-site visits allow us to offer a hot drink, listen, and provide signposting similar to delivery follow-up calls.

We introduced a walk-in procedure for clients without referrals, offering a 48-hour emergency parcel and an immediate Citizens Advice referral for further support. This ensures urgent needs are met while connecting clients to longer-term help.

Client complexity increased, with longer booking calls and more safeguarding issues due the broader nature of the conversations. To strengthen wrap-around care, we created a client call-back role in the south to mirror provision in the north, ensuring follow-up and referrals for all clients.

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2) Supply Chain & Inventory

Donation volumes increased from the previous year, which reduced the need for large quantities of stock to be purchased; those purchases that were made were to fill gaps in our inventory of staple items in our parcels. We continue to work hard on focusing our donations on items in need, updating our website, displaying new posters every two weeks at our donation points across the district and utilising/advertising the Bank The Food app which prompts the public that they are close to a donation point and what we are particularly in need of.

Stock management remains disciplined, but tighter and more focused supply management will be a priority for 2025-2026.

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3) Volunteers & Workforce

Volunteer numbers held steady at approximately 125, reflecting strong community commitment. Fifteen volunteers were trained for client-facing roles, ensuring coverage Monday to Friday. Volunteers also supported supermarket collections and Christmas hamper deliveries.

We promoted inclusion by involving volunteers with additional needs, offering placements for six Year 10 students, and hosting corporate teams for special events. Appreciation initiatives included individual thank-you letters, a summer tea party, and a 10th Anniversary celebration in November.

Close coordination between Operations and the Volunteer Coordinator, plus flexible tasking and recognition, will be critical to sustaining engagement.

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4) Partnerships, Advocacy & Outreach

We maintained a strong presence in local forums, including the Uttlesford Health & Wellbeing Board and Essex Children & Families Network. Our data-led advocacy combined food bank data with DWP StatXplore to produce packs for councillors and UDC officers, ensuring rural hardship informs planning and investment.

Community projects included Cook Club sessions in Wimbish and recipe cards such as “Pulse Power” and “Potato Power” added to parcels. We collaborated with Touchpoint Foodshare on “Ham For Tea” and continued circulating the “Worrying About Money” leaflet district-wide.

We helped steer £70k investment in a Mobile Community Supermarket, shaping its route of eight stops over two weeks. Nationally, we joined Trussell’s “Guarantee Our Essentials” Lobby Day at Parliament and launched the “I AM MORE” exhibit to challenge stigma and amplify lived experience.

Engagement highlights included an October day-rave fundraiser and the 10th Anniversary event, which strengthened partner collaboration. Quarterly hub meet-ups and monthly statistics emails improved communication and transparency with our volunteers.

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5) Client Triage & Financial Inclusion

There has been an increasing emphasis in the current year on ensuring our clients are listened to and provided with onward referral and signposting to other organisations who can help them address both the financial circumstances that led to their food bank referral, and any other issue that they may be experiencing concurrently, for example domestic abuse, mental health issues or addiction. The ultimate aim being a return to self-sustainability and wellbeing, This support is offered to clients who collect via trained volunteers, and on the phone either at the point of referral call back by our Operations Manager or as a follow up call from a trained volunteer.

Many of our clients are facing significant debt issues which impacts their monthly outgoings and can also lead to insecure housing and poor mental health. We have continued to fund two part-time specialist debt caseworkers provided by Citizens Advice as part of a 3-year Financial Inclusion funding agreement with Trussell. This service is focused on current food bank clients and those at imminent risk of needing food bank support. This funding ends in June 2026.

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6) Safeguarding & Safe Spaces

Longer and more in depth conversations with our clients has naturally resulted in a greater amount of safeguarding concerns; the safeguarding lead and deputy continue to follow these up with the relevant agencies. We continue to maintain up-to-date staff and volunteer safeguarding training. In June 2024, the Saffron Walden warehouse became a recognised J9 Safe Space after Alpha Vesta training. This provides a discreet environment for those affected by domestic abuse, with trained listeners, resources, and access to private phone calls.

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7) Priorities for 2025-2026

1. Maintain supply through targeted fundraising and retail surplus partnerships.
2. Protect volunteer engagement with purposeful rotas and inclusive recruitment; develop further client engagement roles.
3. Maintaining our Financial Inclusion (debt casework) service
4. Scale client call-back model and strengthen referral and signposting pathways.
5. Continue data-led advocacy and monitor the impact of the newly launched Mobile Community Supermarket.
6. Secure admin and fundraising capacity to relieve operational bottlenecks.
7. Repeat high-impact volunteer engagement events and maintain monthly stats updates.

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8) 25/26 Progress to Date

1. We are anticipating an overall reduction in food donations this year, a trend that Trussell has been seeing across the country, and have been making regular purchases of stock. We are utilising the newly launched Affordable Food Hub to purchase low cost stock, partnering with other food banks to share bulk purchases and connecting with other local food providers such as the Country Food Trust to bolster stock.
2. We will be expanding our client engagement team as part of the development of our triage (signposting and referral) support.
3. We are currently reviewing the impact of Financial Inclusion over the duration of the 3-year agreement to take a view on maintaining the service, and if so, looking into funding options.
4. We are currently developing a new team of volunteers to follow up with all clients on the phone. This service and team will require a level of management and oversight that is unrealistic for our Operations Manager to undertake on a day-to-day basis and funding options for a part-time client support manager are underway.
5. Our Advocacy & Engagement Lead continues to communicate with local government, informing them of food bank statistics and developing a Data Task Group, bringing together representatives from the district council and local support organisations to share data to influence change and decision making. We attend services, such as the SOS Hubs (recently renamed Help Hubs) and either engage with or sit on various boards and subcommittees, for example the district council's Health & Wellbeing Board. Regular attendance at the Community Supermarket schedule stops is ongoing.
6. Recruitment for a part-time fundraiser has commenced, we have launched our Corporate Sponsorship Scheme.
7. Volunteer numbers remain stable; 1 recognition event is planned for February '26. Monthly stats emails continue and feedback has been unanimously positive from volunteers.

Treasurer's Report 2025 Accounts

From a financial perspective 2024/25 has been a satisfactory year for the food bank with gross income increasing by £90k and costs down by £6k resulting in a surplus for the year of £31k compared to a deficit of £65k in the previous year. Fund raising from all groups, Churches, Community Groups, Corporates and Individuals was higher as a result of better engagement. The Local Authority Grant of £28k in the year includes an amount of £16k due in 2023/24. We were also very fortunate that our grant from the Trussell Trust increased by £50k to an aggregate of £74k, although £67k of this was for Restricted purposes principally for the Financial Inclusion project. We are very grateful for all the support we receive from all our donors.

Tight cost control, careful buying of food stocks and the fact that we have not had to undertake the warehouse repair work of £11k incurred in 2023/24 has enabled us to reduce costs in the year by £6k. The overall salary costs in the year increased by £20k reflecting the additional cost of our paid employees for the whole year.

At the year-end our unrestricted cash reserves totalled £257k of which £125k is represented by our new reserves policy of 6 months expenses and £65k for strategic purposes. However, the level of our cash reserves need to be seen in the context of a probable deficit in the year 2025/26 as a result, primarily, of a forecast reduction in income.

During the preparation of the accounts it was observed that the 2024 closing bank balance was understated by £3k. As a result an amended statement has been prepared with the revised figures of bank balances and expenses now shown in the comparative position in these accounts.

CHARITY COMMISSION FOR ENGLAND AND WALES

Uttlesford Food Bank	1176230

Receipts and payments accounts

CC16a

For the period from	01/04/2024	To	31/03/2025

Section A Receipts and

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	-	-	-	-	-
Fills	80	160		240	722
Church	6,155			6,155	3,227
Community Groups	13,507			13,507	9,301
Corporate	15,738	1,275		17,013	12,033
Individual (One-off)	14,070			14,070	9,290
Individual (Recurring)	17,437	720		18,157	17,901
Online giving	50,179	10		50,189	51,158
Parish council	800			800	1,754
Fundraising	3,944			3,944	
Charities	-			-	
Gift aid claimed	2,201			2,201	
Education	-	3,100		3,100	
	-				
Legacies	-				
Legacy giving	-			-	979
	-				
Grants	-				
Local authority grants	3,950	24,500		28,450	14,800
Trussel trust grants	7,351	66,902		74,252	24,854
	-				
	-				
Hire of hall and equipment	-				
Hire of hall and equipment	7,980			7,980	7,625
	-			-	-
Investment income	-			-	-
Interest received	2,452			2,452	2,149
	-			-	
Additional income	-			-	
Volunteers (Fils Café)	-			-	
Refunds	-			-	
EventBright	1,275			1,275	
Project prom		2,000		2,000	
Accountancy refund	150			150	
Car boot refund	50			50	
Amazon refund	25			25	
Ashton Des	10			10	
				-	
				-	
				-	
				-	
	-		-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total *(Gross income for AR)*	147,353	98,667	-	246,019	155,793
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	147,353	98,667	-	246,019	155,793

A3 Payments

	-	-	-	-	-
Administrative costs		-	-	-	-
Misc. office expenditure	3,278		-	3,278	154
Telephone and Internet	329		-	329	328
Printing, Postage & Stationery	437		-	437	608
I.T Software	442			442	856
HR Costs	55			55	582
	-		-	-	-
Overhead costs	-		-	-	-
Rent/Meeting Venues	26,400		-	26,400	24,837
Insurance	651			651	236
Warehouse Equipment / Repairs	831			831	11,203
Building	3,987			3,987	2,143
Office equipment	299			299	
Lock ups	-			-	-
Light and heat	1,042			1,042	644
Cleaners	2,697			2,697	776
Donation points	76			76	365
	-			-	-
Grants Payments	-			-	-
Utilities	-			-	1,026
Direct grant payments	-			-	1,249
Financial Inclusion Project	-	42,369		42,369	40,934
Community Cook Projects	-	1,720		1,720	843
Project prom	-	210		210	
	-			-	-
Cook Club	-			-	-
Stock	-			-	2,504
Slow Cookers	-			-	240
Food	-	1,057		1,057	
	-			-	-
Misc. Costs	-			-	-
Livery	-			-	-
Fundraising	849			849	629
Home bargains not allocated	18			18	
Float for Fete De La Musique	191			191	
	-			-	-
Staffing costs				-	-
Salary	26,081	16,000		42,081	21,675
Payroll administration	450			450	576
HMRC PAYE and NIC	6,594			6,594	6,521
Pension	2,582			2,582	2,239
	-			-	-
Food costs	-				
Fresh Food Vouchers	21,735	1,245		22,980	29,696
Stock	19,177	8,637		27,814	40,700
Christmas	1,987			1,987	5,066
Campaign					
Campaign Salary	-	17,043		17,043	16,253
Campaign expenses	-	186		186	1,408
	-			-	-
Volunteers	-			-	-
Volunteers misc. costs	540			540	236
Travelling	1,786			1,786	2,065
DBS	235			235	378
Training	-			-	-
Fils	-	309		309	845
	-			-	-
Van	-			-	-
Diesel	809			809	609
Repairs	388			388	1,157
Insurance	1,515			1,515	1,107
Tax	345			345	196
				-	
	-	-	-	-	-
Sub total	125,806	88,777	-	214,583	220,885

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
Van Purchase	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	125,806	88,777	-	214,583	220,885
Net of receipts/(payments)	21,547	9,890	-	31,437	- 65,092
A5 Transfers between funds	5,155	- 5,155	-	-	-
A6 Cash funds last year end	229,926	2,890	-	232,816	297,908
Cash funds this year end	256,628	7,625	-	264,252	232,816

Section B Statement of a liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	BB Online Instant Access	59,292		-
	Charis Account	506	-	-
	35 Day Notice Savings Account	80,343		
	Saffron Building Society	80,254		
	Treasurer's Account	36,232	7,625	-
	Total cash funds	256,628	7,625	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Laptop		500	-
Printer		2,000	-
Van		16,500	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Trade creditors		2,216	
P.A.Y.E for M12		1,750	
Pension for M12		298	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

Independent Examiner's Report

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name: Uttlesford Food Bank		
On accounts for the year ended	31 March 2025	**Charity no (if any)**	1176230
Set out on pages	(remember to include the page numbers of additional sheets)		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 /2025

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:		**Date:**	27/01/2025
Name:	Elliot Field		
Relevant professional qualification(s) or body (if any):	FCCA (Fellow of the Association of Chartered Certified Accountants)		
Address:	Cambridge House, 16 High Street, Saffron Walden, CB10 1AX		

Section B	Disclosure
	Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	**Disclosure:** - The accounts were prepared in house from my colleague Scott Lamoury and reviewed by a senior member of team. I, Elliot, was not involved in the account's preparation and only were the accounts shared after our internal review procedure and confirmation between the client and the team involved. **Examination of findings:** - • During the drafting process, it was observed that the 2024 closing position did not accurately reflect the actual cash balance. As a result, an amended statement has been prepared, with the revised figures presented in the comparative position. It is noted that this is not material. • Bank balances have been confirmed to statements. • The fixed assets have been confirmed to still be retained by the charity. • The liabilities have all had payment dates marked and are verified as correct to be shown as outstanding. • A big thank you to everyone involved with providing the records in good time. • A draft annual report has been provided and reviewed thoroughly and note no material misstatements. **Recommendation:** - • More diligent approach required to the funds within the entity. These need to be reconciled monthly to ensure restricted income which is received is being spent in the correct manner. This matter is still an outstanding issue to be sorted. • The charity have adopted the income and expenditure accounting for many years but as income grows to above £250,000 this will not be available. Therefore, it is recommended that we adopt a full set of accrual accounts with the first year implemented from 31/03/2026. This will need to be minuted and passed in a meeting. • It is important for the FY 2026, that the information is provided and made available latest middle this year.

UTTLESFORD FOODBANK

England & Wales - Charity number 1176230

Accounts

Docusign Envelope ID: 05FE5FE7-BADE-470D-B3A8-DDAD2FC41C00

Uttlesford Foodbank

Registered Charity Number 1176230 Registered in England and Wales

Annual Report and Statement of Accounts
1 April 2023 to 31 March 2024

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Introduction

This Annual Report provides a review of the year from 1 April 2023 to 31 March 2024 and reports on achievements, performance and impact together with a summary of our financial performance and financial situation which demonstrate the Trustees' stewardship and management of charitable funds.

Firstly the Trustees of Uttlesford Foodbank would like to extend their deep appreciation of the incredible contribution made by staff, volunteers and donors without whom our work and achievements would not be possible.

The Trustees have continued to have due regard to the Charity Commissions guidance on public benefit and are confident that Uttlesford Foodbank continues to meet these requirements.

Objective, Purposes and Activities

Uttlesford Foodbank's objective is to relieve persons in Uttlesford and the surrounding area who are in financial hardship in such ways as the Trustees from time to time think fit, in particular, but not exclusively by:

- providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty
- Such other means, including (but not limited to) the provision of support or signposting to relevant information and/or referral to other support services.

We achieve this by distributing parcels containing food and other essential items to last, on average, seven days. We also distribute food vouchers either to augment the food parcels provided or to provide immediate relief to those individuals identified as being in urgent need of support.

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Trustees' Report

The Trustees who served during the year were:

Chair	Richard Porch
Secretary	Gemma Copping
Treasurer	Rhian Capaner (resigned September '23)
Treasurer	Jane Jones (appointed September '23, resigned June '24)
Trustee	Carol Johns
Trustee	Hannah Henley (resigned March '24)
Trustee	Sophie Storey (appointed April '23)

The Trustee board has experienced some turnover during the year; we want to express our gratitude for their valuable contributions.

Since the end of the reporting year the Trustees have engaged in a programme of recruitment to replace trustees who have retired and to refresh the board and provide the foundation for the next phase of development of Uttlesford Foodbank.

Operationally, this has been another busy year for the food bank team. The continuing rise in the cost of living has resulted in an increase in demand across the district together with a stagnation in the level of donations resulting in us having to use more of our reserves. We have also tried to increase our fundraising to fill the gaps.

In April 2023 we moved into a larger warehouse space with more room for storage, deliveries and dispatching parcels.

Our team continues to be active in the community and we are proud to see their involvement in a variety of projects, working with other agencies and raising our profile. Des Ashton is an asset as Campaigns and Advocacy Officer and dazzles local councillors and partners with her data and knowledge. We received funding from Trussell Trust to fund 2 part-time Financial Inclusion officers for a period of 3 years, these advisors work from the Citizens Advice Bureau and attend outreach events across the district.

In December 2023 Sophie Durlacher, our food bank Director, resigned from her volunteer role and has been very ably succeeded by Katy Mendes-Day as General Manager. Katy has made the role her own and brings new skills and experience. Our team has also increased to include Jennie Brown, Assistant Manager and Lynne Smith, bookkeeper. We are very grateful to this amazing team for their drive and commitment to the organisation.

During the current financial year of 2024/25 the issues and trends of the reporting year have continued. Donations have not kept pace with the continuing rise in demand for food parcels. This has bought a focus on the need for a longer term strategy to ensure that we can continue to fund a level of service provision that meets needs across the district. This will require us to develop additional sources of funds and new approaches to fundraising. We are confident that we have the team and the support in our community to achieve this,

We thank our small team of employees for their dedication and tenacity, our large team of incredible volunteers for their commitment, our partners who collaborate with us so effectively and our donors, without whose continuing support we would not be able to provide our service.

Board of Trustees

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General Manager's Report

I started off the financial year within my previous role as Operations Manager, working alongside Sophie Durlacher, our Director. Throughout the year I took on further responsibilities, freeing up time for our Director (a volunteer) and allowing her to focus on tasks outside of the operation of the organisation. Sophie retired from the food bank at the end of December 2023 and I took on her responsibilities in their entirety, with my job title being changed to General Manager and recruited an assistant manager to take on many of the operational tasks. This is still a work in progress as I develop the organisation and take it in a direction to best support and address the needs of our clients whilst maintaining and developing a welcoming and mutually beneficial environment for both our volunteers and staff.

Our new Assistant Manager started just before Christmas 2023 and immediately fitted into the team With her support we have started to make plans to open up the food bank to client collections (as an alternative to deliveries and increasing access to our service outside of delivery days), become a certified safe space for victims of domestic violence and develop our interactions with clients to ensure they were connected with other support services to address their immediate and ongoing needs, with the ultimate goal being to reduce the likelihood that they will need to return to a food bank.

	Parcels Provided	Households Supported	Individuals Supported	Stock Donated (kg)
22/23	1,668	1,503	4,345	69,065
23/24	1,771	1,626	4,937	55,531
% Increase/Decrease	6%	8%	14%	-20%

The continued increases in the cost of living have had a significant impact on both the demand for our services and the public's ability to increase donations to match the rise in referrals. As a result, we found ourselves in a position where we were ordering stock from our wholesaler from the beginning of January 2024 onwards, when the previous pattern was that we would not need to start purchasing stock before summer. We also continued to feel the impact that the migration from legacy benefits to Universal Credit was having on the financial stability of many of our district's residents, as well as the effect of reduced services and longer waiting lists within the NHS for those struggling with either physical or mental ill health and the effect that this had on their earning ability. We anticipate that this upward trend in demand with donations remaining at the current level will continue into the next financial year and possibly beyond. Some economic predictions indicate that in real terms, incomes will not return to pre-pandemic levels until 2027. Therefore, we now have a heavy focus on maximising donations - both material and financial - to maintain our stability and ability to respond to increased levels of demand. We also have a continuing emphasis on campaigning and communication, both to increase awareness of the local and national pressures that result in people using food banks and to influence change going forwards into 24/25.

Katy Mendes-Day

General Manager

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Volunteer Coordinator's Report

The food bank currently has 128 volunteers, which is a similar number to last year.

Some volunteers are involved in more than one team. The teams comprise:

- Trustees 6
- Admin 10
- Campaigns and community outreach 5
- Saffron Walden Warehouse 64
- Saffron Walden Drivers 28
- Dunmow team 7
- Stansted team 8
- Takeley team 5

We are aiming to reopen our Saffron Walden Warehouse to clients early in the next reporting year, giving them the option of collecting their food parcel rather than having it delivered. Eighteen of our warehouse volunteers are being trained to meet with clients at the food bank when they arrive to collect their food.

We frequently accommodate Corporate volunteers in the warehouse and have had some school work experience students as well.

We currently have 40 names on our waiting list to join our volunteer team.

All volunteers are included in the Trussell Trust's Assemble, their web-based Management System, and are required to undertake an online Safeguarding course every three years. Many volunteers also choose to avail themselves of the wide range of other training courses available on the Trussell Trust's site.

We continue to provide positive and accessible volunteering opportunities, embracing diversity and promoting inclusion. Our volunteer team is the lifeblood of our organisation; without their incredible commitment we simply wouldn't be able to do what we do.

Lesley Murdoch

Volunteer Coordinator

Assistant Manager's Report

I joined the food bank as Assistant Manager in December 2022 whereupon I immediately immersed myself into the role. As part of my induction I completed a number of shifts with the warehouse and parcel preparation teams to gain a better understanding of the operation of

the food bank and to see the entire process from beginning to end. This also gave me the opportunity to get to know our wonderful team of volunteers who really are the backbone of our organisation.

The commencement of my employment with the food bank coincided with a new significant change within the organisation with the departure of Sophie Durlacher as Director and the restructuring of the employed staff with Katy Mendes-Day taking on the General Manager role and my appointment as Assistant Manager. I was aware from the start that these changes needed to be handled sensitively, especially with our volunteers. I made sure from the beginning that I became fully integrated with the volunteers: popping into every warehouse

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shift to check in and engage with the volunteers and emphasising our identity as a team. I regularly liaise with Lesley Murdoch, our Volunteer Coordinator, to ensure that our volunteers are happy and fulfilled and to sort out any welfare or training issues.

In an attempt to close the gap between stock and donations I have implemented “In Need Of” lists at all our donation points within the district. These are updated fortnightly to reflect the most current needs of the food bank and are distributed by volunteers. I also regularly update the website and we now use the ‘BanktheFood’ app which is designed to link food banks to donors when they are physically at the supermarket. We continue to advertise the app on our social media platforms to increase engagement and donations.

I was frequently asked by our volunteers about recent figures of food bank usage and so I re-implemented the quarterly newsletter to regularly update both our volunteers and our trustees. The newsletter also contains information about fundraising, upcoming events and training.

I have also introduced new quarterly hub meet ups with the volunteers from the south of the district to discuss any ideas and issues they may have. These are useful in strengthening our identity as a team and providing a useful face to face opportunity to meet and support these volunteers.

Together with Katy, I have been working on new processes to enable us to re-open the warehouse to the public thereby giving our clients the option to collect their food parcels from the Saffron Walden warehouse. This has involved ensuring that new client facing volunteers have the relevant training needed for this role and also creating processes and writing role descriptions.

We have also updated the role descriptions for many of the volunteer roles within the warehouse to include newer information and processes.

Looking forward to the next year 2024/25 my principal aims are to:

- Continue to work on wrap around care for all clients (including in the South of the district) and maintain good relationships with referral agencies. The primary aim here is to reduce the need for food parcels and reduce the number of clients using us more than once and enabling clients with the resources they need to support themselves.
- Re-open the warehouse to the public for walk-in clients.
- Become a registered Safe Space via the J9 Domestic Abuse Initiative.

Jennie Brown

Assistant Manager

Usage and Statistics

Overview

2023/24 marked my second year in the role of Advocacy and Campaigns Officer. I am now one of around 100 Local Organisers created and funded by Trussell Trust, the aim being to bring forward the views and voices of those with lived experience of poverty.

Projects & Initiatives

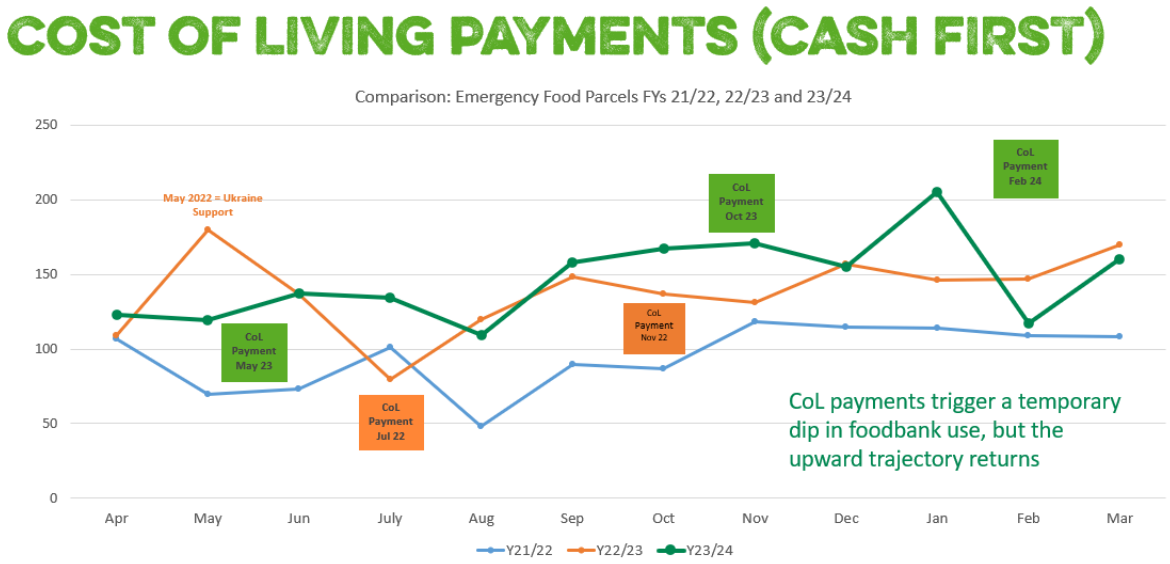
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2023/24 has been a busy year for projects:

Feeding The Family – in April 2023 we were invited to take part in the Feeding The Family exhibition at Saffron Walden Museum. This exhibition ran through late spring/early summer and focused on the role of food in households through the ages. We were delighted to be asked to create a display and included information around our food parcels. The exhibition attracted more than 2200 visitors.

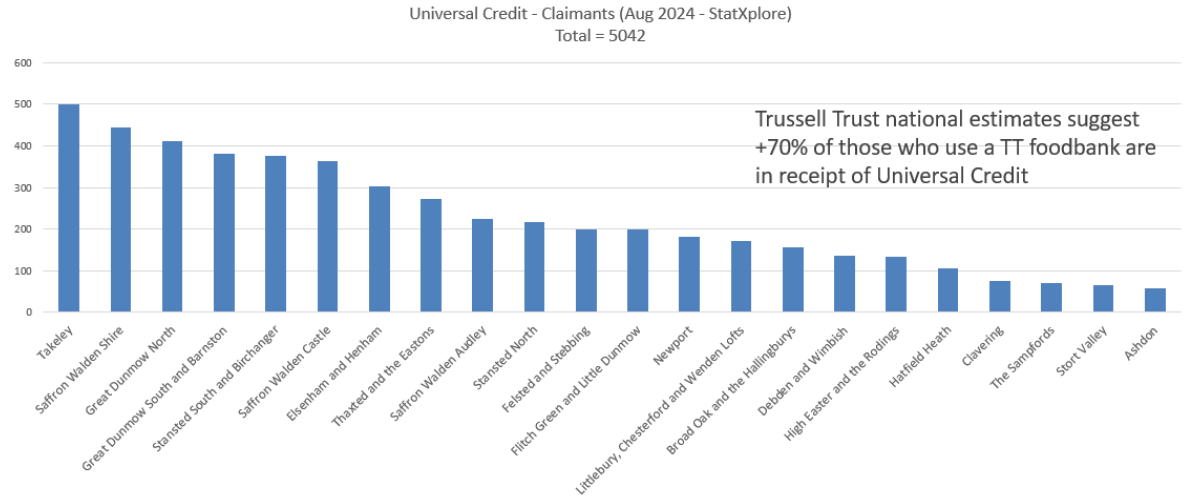


Guarantee Our Essentials – our campaign work in 23/24 fed into the Trussell Trust campaign supporting everyone's right to afford life's essentials. The focus has been on campaigning for a more robust benefits system where the amount people receive is based on a genuine assessment of real living costs. We know Universal Credit is a key driver of food bank use, with more than 90% of those using food banks being in receipt of benefits. Our data has played an important role in raising awareness of this and pushing for greater investment of local grants in areas where Universal Credit uptake is higher.



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UNIVERSAL CREDIT – GENERAL



On 9 September 2023 we played our part in the **Trussell Trust National Action Day** by hosting a stall in the market in Saffron Walden and inviting passers-by to sign the national petition calling for an **Essentials Guarantee**. Supported by volunteers and Uttlesford District Councillors we secured more than 350 signatures.



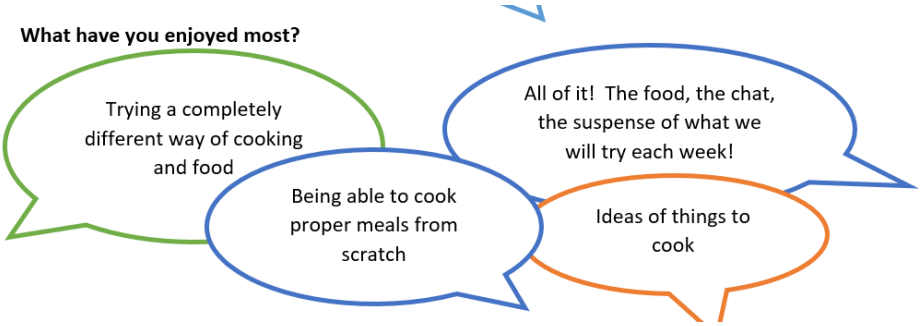
Drawing on the experience of our community, we created some short reels of client quotes to support this campaign. These were shared on our socials and really helped to highlight the challenges faced by those in receipt of UC.



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Community Projects – FY23/24 has seen us roll out our Community Cook Club programme for households with children. During the year we ran several Slow Cooker Cook Clubs, offering each household a free 6L slow cooker, recipes and free and ingredients over a period of 6-10 weeks. Each week the group would meet for one hour to discuss the recipes, which included Turkey Meatballs, Speedy Risotto, Cauliflower Tandoori Masala, Sausage Savoury Rice, and many more! Participants were recruited through our client-base and also via our community partners. Over the course of the programme we supported around 60 adults and almost 100 children. Not only did the attendees learn new cooking skills that were time and budget friendly but developed peer support networks.





Further Work

In addition to the above projects, work undertaken within my role has included:

Worrying About Money Leaflet – working across our community partners, we have continued to promote our 'cash first' leaflet which focuses on sign-posting local routes to help in Uttlesford which is included in all our parcels to help people tackle some of the factors which are bringing them to the food bank.

Collating and Sharing Data – our food bank captures anonymised data which means we can monitor demand for our service. We know that pre-pandemic we issued around 600 parcels a year. By the 2023/24 financial year this had risen to almost 1800 parcels a year. This equates to around 4900 individuals, almost half of whom are children. The most frequently cited reasons for needing a food parcel are: rising cost of essentials, priority debt and the impact of ongoing mental or physical health conditions.

We also pull government DWP data from StatXplore. By combining both data sets with ours we have been able to create an informative data-pack which is now shared with key partners, such as Uttlesford District Council, and a range of community partners. The combined data helps ensure that investment is shared across the District, targeting projects which will have the most impact on those who are struggling. In addition, by tracking data around initiatives such as the Cost Of Living payments, we can show that food bank use dips when more money goes directly into people's pockets. This helps support the argument that a robust benefit system can reduce food bank use.

Attending Panels & Forums To Influence Decision Making – a large part of the Advocacy & Campaigns activity involves attending local panels, meetings and forums to ensure that the

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experiences and views of those who are living in poverty feed into and influence decision making.

Financial Inclusion Work – during this past year we have secured a three-year funding agreement with Trussell Trust allowing us to pay for two part-time advisers in Citizens Advice. These advisers will specialise in debt management and financial planning; supporting individuals and households to work through complex circumstances. We already work hard to ensure anyone coming to us is cross-referred to other support services. This funding will allow for an even more targeted approach for some of our most vulnerable households.

Looking Forward To 2024/25

Over the course of the last year, we have strengthened our reputation as a strategic partner across the District; our data and insights are seen to offer an important lens into poverty in Uttlesford and this has allowed us to contribute constructively to many panels and forums. Our community work has raised our public profile for being about 'more than just food'.

Going forward we hope to build on all of the above. Funding permitting, we will continue to offer further Cook Clubs to different groups in our community. By sharing our data and insights we can continue to support targeted investment. Most importantly, we will ensure that the experiences of those who are struggling represented and influencing change within our district and nationally.

Des Ashton

Advocacy & Campaigns Officer

Financial Review

Expenditure

23/24 saw a significant increase in our outgoings in comparison to the previous year. We moved into a larger warehouse which both incurred moving expenses and increased our monthly rent significantly, this has been partially offset by sub-letting some space to another local charity. Our employee head count increased; our Director (volunteer), left the organisation and the Operations Manager (employee), stepped into her role, leaving a vacancy

which was filled by recruiting a new employee. This increased our salary costs and associated PAYE and National Insurance obligations. We had to purchase significantly more stock and vouchers (for local shops and supermarkets to allow our clients to purchase fresh food or essential products such as baby formula, nappies or hypoallergenic food), reflective of both the increase in demand on our services and a stagnation of the quantity of donations received.

Just under £41,000 was paid to an external organisation for the provision of Financial Inclusion services for our clients, with an emphasis on debt management. This has been fully funded by Trussell Trust. It is worth noting that the grant to cover the 23/24 provision of this service was received in the previous year, so not reflected in the P&L below.

Grants & Donations

We receive financial donations from a multitude of sources; the general public via online giving or cash, either as a one off or recurring; corporate donations; community groups; churches

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and school fundraising activities and legacy giving. 23/24 saw a reduction from each of these sources. We believe the main reason for this reduction is that pockets were hit and budgets reviewed in light of increasing interest rates and continued increases in living costs. Whilst this was not new, many of our donors would have been able to “ride the wave” for the initial year, whilst being extremely conscious of the impact it was having on the most vulnerable in our district and thus able to maintain, or in some cases increase, their donations. But a combination of peoples reserves being reduced or exhausted in that first year, along with the desensitisation that relentless media coverage of the crisis created a reduction in cash donations.

Grant income is skewed on the P&L due to a Trussell Trust grant for a 23/24 project being paid in the previous financial year.

Reserves

We recently reviewed and amended our reserves policy to ensure we have enough cash in hand to run for one year regardless of donations or grants.

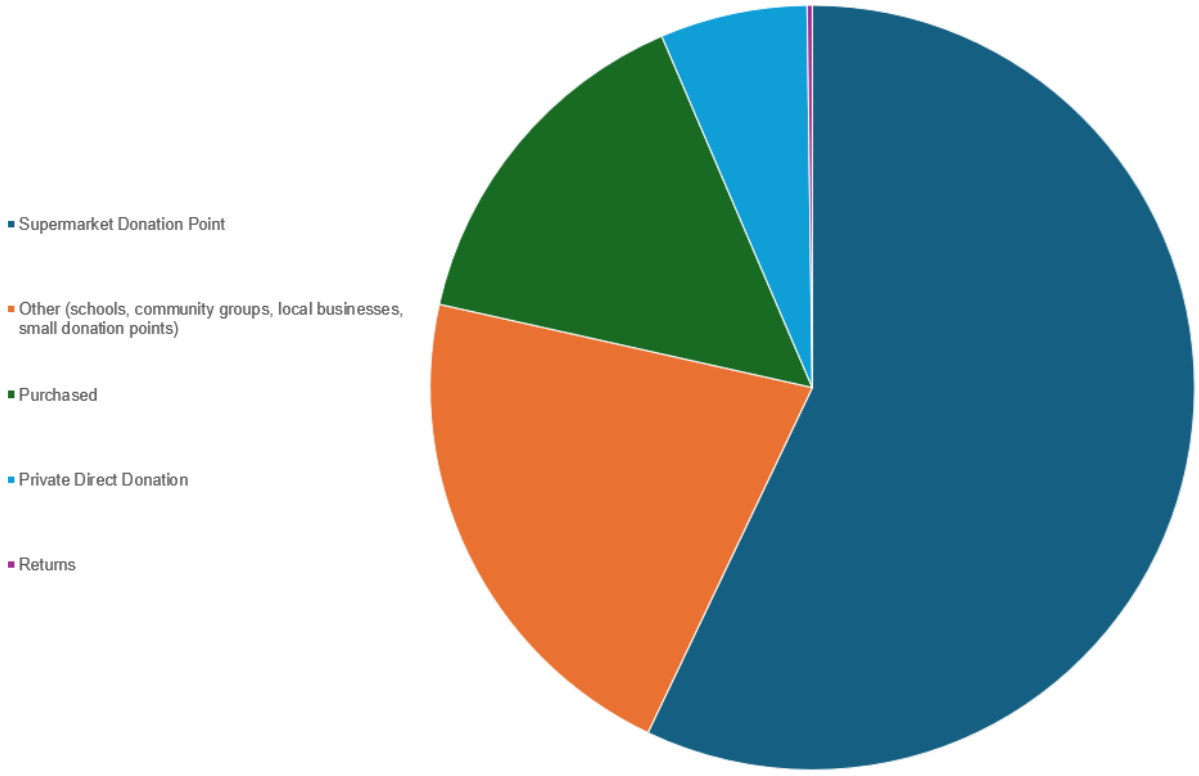
No matter how much you prepare for the future and mitigate against potential risk, in reality we do not know what we may have to contend with. By holding reserves of 1 year, we are building in resilience and factoring in an appropriate amount of “breathing space” to find alternative sources of funding and/or reducing costs to mitigate significant impact on our service level. In addition, funds will be used for projects that will enable us to achieve our longer term plans to enhance and extend our services to fulfil our charitable objects.

Sources of Stock

The majority of our stock is donated to us via donation points dotted around the district; the most successful of these donation points are located within supermarkets in Uttlesford and we are fortunate to have 3 larger out of town supermarkets, 3 town centre mid-size supermarkets and a multitude of smaller local shops. We do have to top up our stock to ensure we are providing our clients with the range and quantity of food that is required to provide appropriate and adequate nutrition for between 5-7 days for the household. 15% of our stock had to be purchased in 23/24.

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23/24 Sources of Stock



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Appendix 1 – Trustee Recruitment Policy

TRUSTEE RECRUITMENT POLICY

Purpose of this Statement	To detail the Trustee Recruitment Policy at Uttlesford Foodbank
Dated	01/11/2024
Contact	Secretary/Trustee

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1. POLICY CONTROL 2
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1. POLICY CONTROL

Version	Policy Name	Location	Next Review Date
1.0	Trustee Recruitment Policy	Policy & Risk - Policy	01/11/2025

1.1 Related Policies

Version	Policy Name	Location	Next Review Date

2. INTRODUCTION

Uttlesford Foodbank recognises that an effective and diverse Board of Trustees is essential if the charity is to be effective in achieving its objects. We use the Charity Governance Code and aspire to its principles, including diversity.

The Board must seek to be representative of the people with whom the charity works and must have available to it all of the knowledge and skills required to run the charity.

Individual Trustees must have sufficient knowledge, both of trusteeship in general and of the Charity's activities, to enable them to carry out their role and to represent the Charity at meetings and other events.

This policy sets out how Uttlesford Foodbank intends to recruit a robust and effective Board of Trustees.

3. POLICY EQUALITIES STATEMENT

Uttlesford Foodbank is committed to practices that protect from harm regardless of a person's age, sex, gender reassignment, disability, racial heritage, religious belief, sexual orientation or any other characteristic as covered by the Equality Act 2010.

4. AIMS OF THE POLICY

This policy aims to ensure that the Board of Trustees adopts and follows a Trustee recruitment process which maintains objectivity and takes the best interests of the charity into paramount consideration.

5. WHOSE BUSINESS IS TRUSTEE RECRUITMENT?

Trustee recruitment falls within the remit of Uttlesford Foodbank's Board of Trustees. If it deemed appropriate by the Board, senior members of food bank staff may be consulted on or involved in the process.

6. GOVERNING DOCUMENT

Uttlesford Foodbank operates within its constitution (governing document) and seeks to have at least 3 and not more than 12 elected Board members, all of whom must be eligible (not disqualified by law) to be a Trustee in accordance with Charity Commission Legislation and will be asked to sign a declaration to this effect and undergo such checks and searches as recommended by the Charity Commission. All Trustees will be appointed for a term of 3 years by a resolution passed at a properly conveyed meeting of the Trustee Board.

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7. SUITABILITY

The Trustees will regularly conduct a skills audit of the Board to review any skills gaps and Trustee places available. The Trustees will then decide if they need to actively recruit Board members and agree on a recruitment process that is designed to attract a diverse range of candidates with the skills the charity needs, including agreeing on how and where to advertise. Efforts at recruiting will take account of the skills audit and any skills being lost by any departures. Consideration must also be given to any specifically delegated roles or duties that any individuals leaving the board were undertaking.

8. RECRUITMENT

The Board of Trustees can appoint a Trustee to fill an identified skills gap at any time during the year, when there are vacancies.

Once the ideal skill/experience profile has been identified, a recruitment plan will be formulated. This will identify the most appropriate resources from which applicants might be found.

Preference should be given to advertisement in the media, volunteer bureau, and direct approaches to professional bodies and to other voluntary organisations over approaches to personal contacts. If a current Board Member submits a recommendation they will be automatically precluded from all elements of that individual's recruitment process from that point onwards as the intention is to promote diversity and avoid conflicts of interest or bias/loyalty.

The Board will refer to and follow the Trustee Recruitment Guidance supplied by the Charity Commission throughout the recruitment process.

Where an expression of interest is received at a time when no Trustee posts are available, the candidate's details shall be held on file until such time a vacancy arises (subject to the candidate's agreement to this). Alternative volunteering vacancies may also be discussed where appropriate.

When an expression of interest is received at a time when Trustee posts are available, an application form will be sent for completion along with information on the roles and responsibilities involved with being a Trustee, including expected time commitment. The applicant will be required to provide two references. Arrangements will be made to assist any potential applicant with specific needs in relation to completion of the form or access to the supporting materials. Once the completed application has been returned, shortlisting and interviewing will take place against the agreed criteria.

Interviews may be carried out by a small panel of Trustees, and each candidate will be asked similar questions to ensure a fair and objective approach. Notes will be kept of each interview.

The completed application form and feedback from the interview shall be discussed amongst the Board, who will then decide on the suitability of the candidate and a vote undertaken as to whether or not to offer the applicant a place on the Board of Trustees. The applicant will be informed of the outcome of this vote.

9. APPOINTMENT

Upon acceptance of the offer, a resolution will be passed at a properly convened meeting of the current Board of Trustees.

Appointed Trustees will be asked to sign the Trustee Declaration of Willingness to Act including eligibility, the Declaration for Fit and Proper Persons and the Trustee Code of Conduct, before they can take up the role. They will need to provide proof of identity and obtain clear searches being carried out in respect of The Insolvency Register, Companies House list of disqualified directors, Charity Commission list of disqualified trustees.

10. INDUCTION

As part of the induction process, new Trustees shall provide the Secretary with:

- Proof of ID (passport or photo driving licence and a utility bill dated within the last 3 months).
- Signed Data Protection Policy form.

The Secretary will ensure that:

- The newly appointed Trustee is given a Trustee Welcome Pack including a confidentiality agreement, declaration of eligibility, current constitution, and most recent annual report. They will also be provided with access to our policies and the contact information of board members and the food bank manager.
- The newly appointed Trustee is provided with a food bank email address and instructed on how to access their food bank inbox.
- The newly appointed Trustee is provided with access to the Trussel Digital Hub and specifically directed to the events calendar where training opportunities can be identified and booked.
- The newly appointed Trustee is booked onto the next available 'Safeguarding for Trustees' training course provided by Trussell/Thirtyone:eight.

Newly appointed trustees maybe invited to join any sub committees acting under a delegated authority from the board where they have appropriate skills and experience to contribute.

For completion each time the policy is reviewed / edited:

Responsible Trustee	Gemma Copping
Reporting To	Trustee Board
Next Review Date	01/11/2025

This policy was approved by the Trustees:

Name: Gemma Copping	Signed:
Position: Secretary/Trustee	Date: 01/12/2024

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Appendix 2 – P&L

CHARITY COMMISSION FOR ENGLAND AND WALES

Uttlesford Food Bank	1176230

Receipts and payments accounts

CC16a

For the period from	01/04/2023	To	31/03/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	-	-	-	-	-
Fills	722			722	
Church	3,227			3,227	7,985
Community Groups	8,551	750		9,301	17,018
Corporate	11,533	500		12,033	15,723
Individual (One-off)	9,420			9,420	11,578
Individual (Recurring)	17,221	680		17,901	21,335
Online giving	51,058			51,058	82,892
Parish council	1,784			1,784	
Fundraising					6,132
Charities					3,800
Legacies					
Legacy giving	979			979	11,354
Grants					
Local authority grants	2,550	12,250		14,800	10,575
Trussel trust grants	7,071	17,783		24,854	51,918
Hire of hall and equipment					
Hire of hall and equipment	7,625			7,625	-
				-	
Investment income				-	
Interest received	2,149			2,149	282
Additional income					
Volunteers (Fils Café)					514
Refunds					3,024
Sub total *(Gross income for AR)*	123,891	31,963	-	155,854	244,131
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	123,891	31,963	-	155,854	244,131
A3 Payments					
	-	-	-	-	-
Administrative costs		-	-	-	-
Misc. office expenditure	98	116	-	213	5,190
Telephone and Internet	328	-	-	328	328
Printing, Postage & Stationery	605	-	-	605	-
I.T Software	856			856	
Legal fees	582			582	
		-	-	-	-
Overhead costs		-	-	-	-
Rent/Meeting Venues	24,774	-	-	24,774	11,800
Insurance	236			236	243
Warehouse Equipment / Repairs	11,203			11,203	4,714
Building/Office equipment	2,143			2,143	6,322
Lock ups				-	2,500
Light and heat	643			643	-
Cleaners	770			770	2,136
Donation points	365			365	

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				-	-
Grants Payments				-	-
Utilities	1,023			1,023	180
Direct grant payments	1,249			1,249	569
Financial Inclusion Project		40,934		40,934	
Community Cook Projects	843			843	
				-	-
Cook Club				-	-
Stock	2,349	155		2,504	714
Slow Cookers		240		240	392
				-	-
Misc. Costs				-	-
Livery				-	598
Fundraising	600	28		629	71
				-	-
Staffing costs				-	-
Salary	25,656			25,656	12,827
Payroll administration	576			576	540
HMRC PAYE and NIC	6,521			6,521	2,591
Pension	1,327			1,327	2,522
				-	-
Food costs				-	-
FFVS	26,525	3,030		29,555	19,046
Stock	33,838	6,862		40,700	21,277
Christmas	2,566	2,500		5,066	1,632
				-	-
Campaign				-	
Campaign Salary		16,253		16,253	13,867
Campaign software				-	80
Campaign Assets				-	1,307
Campaign expenses		1,405		1,405	92
				-	
Volunteers				-	-
Volunteers misc. costs	268			268	1,164
Travelling	1,958	108		2,065	-
DBS	360	18		378	216
Training				-	15
Fils	845			845	429
				-	-
Van				-	-
Diesel	595			595	212
Repairs	1,157			1,157	170
Insurance	1,107			1,107	4,206
Tax	140			140	290
				-	-
Banking and finance				-	-
Sum-up fee				-	19
Returned cheques				-	300
Local giving fee				-	96
				-	-
				-	-
				-	
	-	-	-	-	-
Sub total	152,106	71,648	-	223,755	118,657

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
Van Purchase	-	-	-	-	18,389
Sub total	-	-	-	-	18,389
Total payments	152,106	71,648	-	223,755	137,046
Net of receipts/(payments)	- 28,215	- 39,685	-	- 67,901	107,085
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	255,333	42,575	-	297,908	-
Cash funds this year end	227,117	2,890	-	230,007	107,085

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Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	BB Online Instant Access	195,981		-
	Charis Account	376	-	-
	Treasurer's Account	30,760	2,890	-
	Total cash funds	227,117	2,890	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Laptop		500	-
	Printer		2,000	-
	Van		16,500	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Trade creditors		809	
	P.A.Y.E for M12		2,137	
	Pension for M12		232	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	Signed by: 1EAF7E3EDFF44D3...	Gemma Copping	28/01/2025

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Appendix 3 – Scrutineer's Report

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A **Independent Examiner's Report**

Report to the trustees/ members of	Charity Name Uttlesford Food Bank		
On accounts for the year ended	31 March 2024	**Charity no (if any)**	1176230
Set out on pages	(remember to include the page numbers of additional sheets)		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 /2024

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:		**Date:**	27/01/2024
Name:	Elliot Field		
Relevant professional qualification(s) or body (if any):	ACCA (Association of Chartered Certified Accountants)		
Address:	Cambridge House, 16 High Street, Saffron Walden, CB10 1AX		

Docusign Envelope ID: 05FE5FE7-BADE-470D-B3A8-DDAD2FC41C00

Section B	Disclosure
	Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	**Disclosure: -** The accounts were prepared in house from my colleague Scott Lamoury and reviewed by a senior member of team. I, Elliot, was not involved in the account's preparation after an initial review of the bookkeeping on Liberty accounting software, and the sharing of the draft after the completion of our review procedure. **Examination of findings: -** • Bank balances have been confirmed to statements. • The fixed assets have been confirmed to still be retained by the charity. • The liabilities have all had payment dates marked and are verified as correct to be shown as outstanding. • Liberty was a new software introduced for FY24 and has seen to be a valuable tool to providing information. • A big thank you to the team, and Lynne for the efficient transition to Liberty software and perfect record keeping. • A draft annual report has been provided and reviewed thoroughly and note no material misstatements. **Recommendation: -** • More diligent approach required to the funds within the entity. These need to be reconciled monthly to ensure restricted income which is received is being spent in the correct manner.

UTTLESFORD FOODBANK

England & Wales - Charity number 1176230

Accounts

Uttlesford Foodbank

Registered Charity Number 1176230 Registered in England and Wales

Annual Report and Statement of Accounts

1st April 2022 to 31st March 2023

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Introduction

This Annual Report provides a review of the year from 1 April 2022 to 31 March 2023 and reports on achievements, performance and impact together with a summary of our financial performance and financial situation so as to demonstrate the Trustees' stewardship and management of charitable funds.

Firstly the Trustees of Uttlesford Foodbank would like toextend their deep appreciation of the incredible contribution made by staff, volunteers and donors without whom our work and achievements would not be possible.

The Trustees are confident that their stewardship and management of charitable funds is such that the Uttlesford Foodbank continues to meet the requirements around public benefit as defined by the Charity Commission. Interested parties are invited to contact us for a detailed account of the way in which the charity meets these objectives by requesting our policy document.

Objective, Purposes and Activities

Uttlesford Foodbank's objective is to relieve persons in Uttlesford and the surrounding area who are in financial hardship in such ways as the Trustees from time to time think fit, in particular, but not exclusively by:

- providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty
- Such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

We achieve this by distributing parcels containing food and other essential items to last, on average, seven days. We also distribute food vouchers either to augment the food parcels provided or to provide immediate relief to those individuals identified as being in urgent need of support.

Chairman's Report

I took up the role of Chair of Trustees in May of this year and discovered an organisation that had overcome the challenges of the recent Covid pandemic by adapting its whole operation. Having worked with companies in the private sector who struggled and often failed to meet those demands, I was greatly impressed with what had been achieved. This I immediately understood would not have been possible without the involvement of some very exceptional people; it was not until I became more involved over the coming months that I fully realised just how exceptional.

The cost-of-living crisis took hold during the spring, and it was very clear that our client group would be greatly affected by this turn of events. With increased cost of fuel and motoring expenses it was not realistic to expect clients to collect from our different outlets. Funds were raised to strengthen the delivery service that had been implemented during Covid and a delivery van was purchased using those funds.

Demand for our support has increased across the whole district and it has become increasingly clear that our existing premises in Saffron Walden and elsewhere are not large enough to cope with the volume of food and other essentials needed for storing and processing and larger premises are required. The work of the Uttlesford Clothing Bank is closely aligned with our own and for some time they have been looking for a permanent home, ideally sharing premises with us. To meet both these objectives negotiations are now underway to find larger premises in Saffron Walden.

Alongside this, we have worked hard to strengthen the infrastructure at both our depots in Dunmow and Stansted. Identifying and resourcing the need in the south of the district is one of our highest priorities for the coming year.

The staff and volunteers have been outstanding and adapted to this latest crisis with exceptional thought and professionalism. Throughout my long and varied management career I have never before seen such absolute dedication to serving clients and I would like to take this opportunity to register my sincere thanks and that of my fellow trustees to all those involved.

Richard Porch

Chair of Trustees

Director's Report

The last year has been defined by the level of increased need for our services and by changes at the foodbank. We said goodbye to our Chair Ross MacKenzie, and welcomed a new Chair Richard Porch, fresh off his tour of duty as Mayor of Saffron Walden. We welcomed Des Ashton, as our newly appointed Advocacy and Campaigns officer, a post fully funded by Trussell Trust. We also said goodbye to Steph Maxwell, our project coordinator and created a new post of Operations Manager. Katy Mendes-Day took up the role shortly before Christmas 2022.

Big changes lie ahead for us. On April 1st we signed a lease on a new warehouse, this will more than double the size of our current warehouse and no more stairs! Ramp access to the warehouse means that vehicles will be able to drive right up to the doors, this will make it far easier for our volunteers who are both delivering donations and collecting parcels for clients. A lot of building work is required to make the space work for our needs as it was previously a bathroom showroom.

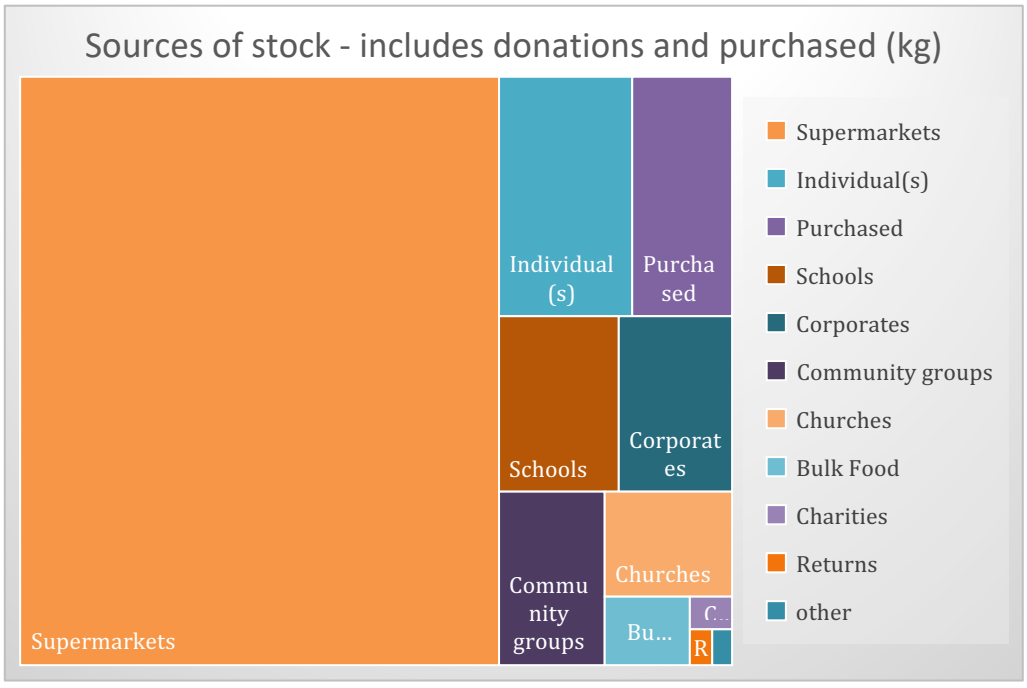
As an organisation we have become more diverse in our operations, with Des coming on board this has allowed us to think about outreach in different ways. Because we have maintained our delivery model we have to be more innovative in how we reach clients who need further support. Towards the end of this year we started our first community cook club. There are many projects out there aiming to provide cookery skills but we went about it a bit differently and although it's early days it seems to be paying off and as ever, it's the unintended consequences which reap the biggest rewards.

Tesco national collections were one of our biggest success stories this year. Fully staffed for the first time since COVID we participated in two collections, in July and December at both Great Dunmow and Walden stores. The unmanned collections the previous year we collected just over 600 kg, this year with manned collections we got over 8 tonnes of food so more than 10 times the previous year. The summer collection is especially important for us as it comes at a time when donations are slowing down across the board.

Referral agencies, pre-Covid we worked with on average 20- 25 agencies, this has now increased to nearly 70 services. Uttlesford Citizens Advice (UCA) is still our largest referrer, with nearly 50% of all referrals coming via UCA. We have seen a marked increase in referrals from community mental health teams and schools. The increase in funding for social prescribers means we are seeing more

referrals via them but there is work to be done to ensure clients coming via that route are getting sufficient input from relevant professional agencies.

Towards the end of the year, we secured funding via Trussell to appoint a debt advisor at UCA. The funding is for three years and will fully fund a trained debt advisor full time to work with UFB clients. As part of the financial inclusion strand at Trussell, this project will be clearly measured on its financial outcomes for our clients. We are very excited about the strengthening of bonds between ourselves and UCA.



Volunteer Coordinator's Report

The foodbank has 131 volunteers, which is a similar number to last year, but now includes a team in Takeley. We now have more admin volunteers including those helping with finance, data processing, social media, supporting the manager and the volunteer coordinator.
Some volunteers are involved in more than one team. The teams comprise:

Trustees 6

Admin 9

Campaigns and community outreach 10

Saffron Walden Warehouse 74

Saffron Walden Drivers 28

Saffron Walden County High School elective students 4

Dunmow team 7

Stansted team 8

Takeley team 6

All volunteers are included in the Trussel Trust Assemble, their web-based Management System. This gives volunteers access to a wide range of training courses. All volunteers are required to do a Safeguarding course.

This year we have recruited more adults with additional support needs. This provides an opportunity for work experience and to make a valuable contribution to the local community as well as enriching our volunteer team.

Our volunteers continue to be an inspiration. They give their time for free with care, kindness and commitment and it is valued and appreciated. We couldn't run the foodbank without the volunteers and we wouldn't want to.

Lesley Murdoch

Volunteer Coordinator

Project Manager's Report

I joined the Foodbank as a volunteer in April 2020, just after the commencement of lockdown, initially as a client delivery driver, adding on warehouse shifts a little later and finally becoming a member of the parcel prep team. This varied volunteer experience proved to be an incredibly useful induction to the operation of the Foodbank and the issues that our clients face. I was happy to be presented with the opportunity to work for the Foodbank as an employee in December 2022 on a temporary contract to support Sophie and then employed permanently as Operations Manager in February 2023, being able to build on the experience gained during the preceding 3 months to take over a significant amount of the day-to-day operations from Sophie.

We are only as strong and successful as our volunteer team and building a strong relationship with them was a high priority from the outset; I believe I've been successful in embedding myself within the organisation and becoming the point of reference for the operation of the Foodbank. Familiarising myself with the common issues our clients face, which both directly and indirectly contribute towards their need for our support, has, and continues to be, an interesting and grounding journey, and one which both Sophie and Des' experience has significantly contributed to.

There have been significant changes and challenges during the year; in April we moved from our old premises into a new, bigger, warehouse. Although this was within the same building, the logistics of moving all our stock and equipment, whilst maintaining the same level of service, took meticulous planning and the coordination and management of a large amount of dedicated volunteers skilfully handled by Lesley. The end result being that we are able to accept more donations and sort/store accordingly, allowing us to respond to the increasing need for our service in the district, whilst creating an environment conducive to an organised and productive work space for both staff and volunteers.

As reflected in the figures, demand for our service has risen, whilst donations have fallen. Although the cost-of-living crisis is predicted to ease in 2024, with inflation returning to "normal levels" in late 2025, the pandemic and current crisis has pushed many into a cycle of debt out of which they are struggling to climb. Charitable donations are often one of the first things people cut back on when

reviewing their budget, and we suspect that even those who didn't initially feel the financial impact of the crisis are doing so now and decisions to cut back on charitable spending are being made.

Looking forward into 2023/24 we will be addressing the issues surrounding supply and demand, along with the increasing overheads of the organisation in the following ways:

- Implementing targeted donation comms at our supermarket donation points with low stock items being listed in shop entrances, the aim being to reduce the need to use funds to top up stock.
- Streamlining our grant application process, ensuring that quantitative and qualitative data and statements are up to date and available to be used.
- Building closer relationships with churches, schools and community groups in Uttlesford, putting the Foodbank at the forefront of decision makers' minds when determining how to direct their fundraising activities.
- Putting processes in place to ensure that all Foodbank clients who have not been referred by Uttlesford Citizens Advice (UCA) receive support from our financial inclusion team based within UCA, the aim being to increase money in pockets and reduce the need for repeated use of the Foodbank.
- Reviewing comms and publicity (online and face-to-face).

Another ongoing challenge is both awareness of the availability of our service and, also, the need for a Foodbank within a district which is perceived to be affluent. We will be exploring ideas of how to best engage with both our current referral partners and identify new ones (the latter being supported by Frontline), as well as increasing our visibility in the district and communications with local and national government representatives to ensure that they are aware of the level of need in their ward and constituency.

Operationally 2023/24 will be a busy year. We are aiming to reopen the warehouse to clients by the end of March 2024, we have the sourcing of a space in Takeley to house our new Takeley Team and we continue to review our internal risks, processes, documentation and file management ensuring that all roles and significant responsibilities are recorded to achieve business continuity. Our staff numbers have also recently increased, which comes hand in hand with additional people

management responsibilities – with the support of our HR Trustee, Gemma Copping, I will be looking at formalising our HR processes further.

Last, but in no way least, the departure of Sophie will be hard felt across every area of the organisation. Although her exit is a daunting prospect, I feel confident that with the team of Des, Lesley and myself, along with the recent recruitment of a Bookkeeper and Assistant Foodbank Manager, and with the support of the Board of Trustees, we will be in a good position to address the challenges that lie ahead, and further develop the organisation to better support our clients.

Katy Mendes-Day

Operations Manager

Usage and Statistics

During the year I stepped into the role of Advocacy & Campaigns Officer for Uttlesford Foodbank. This role is funded by the Trussell Trust and I am one of a group of around 60 Local Organisers who fulfil similar roles in different network foodbanks across the country.

The role of Local Organisers is to bring forward the views and voices of those with lived experience of poverty. There is a focus on reducing stigma and prejudice, building better communities, strengthening routes to help and challenging policy and protocols which impact on those on low income. The various activities and initiatives undertaken by Local Organisers can be be summarised as: **changing minds, changing communities and changing policy.**

Projects & Initiatives

2022/23 was a busy first year, and a number of projects were launched:

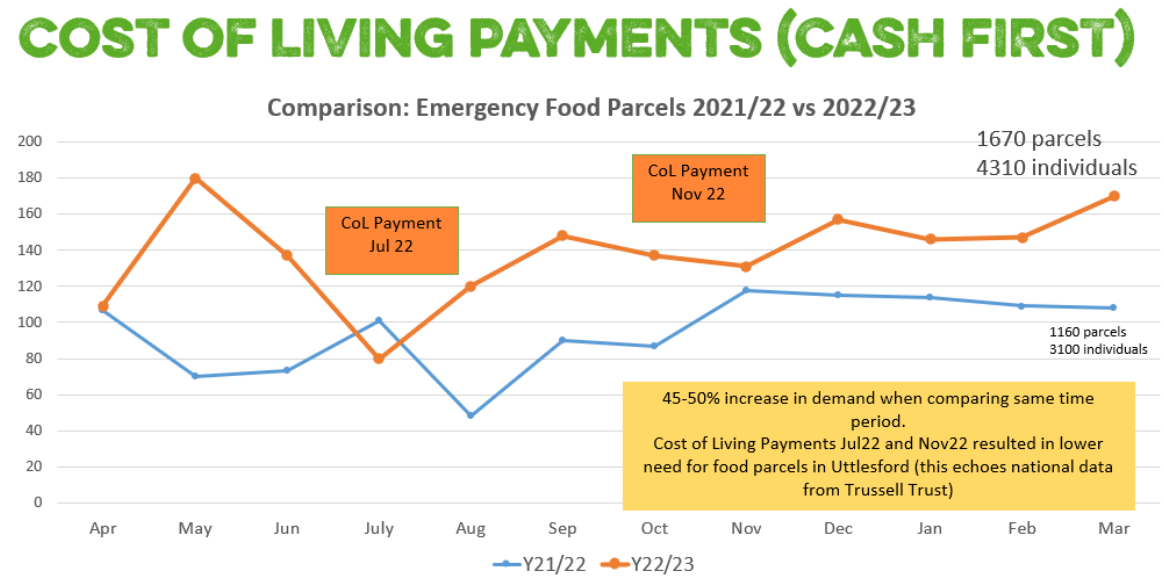
Worrying About Money Leaflet – working with a range of community partners, we produced a 'cash first' leaflet which focuses on sign-posting local routes to help in Uttlesford.



A 'cash first' approach is intended to put more money in pockets and minimise the impact of debt and low income which can come about when someone's circumstances change. The WAM leaflet has been a huge success and has been distributed through partners such as UDC, Citizens Advice and Mind across the entire District. The Walden Local supported us to distribute 12,000 hard copies across Saffron Walden and surrounding villages. Schools, churches and family groups all received copies, and they continue to be distributed in our food parcels to clients. This leaflet has helped cut through the challenges faced by many who live in a rural district, joining the dots to practical and pragmatic support when they need it most.

Using Data To Change Minds & Call For New Ways Of Thinking – our foodbank captures anonymised background data which helps us to track and monitor the demand for our services. We know that pre-pandemic we issued around 600 parcels a year. During the pandemic, this increased to c. 1160, rising to 1670 parcels in 2022/23. At the same time, we have been able to track the positive impact that Cost Of Living payments issued by the government had on foodbank use, temporarily reducing the number of food parcels required in our community. Despite this, we have still seen an almost 50% increase in demand for our services. The national average increase across national foodbanks is 37%. So, part of our campaign and advocacy work has focused on raising awareness at District and County

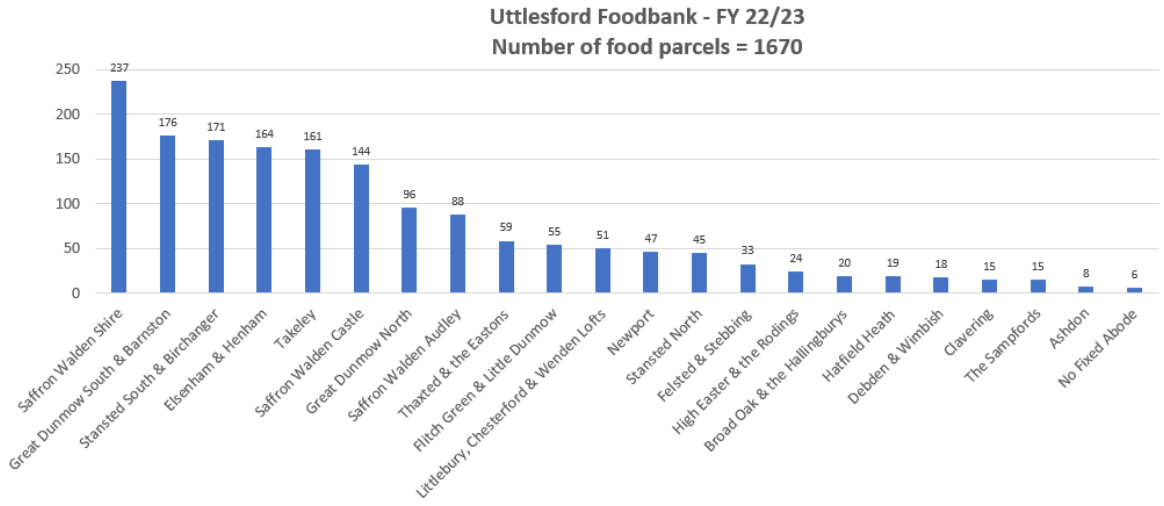
Council levels that the rate of increase in need in Uttlesford is greater than in other areas across the country.



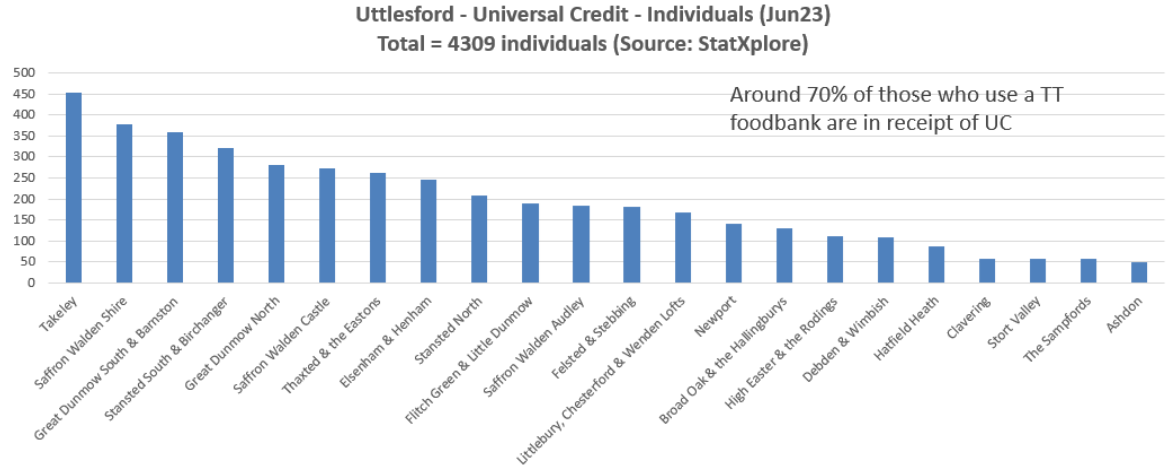
Attending Panels & Forums To Influence Decision Making – A large part of the Advocacy & Campaigns activity involves attending local panels, meetings and forums to ensure that the experiences and views of those who are living in poverty feed into and influence decision making. These include the Health & Wellbeing Board, the Employment, Economy & Skills Committee and the Local Partnership Group. Additionally, we sit on the local panel for the UK Shared Prosperity Fund, which decides and oversees spending of 'levelling up' money (c. £1M) across Uttlesford 2022-2025. Again, in all of these sessions, our data forms a key part of discussions.

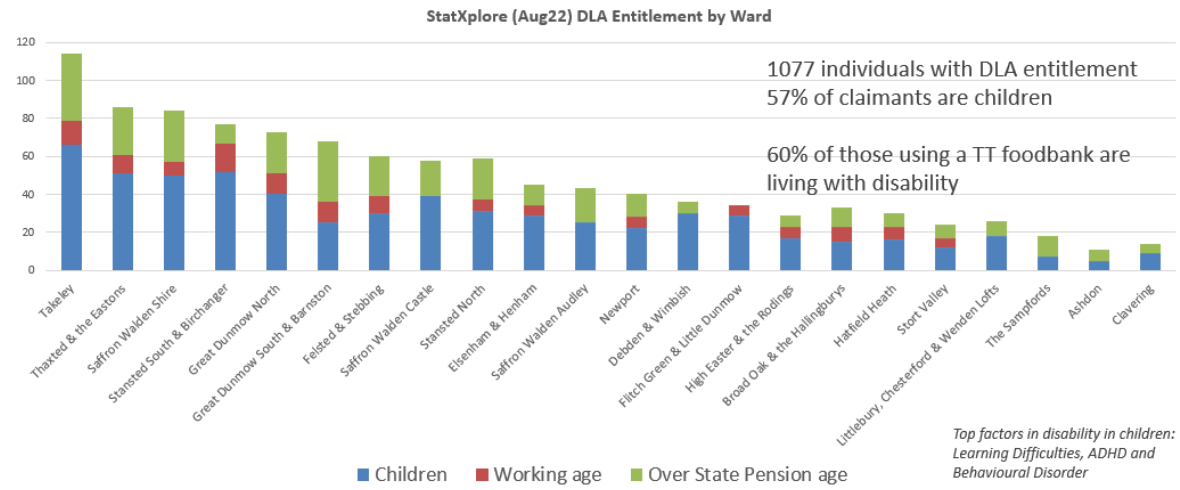
Building A Data-Led Approach – While we have access to our own data, we have also worked to sit this alongside other data that builds a picture of what's happening across Uttlesford. We know, for example, that Universal Credit and Disability feature heavily in the background causes of foodbank use. By creating graphical presentations which show this correlation, we have enhanced our reputation as a key strategic partner in the District. A number of partners now come to us asking to use our data to inform their work and support bids for funding and investment.

EMERGENCY FOOD PARCELS BY WARD

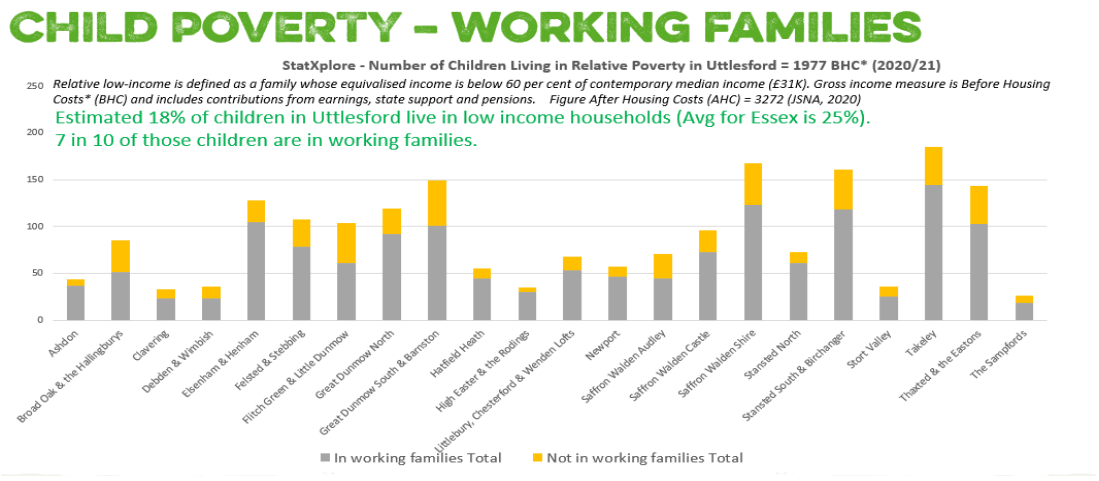


UNIVERSAL CREDIT – GENERAL





Raising Awareness Of Poverty – Uttlesford is often regarded as a 'wealthy' district, and poverty is very often hidden. Drawing on our data, we have strengthened our relationships with Councillors and Council Officers and we are regularly invited to contribute to Parish Council AGMs and other meetings across the District. This has allowed us to 'lift the lid' on what we know is happening on the ground, and build support for the broader Trussell Trust aim to reduce and even end the need for foodbanks in the UK. We have also been able to challenge common misconceptions that people may have around poverty. One of the key metrics which often surprises people is the prevalence of child poverty in Uttlesford, and the fact that this is very often in working families:



Over time, we have been able to work with our clients and gain their confidence to share stories which highlight their experiences. These stories have added huge value to our work to highlight the difficult choices and challenges faced by many across our district:



Community Engagement & Outreach - During late 2022 and early 2023 a number of hubs and warm spaces opened up across the district, in response to the emerging Cost Of Living Crisis. As well as providing a safe and warm space to spend time, it became clear that low income and poverty were also key drivers of social isolation. Building on that, our foodbank team formed a plan to create a Community Cook Club which would look to bring people together under the banner of 'healthy

budget eating' while also helping new friendships and connections to form. Our first Cook Club is planned for May 2023 and we are excited to see how this develops as an initiative.

Looking forward to 2023/24

We hope that 2023/24 will see us building on the good work that has been started during 2022/23. I have undertaken much of the work in my formal role, and the next step is to build a team of volunteers who will help build the capacity of the various individual projects. This is a new venture for our foodbank and it opens up exciting opportunities to channel the different skills and interests of our wider volunteer team. We know that difficult times lie ahead for many people across our district, and we will continue to offer practical support to help them through this. We will also continue to raise awareness of the voices of lived experience, pushing for longer term change to put more money in pockets and reduce the factors that drive the need for foodbanks.

Des Ashton

Advocacy and Campaigns Officer

Uttlesford Foodbank

Profit and loss account 01/04/2022 - 31/03/2023

	2022/2023		2021/2022	
	Unrestricted	**Restricted funds**	**Unrestricted**	**Restricted funds**
Donations				
Regular donors	£21,335.00		£10,897.18	
Corporate	£15,723.19		£7,813.98	
Community	£17,017.83		£2,025.00	
Churches	£7,984.77		£4,004.82	
Schools	£0.00		£82.50	
One-offs	£11,578.27		£6,140.50	
Councillors			£1,553.00	
Fundraising	£6,131.50			
Charities	£3,800.00			
	£83,570.56		**£32,516.98**	
Online platforms				
Virgin Net income	£0.00		£21,431.14	
CAF	£16,050.00		£7,379.70	
Amazon Smile	£120.75		£85.30	
Local Giving	£65,338.37		£15,677.86	
Corporate Giving	£135.20		£0.00	
Charitable Trust	£1,247.43			
	£82,891.75		**£44,574.00**	
Trussell				
Tesco top up	£5,954.14		£3,511.00	
Advocacy grant		£30.30		£39,030.45
FI Grant		£40,934.00		
Winter Grant		£5,000.00		
	£5,954.14	**£45,964.30**	**£3,511.00**	**£39,030.45**
Small grants		£10,575.39		
Volunteers (fils cafe)		£514.00		
Bequest	£11,354.09			
Refunds	£3,024.14		£129.08	
Interest on deposit account	£282.13		£4.92	
	£14,660.36	**£11,089.39**		
Gross unrestricted/restricted	£187,076.81	£57,053.69	£80,735.98	£39,030.45
Gross receipts		£244,130.50		£119,766.43

Payments	**Unrestricted**	**Restricted**	**Unrestricted**	**Restricted**
Admin costs				
Office	£5,190.11		£1,446.21	
Phone	£328.20		£303.96	
stationery			£158.25	

Uttlesford Foodbank

Profit and loss account 01/04/2022 - 31/03/2023

	2022/2023		2021/2022	
	Unrestricted	**Restricted funds**	**Unrestricted**	**Restricted funds**
Overheads				
Rent	£11,799.92		£9,397.94	
Insurance	£243.43		£243.43	
Warehouse	£4,714.38		£3,924.16	
Building	£6,321.60			
TT fee	£0.00		£0.00	
Lock-ups	£2,500.00		£850.00	
Covid				
Cleaners	£0.00		£2,190.00	
Mileage	£2,136.15		£2,270.93	
PPE	£0.00		£0.00	
Grant Payments				
Grant - utilities	£180.00		£1,226.75	
direct grant	£569.24		£372.88	
Rotary/SFU/UFB			£932.00	
Campaign Grant				
Campaign salary		£13,867.38		£1,369.02
Campign laptop				£646.80
Campign software		£79.99		£81.98
Pension				£50.70
Campaign Assets		£1,306.99		
Campaign expenses		£92.40		
Cook Club				
Slow cookers	£391.80			
Stock	£713.76			
Misc				
GDPR			£369.99	
Publicity			£57.00	
livery	£597.96		£602.40	
Fundraising	£70.99			
Staff				
Pension	£2,522.34		£1,105.97	£1,658.95
Salary	£12,826.83		£5,059.70	£7,589.54
Payroll	£540.00		£190.08	£285.12
HMRC	£2,590.74		£1,030.92	£1,546.38
travel & expenses				£84.60
Depots				

Uttlesford Foodbank

Profit and loss account 01/04/2022 - 31/03/2023

	2022/2023		2021/2022	
	Unrestricted	**Restricted funds**	**Unrestricted**	**Restricted funds**
Dunmow			£10.94	
Stansted			£0.00	
Food				
FFVS	£19,046.00		£13,100.00	
Stock	£21,276.98		£8,881.05	£6,000.00
christmas	£1,631.80			£1,134.80
Volunteers				
volunteers	£1,164.30		£2,349.90	
dbs	£216.00		£311.00	
training	£15.00		£300.00	
Fils		£429.35		
Van				
Purchase	£18,388.80			
Diesel	£211.84			
Signwriting	£150.00			
Upkeep	£20.00			
Insurance	£4,206.49			
Vehicle tax	£290.00			
Banking & finance				
Sum-up fee	£19.20			
returned cheque	£300.00		£651.91	
Local Giving Fee	£96.00		£96.00	
	£121,269.86	**£15,776.11**	**£57,433.36**	**£20,447.90**
Total expenses		£137,045.97		£77,881.26
Net income		£107,084.53		£41,885.17
Current - Deposit account		£155,000.00		
Interest on deposit account		£282.13		
Net income to cash account		-£48,197.60		
Assets as at 31st March 2023				
Cash				
Current accout	£91,185.61		£139,383.21	
Deposit account	£205,288.05		£50,005.92	
Food vouchers	£2,000.00			
Computing				
Laptop	£500.00		£650.00	
Printer	£2,000.00		£200.00	
Van	£16,500.00			
	£317,473.66		£190,239.13	

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name Uttlesford Foodbank		
On accounts for the year ended	31st March 2023	**Charity no (if any)**	1176230
Set out on pages	(remember to include the page numbers of additional sheets)		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

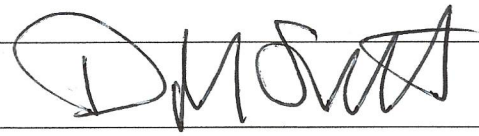
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:		**Date:**	10th January 2024
Name:	David Smith OBE		
Relevant professional qualification(s) or body (if any):	Fellow of Institute of Directors Fellow of British Computer Society Graduate Conversion Module to Chartered Accountancy (1989, EY)		
Address:	5 Adams Court Saffron Walden Essex, CB11 4DZ		

Section B	Disclosure
	Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	Disclosure: My wife, Jenny Smith, was a volunteer for Uttlesford Foodbank during the financial year ended 31st March 2023. Examination findings: - No material matters of concern have arisen. - The documentation for expenditure items has continued to improve year on year. There were no missing vouchers for expenditure in this audit. - I understand a digital accounting system (Liberty) was implemented in April 2023. It was not relied upon to produce the FY22 Accounts or provide accounting records evidence. As such the system was not included in the scope for this audit. It will be a valuable tool for the operation of the Foodbank and for future audits. - My thanks to Sophie Durlacher and her team for the excellent record keeping over the period. Recommendations: - Review the decision to rely purely on the bank statement as documentation of donations by the public outside of those via online platforms. The previous practice of acknowledging the donation to the individual also provided a side benefit of creating an audit trail for those receipts. I fully accept that this income type is relatively small element of the Foodbank's total funding and the Trustees may decide that it is proportionate to rely on the bank statement transaction. - It would be desirable to have more timely processing of Gift Aid income from HMRC for future financials years. I understand that action is already underway to claim for the last four years, and that the Liberty accounting system offers functionality to assist for future years. - The Trustees should create a Financial Governance Policy to document how the Board will enact their scrutiny of the finances. The existing excellent financial controls documentation updated in June 2023 could be incorporated in this new document. - Restricted Income which is received in financial year but spent in the following year should be recognised as a note to the Accounts. This will make more transparent the diligent action being taken to ensure it is appropriately spent and that the financial reserves in the Deposit Account are purely Unrestricted Funds. Update on FY21 report recommendations for working practices improvements: - Recommendations were all in place for FY22. However, the recommendation relating to documenting donations from the public outside of those via online platforms was discontinued mid-year by a new Treasured appointed in FY22 (who has since left).

Uttlesford Foodbank
Profit and loss account 01/04/2022 - 31/03/2023

	2022/2023		2021/2022	
	Unrestricted	Restricted funds	Unrestricted	Restricted funds
Donations				
Regular donors	£21,335.00		£10,897.18	
Corporate	£15,723.19		£7,813.98	
Community	£17,017.83		£2,025.00	
Churches	£7,984.77		£4,004.82	
Schools	£0.00		£82.50	
One-offs	£11,578.27		£6,140.50	
Councillors			£1,553.00	
Fundraising	£6,131.50			
Charities	£3,800.00			
	£83,570.56		**£32,516.98**	
Online platforms				
Virgin Net income	£0.00		£21,431.14	
CAF	£16,050.00		£7,379.70	
Amazon Smile	£120.75		£85.30	
Local Giving	£65,338.37		£15,677.86	
Corporate Giving	£135.20		£0.00	
Charitable Trust	£1,247.43			
	£82,891.75		**£44,574.00**	
Trussell				
Tesco top up	£5,954.14		£3,511.00	
Advocacy grant		£30.30		£39,030.45
FI Grant		£40,934.00		
Winter Grant		£5,000.00		
	£5,954.14	**£45,964.30**	**£3,511.00**	**£39,030.45**
Small grants		£10,575.39		
Volunteers (fils cafe)		£514.00		
Bequest	£11,354.09			
Refunds	£3,024.14		£129.08	
Interest on deposit account	£282.13		£4.92	
	£14,660.36	**£11,089.39**		
Gross unrestricted/restricted	£187,076.81	£57,053.69	£80,735.98	£39,030.45
Gross receipts		£244,130.50		£119,766.43

Payments	**Unrestricted**	**Restricted**	**Unrestricted**	**Restricted**
Admin costs				
Office	£5,190.11		£1,446.21	
Phone	£328.20		£303.96	
stationery			£158.25	

Uttlesford Foodbank
Profit and loss account 01/04/2022 - 31/03/2023

	2022/2023		2021/2022	
	Unrestricted	Restricted funds	Unrestricted	Restricted funds
Overheads				
Rent	£11,799.92		£9,397.94	
Insurance	£243.43		£243.43	
Warehouse	£4,714.38		£3,924.16	
Building	£6,321.60			
TT fee	£0.00		£0.00	
Lock-ups	£2,500.00		£850.00	
Covid				
Cleaners	£0.00		£2,190.00	
Mileage	£2,136.15		£2,270.93	
PPE	£0.00		£0.00	
Grant Payments				
Grant - utilities	£180.00		£1,226.75	
direct grant	£569.24		£372.88	
Rotary/SFU/UFB			£932.00	
Campaign Grant				
Campaign salary		£13,867.38		£1,369.02
Campign laptop				£646.80
Campign software		£79.99		£81.98
Pension				£50.70
Campaign Assets		£1,306.99		
Campaign expenses		£92.40		
Cook Club				
Slow cookers	£391.80			
Stock	£713.76			
Misc				
GDPR			£369.99	
Publicity			£57.00	
livery	£597.96		£602.40	
Fundraising	£70.99			
Staff				
Pension	£2,522.34		£1,105.97	£1,658.95
Salary	£12,826.83		£5,059.70	£7,589.54
Payroll	£540.00		£190.08	£285.12
HMRC	£2,590.74		£1,030.92	£1,546.38
travel & expenses				£84.60
Depots				

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Jane N. Jones
14 Nov 2023
Treasurer

14th Nov 2023.
Chairman

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

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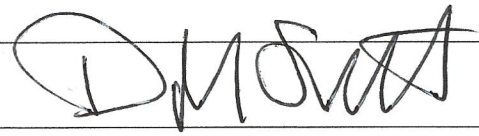
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UTTLESFORD FOODBANK

England & Wales - Charity number 1176230

Accounts

Uttlesford Foodbank

Annual report and statement of accounts

2021 – 2022

Introduction

This Annual Report presents a review of year 1st April 2021 to 31st March 2022, reporting on achievements, performance and impact, including financial performance and financial position to demonstrate the Trustees' stewardship and management of charitable funds.

As a preliminary matter, the Trustees and staff of Uttlesford Foodbank wish to express their deep appreciation of the contribution made by volunteers, staff and donors, without which no achievements would have been possible.

The Trustees are confident that, by their stewardship and management of charitable funds, Uttlesford Foodbank continues to meet the requirements around public benefit as defined by the Charity Commission. Interested parties are invited to contact us for a detailed account of the way in the charity meets these objectives by requesting our policy document.

Objective, Purposes and Activities

Uttlesford Foodbank's aim is to relieve persons in Uttlesford and the surrounding area that are in financial hardship in such ways as the trustees from time to time think fit, in particular, but not exclusively by:

- providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty.
- such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

We achieve this by distributing parcels containing food and other essentials to last, on average, seven days.

During the COVID-19 pandemic the Trustees voted to allow disbursement of funds to those in crisis, when those funds have been directly granted to us for such purposes as it was felt we were best placed to identify and work with those individuals in need. These funds were reflected as pass-through grant monies in the accounts.

Chairman's Report

As we hopefully enter into a world approaching normality, we are all of us changed by the last two years, and the Foodbank is no different. We are a much larger organisation than we ever imagined would be warranted and with that inevitably comes challenges which our amazing team have attacked with their usual professionalism and dedication.

The staff, volunteers and trustees remind me of all that is good in the world – the phenomenal commitment of all our staff and volunteers to helping others, and the tremendous generosity of our local community in their donations. I applaud you all!

Ross Mackenzie
Chair of Trustees

Feedback from our volunteers

"Uttlesford food bank is a really welcoming place to volunteer at; whether working in the warehouse or delivering to our clients, you always feel safe and appreciated. "

"Helping out at the Foodbank cheers me up every time I go in, no matter how low I might feel beforehand. I sometimes think it does me more good than I do for it. "

"I like that the Foodbank offers flexibility, there being a number of options of how and when I volunteer"

" I really enjoy delivering to clients for Food Bank. Very nice people and all very well organised. It is nice to feel one is making a difference, however small, to the lives of those in society and in our local community who are struggling"

"Great bunch of people and such a worthwhile project!"

'It's a fantastic place to volunteer. Great people to work with, always plenty to get stuck into and lots of teamwork!

"I just wanted to say that it's a great place to be with a really friendly group of people who work well together."

"It is an enlightening experience to volunteer at the food bank. You are continually awed by the generosity of the public giving assistance, whether it be food or cash, to those less fortunate in the community. And it is devastating to know there are so many people and families that need our help. And it is rewarding to know you are bringing the two together

It's a real pleasure to be able to work with a passionate and committed team who are so focussed on supporting our community in a way that always puts dignity and respect first."

"It gives me far more than I give it."

"It gives me something to make me feel I'm doing something useful."

"I made so many lovely new friends with the other volunteers."

"I look forward to each session."

"A very person-centred approach from all at the food bank. Very keen to support the volunteers at every stage. I have felt fully supported throughout the application process all the way to being in post and felt heard and listened to. "

"The people involved are remarkable to say the least and are totally committed. It's a pleasure to work with such devoted people knowing such good work is helping so many people."

Manager's report

A year into the pandemic we have settled into a good operational routine whilst maintaining high levels of health and safety and also still delivering a first-class service. We are happy to have a full volunteer team back with us as most people have been able to stop isolating since receiving their vaccines and following government advice. We have had some infections amongst volunteers but so far, no transmission within the organisation.

Donations have remained steady, and we have had an excellent Harvest period as congregations were able to return to church. Christmas was slower than in previous years but that's to be expected as people were able to focus on being with their families for the first-time post covid.

As always, we remain eternally grateful to those who donate food, money and time to help us in our endeavours. We are very lucky to be surrounded by such a supportive community.

Our new formed campaign team have been busy, running a postcard campaign to engage with our local MP, and most recently we have received a grant from Trussell Trust to recruit and employ a new Advocacy and Campaigns officer.

Financially our donations have held up well, and we find ourselves in a comfortable position which is welcome as we are increasingly needing to buy more food.

How do achieve our service levels

We have three depots in Saffron Walden, Great Dunmow and Stansted. Owing to our warehouse being Walden based the majority of our volunteers are there as well. We have nearly 90 volunteers, a doubling of pre-pandemic numbers.

Our teams in Dunmow and Stansted consist of drivers who contact clients and deliver out food to them, liaising with the warehouse for stock which is delivered to them once or twice a week. In Saffron Walden we have warehouse volunteers, drivers and parcel prep teams, working alongside admin to ensure all donations are appropriately dealt with and that there is a constant flow of food ready for clients.

In Dunmow and Stansted, we deliver five days a week Monday – Friday and in Saffron Walden we deliver three times a week: Monday, Wednesday and Friday.

We endeavour to deliver to all clients within 24 hours with the majority receiving their food on the same day as their referral

We take our referrals from agencies, and on occasion take self-referrals. Any frontline agencies are able to make referrals to us, Uttlesford Citizens Advice (UCA), Essex Social Services and Uttlesford Benefits being the largest referrers.

Statistics

Food donated

Types of food donors

Stock in type	Stock in (kg)	Stock in (% of total)
Donations from donors - Charities	557.83	1.05%
Donations from donors - Churches	1389.94	2.63%
Donations from donors - Community groups	3186.45	6.03%
Donations from donors - Corporates	5352.88	10.12%
Donations from donors - Educations	2668.41	5.05%
Donations from donors - Individual(s)	5026.38	9.51%
Donations from donors - Supermarkets	30224.29	57.16%
Purchased	4348.91	8.22%
Returns from food bank centre	119.68	0.23%
Stock Adjust	1.45	0.0%
Totals	52876.22	100%

Source of food donations

Donor name	Donor type	Stock in (kg)	Stock in (% of total)
Waitrose Saffron Walden	Supermarket	10963.38	22.649%
Tesco Saffron Walden	Supermarket	10510.47	21.713%
Tesco Great Dunmow	Supermarket	7045.32	14.555%
Anon	Individual(s)	4958.05	10.243%
Saffron Walden Town Council	Corporate	3499.88	7.23%
1st Saffron Walden Scouts	Community group	865.1	1.787%
elsenham village	Community group	830.82	1.716%
Stansted coop	Supermarket	498.2	1.029%
Aldi Saffron Walden	Supermarket	483.12	0.998%
R A Butler Inf & Jun Schools Academies	Education	467.38	0.966%
Dunmow Coop	Supermarket	369.01	0.762%
Holyrod	Corporate	358.34	0.74%
Katherine Semar Junior	Education	314.62	0.65%
Widdington village	Community group	307.56	0.635%
QD	Corporate	294.54	0.608%
Leaden Roding Primary	Education	293.75	0.607%

Dame Bradbury's School	Education	290.56	0.6%
Stansted Airport	Corporate	261.43	0.54%
Wendons Ambo village	Community group	228.62	0.472%
Clavering Primary School	Education	226.32	0.468%
Berden village	Community group	215.4	0.445%
Wendens Ambo Church	Church	212.81	0.44%
Great Easton Primary	Education	210.32	0.434%
Farnham and Rickling Primary	Charity	166.04	0.343%
great chesterford village	Community group	162.98	0.337%
Thaxted Primary School	Education	152.3	0.315%
Great Sampford Baptist Church	Church	150.44	0.311%
Berden Church	Church	147.6	0.305%
Dunmow Town Council	Corporate	146.87	0.303%
Newport Primary School	Education	135.94	0.281%
Arkesden Church	Church	135.17	0.279%
Thaxted Parish Church	Church	133.1	0.275%
1st Thaxted Guides	Community group	123.68	0.256%
Co Op Great Dunmow	Supermarket	121.68	0.251%
Great Dunmow Rotary	Community group	120.2	0.248%
Nationwide Building Society	Corporate	118.72	0.245%
St Mary's School	Education	114.34	0.236%
Tesco Saffron Walden Exp	Supermarket	112.46	0.232%
Debden Primary School	Education	104.98	0.217%
St Mary's Church, Stansted	Charity	93.82	0.194%
St Nicholas, Berden	Church	90.12	0.186%
St Mary and St Clement Clavering	Church	89.9	0.186%
Abbey Lane	Charity	86.76	0.179%
Manuden Church	Church	84.9	0.175%
Ashdon Primary School	Education	81.32	0.168%
Wicken Bonhunt Church	Church	81.3	0.168%
Manuden village	Community group	77.8	0.161%
Flexigroup Dunmow	Corporate	75.3	0.156%
Francesca Bleay	Corporate	75.0	0.155%
Foort Tayler Solicitors Dunmow	Corporate	74.86	0.155%
Littlebury Church	Church	69.9	0.144%
Crocus Nursery	Education	69.4	0.143%
Flitch Green Co op	Supermarket	69.14	0.143%

UDC staff	Individual(s)	68.33	0.141%
Chesterford and Hinxton WI	Community group	67.04	0.138%
1st Thaxted Brownies	Community group	65.24	0.135%
St John's Stansted	Church	61.52	0.127%
Chesterford Research Park	Corporate	59.28	0.122%
Wimbish Church	Charity	57.0	0.118%
Joyce Frankland Academy	Education	56.28	0.116%
Trauma Clean 24 Seven	Corporate	52.06	0.108%
Co op Flitch Green	Supermarket	51.51	0.106%
Radwinter Primary School	Education	49.32	0.102%
Clavering Nisa	Corporate	48.5	0.1%
Stansted airport hotel	Corporate	45.9	0.095%
Inter County	Corporate	43.66	0.09%
Linsells Felsted	Corporate	42.9	0.089%
Uttlesford District Council	Corporate	39.4	0.081%
Blossom Barn Nursery	Education	36.6	0.076%
Dogs Trust	Charity	36.2	0.075%
St James Church Sewards End	Charity	34.24	0.071%
Barn Nursery Thaxted	Education	33.2	0.069%
Great Chesterford Church	Church	32.2	0.067%
Thaxted Baptist Church	Church	31.34	0.065%
Takeley Rainbows	Community group	31.06	0.064%
Debden Pentecostal Church	Charity	30.3	0.063%
Debden Pre School	Education	30.14	0.062%
United Reform Church	Church	28.54	0.059%
Cafe Cornell	Corporate	28.24	0.058%
Sparrows end Farm shop	Corporate	26.88	0.056%
Salvation Army	Church	24.24	0.05%
Saffron Walden Nursery School	Charity	23.7	0.049%
Little Canfield	Community group	22.65	0.047%
5th Saffron Waldfen Cubs	Community group	20.92	0.043%
St Marys Lindsell	Church	16.86	0.035%
Trussell Trust RDC Coventry	Charity	16.85	0.035%
Pure Gym	Corporate	15.0	0.031%
saffron screen	Corporate	13.5	0.028%
Jimmy's	Charity	12.92	0.027%
Grange Home, Newport	Corporate	12.08	0.025%

RAB PTA	Community group	11.46	0.024%
Arkesden	Community group	11.08	0.023%
Stansted WI	Community group	10.8	0.022%
Well chemist	Corporate	10.24	0.021%
Amazon	Corporate	7.9	0.016%
Flitch Green	Community group	7.64	0.016%
Beavers Saffron Walden	Community group	6.4	0.013%
Onestop Dunmow	Corporate	2.4	0.005%
Bell Day Nursery	Education	1.64	0.003%
Totals		48406.18	100%

Food distributed

Overall stock distribution

Distributed to	Amount (KG)
Direct from warehouse to client	25844.89
Supplied to 'Dunmow'	15064.42
Supplied to 'Stansted'	10370.14
For disposal (OOD/damaged)	624.34
Shared with other local food schemes	4386.92

Vouchers distributed

Overall voucher usage

Food Bank Centre	No. vouchers fulfilled	No. vouchers fulfilled (%)	Adults	Adults (%)	Children	Children (%)	Total	Total (%)
Dunmow	261	22.54%	381	22.01%	267	19.45%	648	20.88%
Stansted	163	14.08%	238	13.75%	214	15.59%	452	14.56%
Uttlesford Foodbank	733	63.3%	1110	64.12%	888	64.68%	1998	64.37%

Family size and vouchers fulfilled

Size of family	No. vouchers fulfilled	No. vouchers fulfilled (%)
Couple	127	10.97%
Family	217	18.74%
Other	104	8.98%
Single	395	34.11%

Single Parent	315	27.2%

Age group distribution

Age Group	Number of people
Adults (17 - 24 yrs)	228
Adults (25 - 64 yrs)	1442
Adults (Over 65 yrs)	57
Adults (unknown age)	4
Children (0 - 4 yrs)	409
Children (12 - 16 yrs)	313
Children (5 - 11 yrs)	651
Children (unknown age)	0

Vouchers distributed and reasons for referral

Reason	No. Vouchers fulfilled	Adults	Adults (%)	Children	Children (%)	Total
Benefit Changes	64	95	53.37%	83	46.63%	178
Benefit Delays	93	142	64.55%	78	35.45%	220
Debt	182	284	53.89%	243	46.11%	527
Delayed Wages	1	3	100%	0		3
Domestic Violence	21	29	40.28%	43	59.72%	72
Homeless	44	50	75.76%	16	24.24%	66
Low Income	672	1004	55.01%	821	44.99%	1825
NRPF	7	8	72.73%	3	27.27%	11
Other	6	9	75%	3	25%	12
Sickness	68	107	56.32%	83	43.68%	190

Voucher distribution across wards in Uttlesford

Ward	No. Vouchers fulfilled	Adults	Adults (%)	Children	Children (%)	Total
Saffron Walden Shire	131	217	52.93%	193	47.07%	410
Stansted South & Birchanger	144	224	64%	126	36%	350
Elsenham & Henham	96	144	45.28%	174	54.72%	318
Great Dunmow South & Barnston	162	201	63.61%	115	36.39%	316
Takeley	101	159	61.63%	99	38.37%	258
Saffron Walden Castle	75	118	64.48%	65	35.52%	183
Thaxted & the Eastons	44	81	51.27%	77	48.73%	158

Great Dunmow North	65	84	53.5%	73	46.5%	157
Stansted North	56	70	45.45%	84	54.55%	154
Saffron Walden Audley	48	83	54.61%	69	45.39%	152
Flitch Green & Little Dunmow	38	73	52.52%	66	47.48%	139
Newport	56	65	58.04%	47	41.96%	112
Felsted & Stebbing	28	56	55.45%	45	44.55%	101
Debden & Wimbish	15	25	37.88%	41	62.12%	66
High Easter & the Rodings	22	29	52.73%	26	47.27%	55
Littlebury, Chesterford & Wenden Lofts	20	23	62.16%	14	37.84%	37
Broad Oak & the Hallingburys	11	16	47.06%	18	52.94%	34
Hatfield Heath	10	15	51.72%	14	48.28%	29
Unknown	9	12	44.44%	15	55.56%	27
NFA	8	10	58.82%	7	41.18%	17
Clavering	6	8	88.89%	1	11.11%	9
The Sampfords	4	8	100%	0		8
Ashdon	4	4	66.67%	2	33.33%	6
Duxford	2	2	50%	2	50%	4

Referrals by agency

Referral Agency	Dunmow	Stansted	Uttlesford Foodbank	Total
Citizens' Advice Bureau	133	88	372	593
Essex Social Services	35	28	97	160
Uttlesford Foodbank	21	10	62	93
UCAN	25	9	41	75
Uttlesford Benefits	7	4	25	36
Bromfield House	0	0	32	32
Little Goslings	1	2	19	23
Uttlesford Housing Department	7	8	8	23
Make Lunch	2	0	16	18
Spangles Nursery	1	4	4	9
Help through Hardship	2	1	5	8
Katherine Semar School	0	0	8	8
Bishop Stortford Foodbank	2	1	3	6
Mind	4	0	1	5
National Probation Service	4	0	1	5

Essex Partnership university Trust	1	0	3	4
National Probation Service (formerly Essex Probation)	1	0	3	4
Saffron Walden Almshouses	0	0	4	4
Crocus Medical Practice	2	0	1	3
Essex Social Services, Harlow	0	1	2	3
Integrated Mental Health Practitioners & Coaches	3	0	0	3
Metropolatain Thames Valley Housing	0	0	3	3
Essex County Council Children & Families (Social Care)	2	0	0	2
Christians Against Poverty	0	0	2	2
Metropolitan Mental Health	0	0	2	2
Peabody	2	0	0	2
Probation Service	0	0	2	2
St Laurence Church Blackmore	0	0	2	2
Stansted Surgery	0	0	2	2
Streets2Homes	0	1	1	2
CA Manchester	0	0	1	1
Cambridge City Council Housing Advice Service	0	1	0	1
Chelmer Housing Partnership	1	0	0	1
Citizens Advice Haringey	0	0	1	1
Clarion Futures Money Guidance and Support	0	1	0	1
ECC EPUT Home Treatment Team - Mid Essex	1	0	0	1
Elsenham Primary School	0	1	0	1
Elsenham Primary School	0	1	0	1
Essex Police Street Triage Team	0	0	1	1
Family Mosaic	1	0	0	1
Home Start Essex	0	0	1	1
Integration Support Services	0	0	1	1
Open Road (Essex)	0	1	0	1
Peabody OLD	1	0	0	1
Phoenix Futures	0	0	1	1
Provide CiC, Moulsham Lodge Clinic	1	0	0	1
Salvation Army	0	0	1	1

South Cambridgeshire District Council - Housing Benefits Service	0	0	1	1
St Mary's Primary School, Great Dunmow	0	0	1	1
Swan Housing	0	0	1	1
The Meadows Children & Family Wing	0	0	1	1
The Next Chapter	1	0	0	1
The Uttlesford Community Hub	0	0	1	1
West Essex Young Offenders Service	0	1	0	1

Uttlesford Foodbank
Profit and loss account 01/04/2021 - 31/03/2022

	2021/2022		2020/2021	
	Unrestricted	**Restricted funds**	**Unrestricted**	**Restricted funds**
Donations				
Regular donors	£10,897.18		£5,536.00	
Corporate	£7,813.98		£7,378.67	
Charities	£2,025.00		£5,169.38	
Churches	£4,004.82		£2,961.98	
Schools	£82.50		£11,435.00	
One-offs	£6,140.50		£32,169.55	
Councillors	£1,553.00		£2,555.92	
	£32,516.98			
Online platforms				
Virgin Net income	£21,431.14		£85,121.21	
CAF	£7,379.70			
Amazon Smile	£85.30			
Local Giving	£15,677.86			
	£44,574.00			
Trussell				
Tesco top up	£3,511.00		£908.44	
Advocacy grant		£39,030.45		
	£42,541.45			
Grants 2020/21				£37,152.30
Refunds	£129.08		£247.92	
Repayments/mispayments			£1,533.54	
Interest on deposit account	£4.92			
Total unrestricted/restricted	£80,735.98	£39,030.45	£155,017.61	£37,152.30
Total receipts		£119,766.43		£192,169.91

Payments			**Unrestricted**	**Restricted**
Admin costs				
Office	£1,446.21		£1,230.52	
Phone	£303.96		£209.45	
stationery	£158.25			
Overheads				
Rent	£9,397.94		£6,374.92	
Insurance	£243.43		£243.43	
Warehouse	£3,924.16		£4,698.54	
Building				£5,064.03
TT fee	£0.00		£0.00	
Lock-ups	£850.00			
Covid				
Cleaners	£2,190.00		£2,600.00	
Mileage	£2,270.93		£2,526.29	
PPE	£0.00		£993.65	

Uttlesford Foodbank
Profit and loss account 01/04/2021 - 31/03/2022

	2021/2022		2020/2021	
	Unrestricted	**Restricted funds**	**Unrestricted**	**Restricted funds**
Grant Payments				
ECC councillors				£5,455.95
2020-21 misc				£4,444.26
Grant - utilities	£1,226.75			
direct grant	£372.88		£355.00	
Rotary/SFU/UFB	£932.00			
Trussell Grant				
Campaign salary		£1,369.02		
Campign laptop		£646.80		
Campign software		£81.98		
Pension		£50.70		
Misc				
GDPR	£369.99			
Publicity	£57.00		£45.00	
livery	£602.40			
Staff				
Pension	£1,105.97	£1,658.95		£2,276.28
Salary	£5,059.70	£7,589.54		£13,479.73
Training				£97.50
Payroll	£190.08	£285.12		£475.20
HMRC	£1,030.92	£1,546.38		£305.28
travel & expenses		£84.60		
Depots				
Dunmow	£10.94		£313.11	
Stansted			£0.00	
Food				
FFVS	£13,100.00		£3,808.60	
Stock	£8,881.05	£6,000.00	£9,990.24	
christmas		£1,134.80		
Volunteers				
volunteers	£2,349.90		£524.75	
dbs	£311.00		£345.00	
training	£300.00			
Banking & finance				
mispayment from Trussell			£2,033.54	
returned cheque	£651.91		£100.00	
Banking Fee	£96.00			
	£57,433.36	**£20,447.90**	**£36,392.04**	**£31,598.23**
Total expenses		£77,881.26		£67,990.27

Uttlesford Foodbank
Profit and loss account 01/04/2021 - 31/03/2022

	2021/2022		2020/2021	
	Unrestricted	Restricted funds	Unrestricted	Restricted funds
Net income		£41,885.17		£124,179.64

Assets as at 31st March 2022

Cash	
Current accout	£139,383.21
Deposit account	£50,005.92
Computing	
Laptop	£650.00
Printer	£200.00
	£190,239.13

sophie Durlacher
Temporary treasurer
14th November 2022

richard porch
richard porch (Nov 15, 2022 10:03 GMT)
Chair

Nov 15, 2022

accounts_2021_22

Final Audit Report 2022-11-15

Created:	2022-11-14
By:	sophie Durlacher (sophiedurlacher@uttlesford.foodbank.org.uk)
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Transaction ID:	CBJCHBCAABAANas8R4xoGeW0y25yGEfHiYRXc4srtR7U

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CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name Uttlesford Foodbank		
On accounts for the year ended	31st March 2022	**Charity no (if any)**	1176230
Set out on pages	(remember to include the page numbers of additional sheets)		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

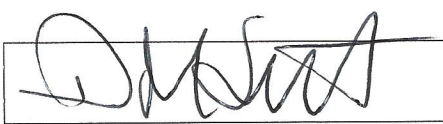
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:		**Date:**	15th January 2023
Name:	David Smith OBE		
Relevant professional qualification(s) or body (if any):	Fellow of Institute of Directors Fellow of British Computer Society Graduate Conversion Module to Chartered Accountancy (1989, EY)		
Address:	5 Adams Court Saffron Walden Essex, CB11 4DZ		

Section B	Disclosure
	Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	Disclosure: My wife, Jenny Smith, was a volunteer for Uttlesford Foodbank during the financial year ended 31st March 2022. Examination findings: - No material matters of concern arising. - Recommendations from prior year Examiners Report have been implemented allowing a markedly more efficient audit process. The documentation for expenditure items continues to improve year on year. There were no missing vouchers found for expenditure in this audit. - My thanks to Sophie Durlacher and her team for the very effective implementation and compliance over the year. Recommendations for working practices improvements: - The actions taken post the FY20 Examiners Report to enable the reconciliation of donations to origin made a material difference in the audit for FY21. The reporting from the Virgin platform was challenging to reconcile to the bank account during the audit. However, it is noted this gifting platform is no longer being used by the Foodbank. There continue to be challenges in reconciling individual donations by cheque or bank transfer to corroborating evidence, although the thank you letter process implemented during the year materially improved the position. Aside from the goodwill benefits and encouraging future donations this working practice provides a clear audit trail. - Volunteer expenses mostly, but not consistently, claimed via the expense form during the year. This is an area for improvement in FY22. - It may be helpful to implement a separate cover sheet template for items of expenditure and for income received.

UTTLESFORD FOODBANK

England & Wales - Charity number 1176230

Accounts

Uttlesford Foodbank

Annual Report and statement of accounts 2020 – 2021

Running a Foodbank during the COVID-19 Pandemic







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Introduction

This Annual Report presents a review of year 4th April 2020 to 3rd April 2021, reporting on achievements, performance and impact, including financial performance and financial position to demonstrate the Trustees' stewardship and management of charitable funds.

As a preliminary matter, the Trustees and staff of Uttlesford Foodbank wish to express their deep appreciation of the contribution made by volunteers, staff and donors, without which no achievements would have been possible.

The Trustees are confident that, by their stewardship and management of charitable funds, Uttlesford Foodbank continues to meet the requirements around public benefit as defined by the Charity Commission. Interested parties are invited to contact us for a detailed account of the way in the charity meets these objectives by requesting our policy document.

It is our aim that this report stands as testament to the extraordinary work carried out by the volunteers, staff, donors and supporters of Uttlesford Foodbank during the COVID-19 pandemic.

Objective, Purposes and Activities

Uttlesford Foodbank's aim is to relieve persons in Uttlesford and the surrounding area that are in financial hardship in such ways as the trustees from time to time think fit, in particular, but not exclusively by:

- providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty.
- such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

We achieve this by distributing parcels containing food and other essentials to last, on average, seven days.

During the COVID-19 pandemic the Trustees voted to allow disbursement of funds to those in crisis, when those funds have been directly granted to us for such purposes as it was felt we were best placed to identify and work with those indviduals in need. These funds were reflected as pass-through grant monies in the accounts.

Chairman's Report

It is difficult to find the correct adjective to describe the past year, not just for the Foodbank, but for the world at large. The emergence of Covid-19 and the subsequent lockdowns and Government guidance were like nothing we have faced before at the Foodbank.

Over the course of the last year, our manager, coordinator, team leaders and volunteers have had to completely change the way that we operate, from changing the layout of the warehouse, managing volunteers and following new Covid protocols, through to switching from an in-person model to an entirely delivery-based service. All of this was managed against the backdrop of many of our pre-Covid volunteers being instructed to self-isolate, and the need to find and train a new set of volunteers as well as an ever-shifting set of Government guidance and the need to keep all of our people and clients safe. The fact that we have been able to continue to provide food to those in need without interruption has only been possible due to the hard-work and dedication of all those involved.

In amongst the gloom of newspaper coverage of the pandemic and lockdown, the Foodbank has reminded me of all that is positive – the phenomenal commitment of all our staff and volunteers to helping others, and the tremendous generosity of our local community in their donations. I applaud you all!

Ross Mackenzie
Chair of Trustees

Volunteer Coordinator's Report

The Foodbank currently has 87 active volunteers. Their roles include driving, food organising in the warehouse, trustees, Foodbank manager, warehouse manager, volunteer coordinator, session leaders and delivery coordinators. We also have a volunteer outreach worker and another who updates our social media. One of our volunteer's is a carpenter and is an extremely valuable man to have around when shelves need building. Another volunteer solves all our IT problems and has set up some excellent systems for us throughout the year. Some volunteers are based in Saffron Walden but there is also a team in Dunmow and another in Stansted. I think this demonstrates what a complex operation running a foodbank is and how it works by drawing on the extensive skills of all those wonderful 87 people.

Many volunteers have continued with their tasks throughout the lockdowns and challenging times of the Covid pandemic. Some have had to shield for periods but have often taken on admin tasks they could carry out from the safety of their own home. We have had temporary volunteers who have now returned to work, but all the current volunteers have become permanent. The one thing we have never been short of during this year is offers of help. Uttlesford residents have come forward throughout this time to offer their help and continue to do so.

Apart from providing an excellent service to our clients the volunteers have been undertaking online training. All volunteers complete a safeguarding course, and some have also done First Aid this year.

Our induction process has been developed to include a video introduction to the Trussell Trust and the foodbank and an induction checklist for those helping in the warehouse. This follows the recruitment process which includes providing two references, signing a confidentiality agreement and a safeguarding statement, and having a DBS check.

Our volunteers were brave to come to the foodbank at the height of the pandemic, they have worked relentlessly to ensure a continuous supply of food and they are fantastic people to work with. Some of the comments from this year's volunteer's questionnaire illustrate what a great place the foodbank is.

"It's a great team and I enjoy volunteering with you all very much."

"I've only been back for a few shifts and have missed it terribly. Lovely to be back"

"I've found volunteering at the foodbank a great experience. I think it is run incredibly well with a brilliant bunch of people leading it! I can't imagine a place run with more thoughtfulness and kindness!"

Lesley Murdoch
Volunteer Co-ordinator

Project Manager's Report

Overview

We have had two central aims since April 2020, to keep our volunteers and staff safe and to keep our clients fed. We have achieved this and at the end of year had had no cases of COVID among our teams and had managed to re-structure and re-organise our operations from the ground up to ensure that we could carry on operating throughout the pandemic and continue to deliver a first-class service.

March 2020 also marked the start of our first paid member of staff. Steph Maxwell joined us just before the pandemic and a baptism of fire is the only way to describe her start with us. Handing someone with no knowledge of our systems, all our operations and saying, "let's rip them up and start again from the ground up to deal with this thing".

We had two things going for us heading into the pandemic, we already had a delivery system in place as we have always done deliveries owing to the geographic spread of our region and the inability of some of our clients to reach one of our depots. Second, we already have an online referral system as our agencies use Uttlesford Frontline.

The challenges we faced were:

- losing a significant proportion of our volunteers overnight due to shielding;
- lack of food on the shelves in the first few weeks;
- people being unable to shop;
- closure of our depots in Stansted and Dunmow;
- closure of Saffron Walden to clients;
- sudden increase in clients;
- social distancing in the warehouse.

How did we handle these challenges?

Volunteers shielding

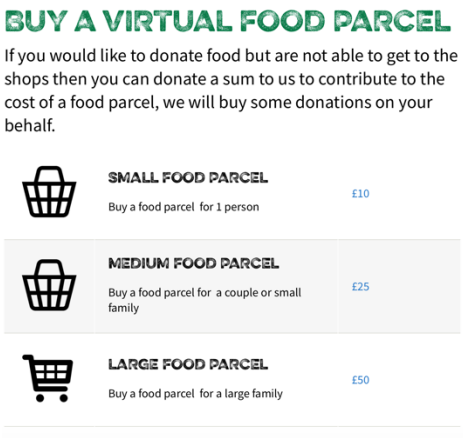
We put a call out on social media and also created a specific area on our website with COVID information and recruited nearly 50 volunteers overnight. We simplified our procedures so that we could quickly train new volunteers and so that anyone could communicate to volunteers what needed to be done without the need for a team leader to be present. We managed to train a whole new cohort of volunteers in 10 days.

Lack of food on the shelves in the first few weeks

The first few weeks were scary, there was little food on the shelves, and we had a sudden influx of clients and a time of year we would expect to have a full warehouse, we were looking at empty crates and no idea how we would fill them. Thankfully this situation did not last long. As soon as the supermarkets were able to sort out their supply chain and start to fill their shelves again, the donations started and did not stop. We had never seen such an outpouring of generosity. In a time of panic and anxiety people thought about how they could help others.

People being unable to shop

For those unable to shop we set up an online virtual basket of food which they could purchase, this money went into our restricted funds and was used to supplement stock throughout the year.



Closure of our depots in Stansted and Dunmow

We are inordinately grateful to two of our volunteers, Clare Peace and Anne Backhouse who opened up their garages in Stansted and Dunmow respectively. This enabled us to carry on our deliveries uninterrupted.

Closure of Saffron Walden to clients

As part of the new cohort of volunteers we asked for drivers and changed all our operations to a delivery system, with a team of 3 drivers turning up every day to do doorstep deliveries. We replicated this model across all three depots.

Sudden increase in clients

Initially we had to decrease the size of parcels issued as we struggled with stock control with an influx of people who suddenly lost all income over night, especially people how were self-employed or had relied on informal networks for support. As food donations started to increase, we were able to increase the size of food parcels back to their usual size. We then implemented the seven-day parcels as designed by Trussell Trust. This enabled us to minimise the number of referrals required and in turn the number of journeys and interactions between people. To a large extent we have maintained this model.

Social distancing in the warehouse

Being able to have a maximum of 3 volunteers proved a challenge, we had to go from having 6-8 volunteers to half that at any one time. From having two-hour sessions three times a week. We split the day into 3 two-hour sessions, and we ran these throughout the week, plus Steph and then different volunteers handling parcel despatch.

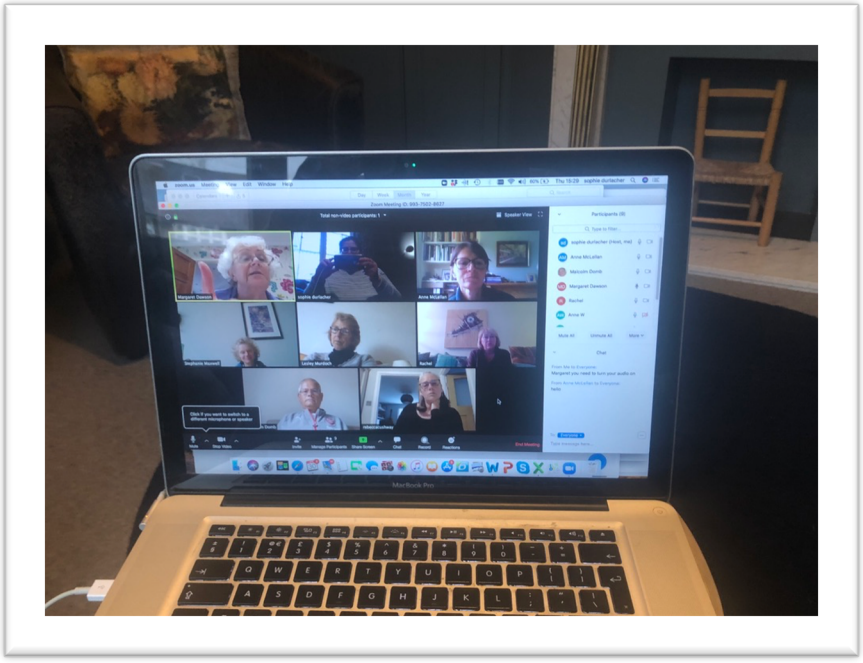
Six volunteers three times a week covering the warehouse and dealing with clients gave us 36 hours a week – we then went up to approx. 75 hours a week just handling the warehouse and parcel despatch alone, plus drivers.

We changed the layout of the warehouse so that everyone had their own table and worked on the flow of goods in and out so that there was minimal movement around the warehouse and trying to minimise how many times items were touched in between them arriving and going out again to a client. We're not there yet, but we have learned a lot about logistics and good warehouse management and stock control.

Throughout the pandemic our volunteers went above and beyond every day without complaining to keep us going. Those who weren't shielding and already knew the ropes covered shift after shift and unfailingly stepped up. We will forever be indebted to them for their dedication and commitment to our clients.

Sophie Durlacher
Manager

"We were needed more than ever, it never occurred to me not to come in, the team did everything possible to keep us safe and I never felt at risk"



Our first zoom team meeting

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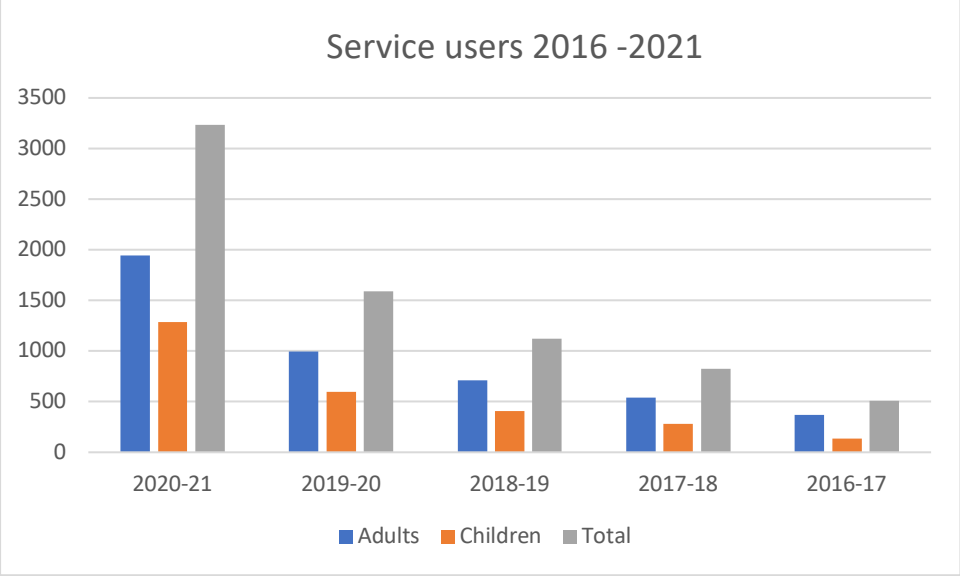
Usage and Statistics

In order to understand the impact of COVID-19 the usage statistics must be looked at in the context of the previous five years to see the surge in numbers. We already have some data for 2021 – 2022 and it looks as if there will be a continued increased in usage without necessarily the continued increase in donations.

Referrals

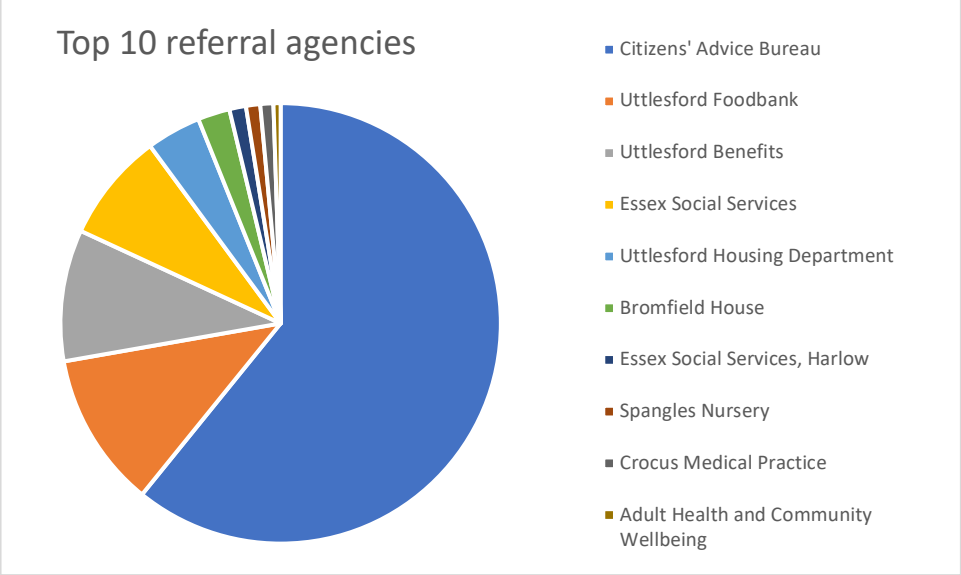
Vouchers filled	1193
Adults fed	1946
Children fed	1288
Total	3234

The graph below shows the sudden increase in usage during 2020 – 21. There had been steady organic growth over the previous years, as Foodbanks became more established, and we became more widely known to agencies and the community. The introduction of Universal credit in 2017 in Uttlesford saw the first real increase in numbers, and since then we anticipated annual growth of approximately 40% but this year saw an increase of over 100% from the previous year.



Referral Agencies

Agency	Number of referrals
Citizens' Advice Bureau	699
Uttlesford Foodbank	131
Uttlesford Benefits	111
Essex Social Services	92
Uttlesford Housing Department	46
Bromfield House	27
Essex Social Services, Harlow	14
Spangles Nursery	12
Crocus Medical Practice	11
Adult Health and Community Wellbeing	6



Other agencies referring to us include: Little Goslings, Metropolitan Mental Health, St Mary's Primary School, Great Dunmow, West Essex Young Offenders Service, Essex Alcohol Recovery Community, Fairycroft Children's Centre, Genesis Housing Association, Mind, Saffron Walden Almshouses, The Uttlesford Community Hub.

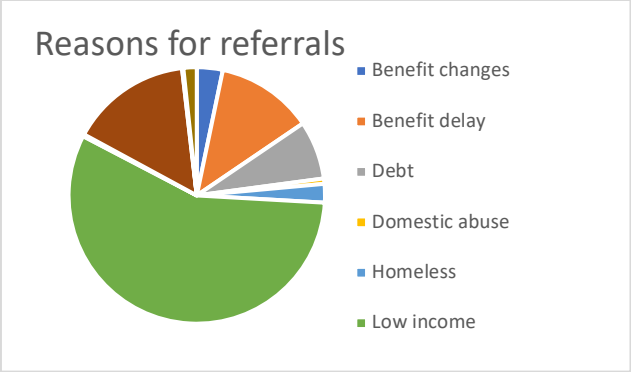
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Reasons for using a Foodbank

Our data for reasons behind foodbanks isn't 100% reliable. Before we are able to analyse it, it goes through two data systems using slightly different criteria and sometimes requires a subjective appraisal of the best fit. We also rely on agencies giving us an accurate interpretation of the information given to them by clients, who themselves may not be fully aware of the complexity of their circumstances.

Over time we are working to establish a reliable data set which takes both quantitative and qualitative criteria into account.

Reason	No. of referrals
Benefit changes	39
Benefit delay	146
Debt	88
Domestic abuse	8
Homeless	28
Low income	677
No recourse to public funds	3
Other	182
Refused short term benefit advance	2
Sickness/ill health	20



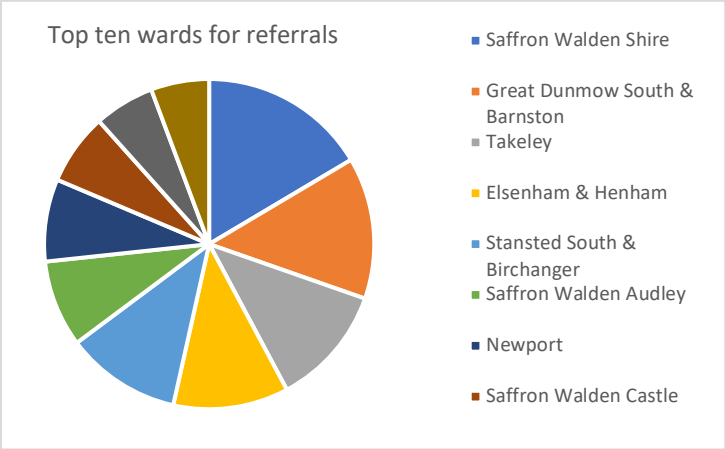
Impact of Covid

The impact of COVID -19 is difficult to measure statically for our clients as a indirect cause but for those respondents (1000 out of 1193) who were asked if COVID-19 was a factor nearly 30% said yes.

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Usage across wards

Ward	Referrals	Ward	Referrals
Saffron Walden Shire	153	Debden & Wimbish	23
Great Dunmow South & Barnston	129	Homeless	19
Takeley	110	Broad Oak & the Hallingburys	17
Elsenham & Henham	105	Ashdon	8
Stansted South & Birchanger	105	Stort Valley	8
Saffron Walden Audley	79	Duxford	7
Newport	75	Hatfield Heath	5
Saffron Walden Castle	65	The Sampfords	4
Stansted North	55	Clavering	3
Great Dunmow North	53	Ermine	1
Thaxted & the Eastons	35	Moulsham and Central	1
High Easter & the Rodings	34	Royston Heath	1
Felsted & Stebbing	30	Royston Palace	1
Flitch Green & Little Dunmow	27	Whittlesford	1
Littlebury, Chesterford & Wenden Lofts	25	Yeldham	1

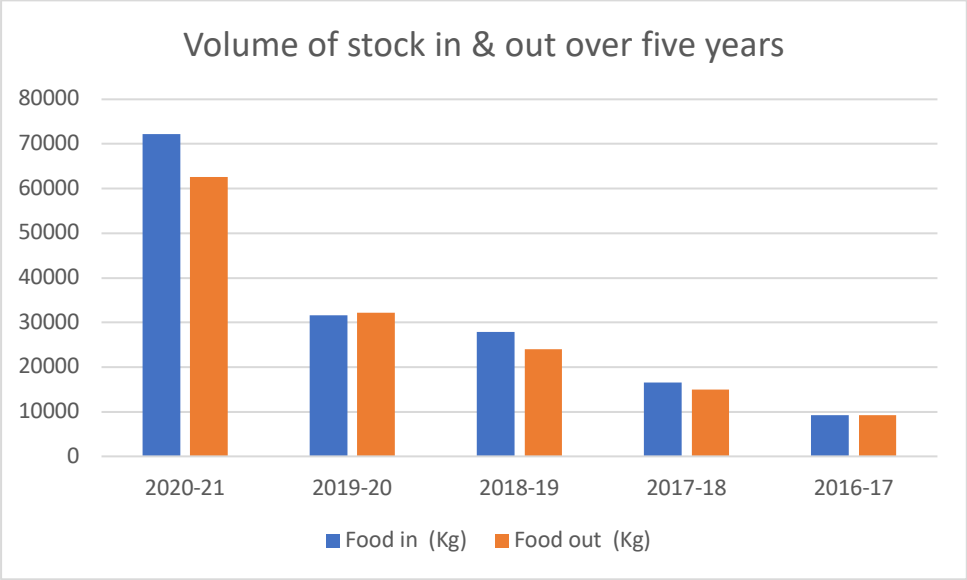


Stock Levels

Stock in	72177 kg
Stock out	62647 kg*
Stock as of 1st April 2020	9856 kg
Stock as of 31st March 2021	11423 kg

*Stock out is approximate as for the first month of the pandemic we took averages of parcels so as to simply processes, we reinstated them during May 2020 and then did a stock take April 2021 to enable a stock adjustment in the DCS.

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Reviewing the past five years we can see just how much our stock management requirements have grown. From 9,000kg in 2016/17 to over 70,000kg in 2020/21 including 16,500kg in December 2020 alone.

During a time of great need this volume of donations was truly spectacular but not without its challenges, our warehouse space was not adequate to deal with such stock levels, the need for keeping the warehouse clear to maintain social distancing plus the sheer workload in handling twice the amount of stock we would normally process in a year. New Life Church and Bearwalden Gym stepped in and offered us space whilst they were closed during the first lockdown.

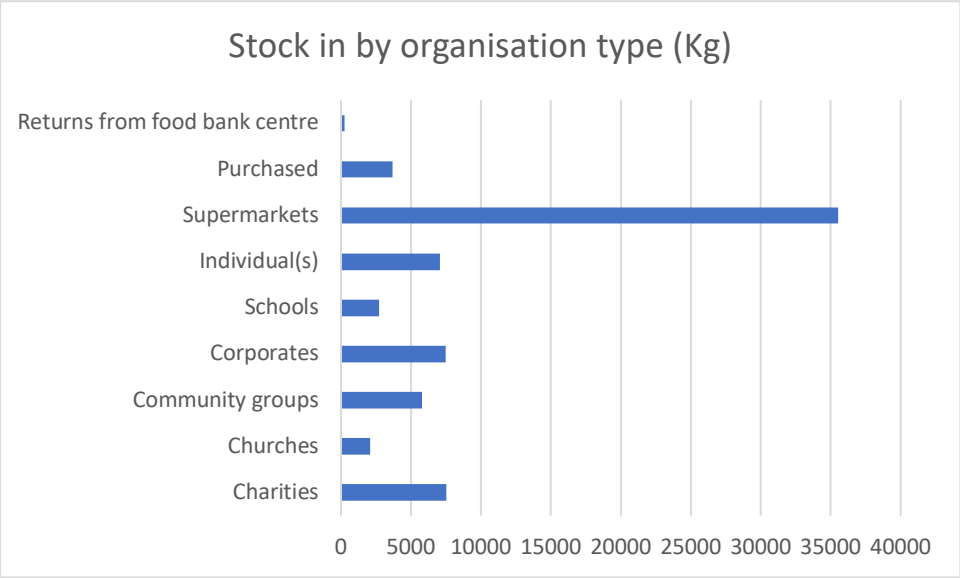
We were also offered some warehouse space for free in the centre of Walden, this coupled with two shipping containers enabled us to juggle stock until we could reduce it all to more manageable levels. Thanks, must be given to Anne Mclellan for knowing where everything was at any given time.

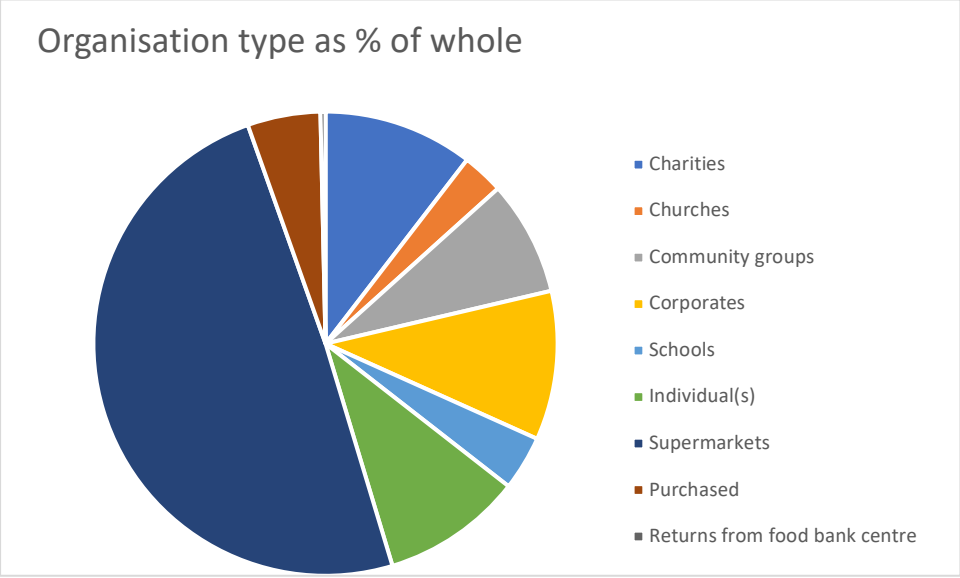


Some of the stock from the Tesco national delivery scheme stored at Bearwalden Gym

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Donors





Charities

Donor name	Stock in (kg)
Saffron Walden Round Table	5,709.99
Stansted Foodbank	608.37
Dunmow Round Table	603.65
Great Dunmow Rotary	222.85

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Saffron Walden Round Table

With carnival cancelled and no fireworks display either Saffron Walden put their heads together to see how they could support those most in need. Armed with a truck, a DJ and some very cold beers they harnessed a summer equivalent of Santa's sleigh and over two weekends they went round Saffron Walden and surrounding villages collecting food as they went, the first one in June was such a success they repeated it again in November in place of fireworks. They averaged 1 tonne of food each day they did it, for the grand total of nearly 6 tonnes throughout the year. We are so grateful to Lee Sanders and everyone at the Round Table for all their hard work.





Churches

With churches closed for worship, they were unable to provide the usual level of support but harnessed the resources they had at their disposal to help where they could. The fact that most churches still managed to hold remote Harvest festivals and organise collections for us is very much appreciated. The parishioners of St Nicholas Berden organised regular collections for us and over the year donated nearly 500kg.

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A resident of Moat House Care Home, Little Easton helps present us with their Harvest donation.

Community Groups

The fact that one village, Elsenham is our largest donor after supermarkets and corporate donors must be celebrated. Their efforts have been astounding, week on week deliveries arrived, spearheaded by one of our trustees Petrina Lees. They have collected over 2,500kg for us over the year and we cannot thank all the people involved enough.

Newport Cricket Club ran a great scheme, where villagers could bring donations to the cricket club and they collected nearly 1,000 kg in total which is an incredible for a one-off community event.

Other villages which have done regular collections have been Manuden, Berden, Clavering, Widdington.

Corporate

Holroyd Components

Every year, Holroyd Components give us £1,000 worth of food at Christmas time, this was started a few years' ago by Lucy Paulyn (pictured) who wanted to raise some money among staff to help us and her managing director was so impressed he offered the generous sum of £1,000. This year Lucy had to be creative as online orders were limited so a bit of shopping around and buying stock in from various sources enabled them to deliver on their promise. We are very grateful for everything Holroyd do to support us throughout the year.

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Weston Homes

When Weston rang us and said they had a donation to drop off, they were given the usual information about dropping off in the black crate if no-one was around, they explained it was a bit more than a crate's worth. 3,6000 kg of food required a shipping container rather than a crate to store it all.





Stansted airport

Even though staff were furloughed and their usual source of donations dried up – the marmite donors as we call them still managed to help us. Stansted usually donate confiscated goods from hand-luggage hence the marmite nickname as it seems to be the number one item trafficked by ex-pats but people aren't aware it's classed as a liquid so can't go in their hand luggage. Donations totalled 500kg from Stansted airport staff.

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Schools

Considering what schools were contending with during the pandemic it is astounding that they managed to also arrange collections at harvest and Christmas. We managed to produce interactive PowerPoints for primary schools in place of the assemblies we would normally do, and we also turned up in more than one classroom via the magic of zoom.

We received the following donations from schools in the district and we couldn't be more grateful.

School	Donations (Kg)
R A Butler Inf & Jun Schools Academies	673.19
Dame Bradbury's School	416.65
Rodings School	378.44
Saffron Walden County High School	264.4
Radwinter Primary School	188.35
Flitch Green Academy	174.25
Helena Romanes School	172.25
Joyce Frankland Academy	156.5
Newport Primary School	125.95
Henham & Ugley Primary School	99.55
Ashdon Primary School	65.75
Bell Day Nursery	31.05

Supermarkets

Supermarket	Donations (Kg)
Waitrose Saffron Walden	13,131.07
Tesco Saffron Walden	10,518.17
Tesco Great Dunmow	7,488.13
Tesco national	2,422.85
Co-Op Great Dunmow	901.28
Stansted coop	645.56
Co-Op Flitch Green	235.81
Tesco Saffron Walden Exp	173.95

Behind the totals from supermarkets are thousands of individuals who whilst contending with queues, shortages, masks and general anxiety still thought to donate to one of our PCPs. The supermarkets helped advise us how we could collect when you could no longer stroll in to pick up our crates, allowing our drivers to avoid queues.

We would like to thank all our donors listed below plus all the anonymous individuals who made the effort to donate to us either via a supermarket or directly.

Abbey Lane URC, Addenbrookes MDT ,Ananta Restaurant, Arkesden Church, Ashdon Primary School, Associated beverage Ltd, Saffron Walden Baptist Church, Bell Day Nursery, Berden village, Cadburys, Carver Barrack, Chesterford Research Park, Co-Op Flitch Green, Co-Op Great Dunmow, Co-Op Stansted, Dame Bradbury's School, Duddenhoe End village, Dunmow Round Table, Dunmow Rovers, Dunmow Sandwich Shop, Elsenham village, Essex Carers, Fareshare, Flitch Green Academy, Francis Belay Art, Great Chesterford Church, Great Dunmow Rotary, Great Dunmow Town Council, Hadstock Village, Helena Romanes School, Hempstead Harvest festival, Henham & Ugley Primary School, Holroyd Components, Joyce Frankland Academy, Just Gym, Kevin Henry Estate Agents, Langley Upper Green, Langley, St John the Evangelist, Linsdells Felsted, Littlebury Church, Manuden Church, Mocha Café, Newport cricket club, Newport Primary School, Newport VE Day Collection, Operation Shield boxes, Pasta Man Shire Hill, Patanegra, Pet food charity, Pure Gym, QD, R A Butler Inf & Jun Schools Academies, Radleys, Radwinter Primary School, Railway Community Pub, Roding parishes, Rodings School, Saffron Hall, Saffron screen, Saffron Walden Building Society, Saffron Walden County High School, Saffron Walden Round Table, Saffron Walden Town Council, Saffron Walden Weekly, Saffron Wholefoods, St James Church Sewards End, St Johns Rickling, St Marys Church Dunmow, St Marys Saffron Walden, St Nicholas, Berden, Stansted Airport, Stansted Foodbank, Tesco Great Dunmow, Tesco national, Tesco Saffron Walden, Tesco Saffron Walden Express, Thaxted Library, Thaxted Parish Church, The Cricketers Clavering, The Swan Inn, Uttlesford District Council, Waitrose Saffron Walden, Wendens Ambo Church, Weston Homes, Wicken Bonhunt Church, Widdington village, Wimbish Church

Highlights of the year – in no particular order!

Ugley Mask Company

The Ugley Mask Company donated hundreds of reusable masks to us at the height of the pandemic.



Ronnie's bike challenge

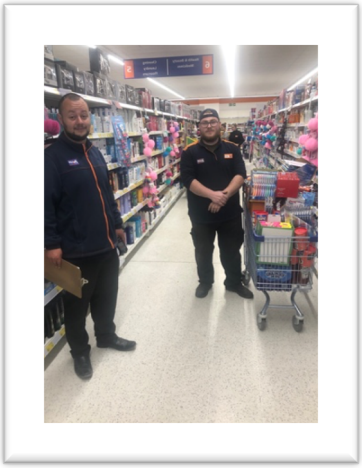
Eight-year-old Ronnie had to shield during lockdown due to long-term health conditions. The one thing he was allowed to do was get on his bike and cycle round the green outside his home, he decided that he should do this to help others who weren't as lucky as him, so he set out to cycle round his green every day and get sponsored for it. He raised over £1,000 for

the Foodbank and on his last day we made sure that trustees and volunteers from the Foodbank were there to cheer him on.



B&M

B&M offered cash grants early in the pandemic, with a personal shopper to push our trollies and the help of the manager we were able to bypass the queues and spend up to £1,800 at a time when our stocks were really suffering



You can see how early on in the pandemic this was, as it was before masks were a thing

Christmas 2020

Every Christmas we produce approximately 100 hampers full of essentials and goodies to our clients to help them enjoy Christmas as much as anyone else. It takes a lot of effort and a lot of people. The struggle to make it happen with a reduced team required a lot of planning. With a core team of 5 plus some volunteers drafted in to move stock around, we were able

to pack nearly 300 hampers. New Life Church offered us the space to store stock and parcels, we spent a month counting stock, preparing our packing area and working with external agencies to make sure everyone in need or isolated received something.

Donations come from our major Christmas campaign in the form of a reverse advent calendar. For the six-week period during which we count Christmas donations specifically we took in 16 tonnes of stock. Aside from the hamper team the rest of the warehouse team and our supermarket drivers worked flat out to process the stock and keep the warehouse a safe and manageable place to work.

Due to a grant from Uttlesford District Council we were able to supplement the parcels with fresh food and vegetables.

The packing weekend was extremely hard work. Five volunteers packing non-stop for two days with two others sorting out the parcels for distribution. A team of drivers over two days then distributed the hampers throughout Uttlesford. An amazing achievement by all concerned.







From this……. to….. 274 parcels later

Saffron Walden Town Council

Saffron Walden Town Council became a vital conduit for us to access stock during the pandemic. They were able to access funding via Essex County Council COVID grants on our behalf. We were able to buy in stock and draw down on funds from the council, they also bought stock on our behalf and worked with the local supermarkets to obtain stock for us. We would like to thank the Town Council and especially Judith Thompson for all their hard work in supporting us throughout the year.

Great Dunmow Town Council

Dunmow Town Council provided vital funds to us during the year and bought stock for us based on requirements we sent through to them, thanks must be extended to Amanda Brown for helping to secure this funding for us.

Saffron Walden Rotary

The Rotary Club have always been a good source of support and during COVID-19 was no exception. Alan Hawkes who used to run the Foodbank and is heavily involved with the Rotary, rang us with one simple question “What can we do to help?”. They wanted to help people financially but didn’t know how to access those people or know how best to help them. They provided us with some initial funds in order to give out some small direct grants to people assessed by us. We were able to provide funds for essential white goods, to pay off energy bills and phone bills and to help with home-schooling requisites.

They then turned their hand to practical help and with Alan at the wheel of their van we were able to shift stock when needed from our various storage locations.



Alan Hawkes of the Rotary Club of Saffron Walden loading up their van for us

Tesco National Deliveries and British Gas

We signed up for Tesco national deliveries via the Trussell Trust, these were delivered to us on a weekly basis during May and June 2020 by furloughed staff from British Gas, consisting of half a pallet of basics, these gave our stock levels a much-needed boost.



Sixth formers summer course/Duke of Edinburgh gold award

Summer of 2020 saw us run the first Foodbank 101 course for 4 local 6th formers, this ran for 6 weeks over the summer and gave the team an insight into how the Foodbank runs and we got them involved in every aspect of the Foodbank and gave them insight into the issues our clients face and how they can carry on the values of volunteering into their lives beyond school and university and also give them a vital perspective into society as they transition to adulthood. One of the group, Meg decided to stay with us throughout the sixth form as her gold Duke of Edinburgh elective. We hope to extend our Duke of Edinburgh scheme next year to include bronze and silver candidates.



Fresh Food voucher scheme

Our fresh food voucher scheme is something which sets us apart from other food banks. Since starting Steph Maxwell has taken it upon herself to make sure that all our clients have access to Fresh Food choices regardless of where they live, so we have now rolled out the scheme to Dunmow and Stansted and funded in the large part by grants from Uttlesford District Council and Uttlesford Town Council.
Steph has worked hard to remove any barriers to clients using our vouchers especially at local shops.

The list of shops now participating includes

- Supermarkets
- Aldi
- Tesco
- Co-op
- Waitrose

Local shops

- Thaxted Bakery and Butchery, Thaxted
- Guildhall Store, Nisa Local, Thaxted
- Burtons Butchers, Saffron Walden
- R & D Fruit and Veg stall, Saffron Walden
- Kings Family Butcher, Stansted
- Steve Golding Greengrocers, Stansted
- Sweetlands Butchers, Dunmow
- A J Coulson Butcher, Dunmow
- Nisa Stores, Newport



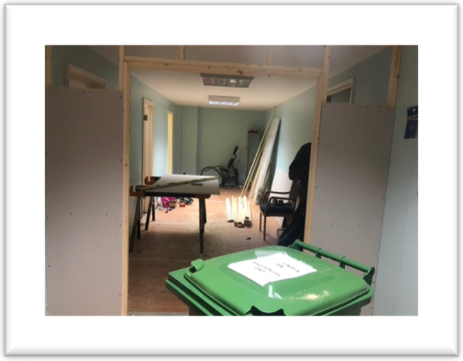
We encourage local stores to display this sticker in their window

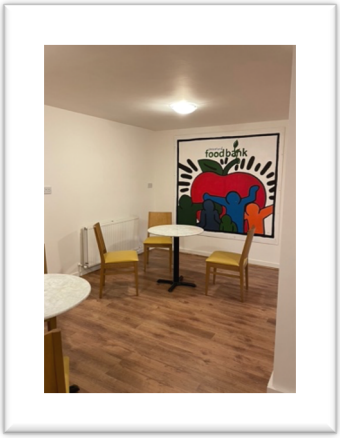
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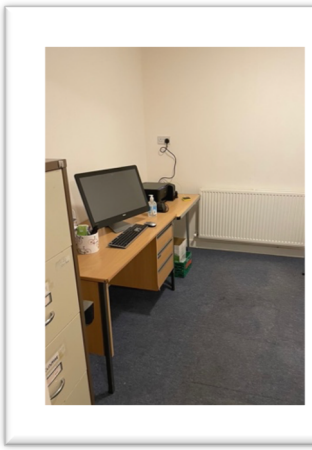
To end with…

Our warehouse expansion

Our year ended with the expansion of the warehouse into a fantastic new space for clients when we get to finally welcome them back in. And a new dedicated office for the manager and despatch team with computer and printer. This was made possible due to some generous donations specifically for this cause, enabling us to use other donations directly for food. Thank you to Neil Curtis Woodcraft for the work he has done to make our ideas a reality.









Planning for the Future

- Having Steph Maxwell on board with her experience of advocacy gives us the opportunity to start campaigning locally, looking at the root causes of food insecurity and poverty and petitioning those who can influence change.
- Ensuring the financial stability through greater fund raising at a corporate level.
- Expand our trustee capabilities through skill-based recruitment.
- Broaden the range of opportunities available to our volunteers, because of the closure of our foodbanks to clients they have missed out on the opportunity to work with clients.
- Work with our teams in Dunmow and Stansted to identify suitable premises and develop the teams there to be able to work with signposting clients.

Our aims and objectives for the short and medium term include:

- Increase awareness of the growing demand on the foodbank and the need to maintain funding in order to build, train and support effective staff and volunteers, effective systems and sustainable food stocks.
- Make more efficient use of the data and information we receive among our distribution centres, warehouse and referral agencies, in order to inform our strategic planning and resource allocation.
- Use our experience to ascertain why people are stuck in long-term use of the foodbank and provide assistance to clients to help them move out of poverty.
- Strengthen our relationships with local agencies and those working to alleviate poverty.
- Strengthen and broaden our volunteer base and capitalise on their skills and experience.

Financial Review

Our accounts are compiled using cash accounting basis, with no fixed assets we do not have to account for accruals or depreciation and with nothing being sold we do not have to account for debtors or creditors. If our income goes above £250,000 in any one financial year, then we would move to accrual accounting on a permanent basis. For the time being, cash accounting serves our purposes well. We are able to generate our own accounts, payroll is performed by THP services ltd and our accounts and practices are reviewed on an annual basis, approved by the Board of Trustees and signed off by the Chair, Treasurer and scrutineer.

Financial Overview

Our income for the year was £192,169.91 consisting of £158,086.49 of unrestricted funds and £34,083.42 of restricted funds.

Our largest income stream for unrestricted funds was via online donation receiving £85,121,21 from our online fundraising platform with Virgin Moneygiving. Our restricted funds came in the form of grants, the largest of these being £27,681.42 from Asda to pay for staff costs.

This represents a significant increase in income compared with previous years.
One of the biggest impacts on us of COVID-19 has been on our finances, and with that the need for greater governance and good financial controls. It also came at the same time as hiring a new member of staff meaning we had to contend with HMRC, pensions and payroll for the first time adding a degree of complexity to our accounting for the first time.

We consider this to be a "windfall" year and do not anticipate such an influx of funds in the short term and therefore we will be not be looking to spend all of the extra funds within the next 12 months.

Our outgoings were £67,990.27 including £26,534.20 of restricted funds spent.
We are still withing the threshold for CIOs requiring us to have a full accounting audit, however we consider it best practice to have our accounts scrutinised and to this effect we are grateful to David Smith, OBE for his scrutineer's report and advice on managing our accounts in the future.

We exclude donations in kind, i.e., food as the value is nominal, we received 68,254.85 kg of food in donations which equates to £119,445.98 worth of food and distributed
We also don't account for the value of time donated by our volunteers

Grants

ASDA - £27,681.42 via Trussell Trust for project co-ordinator recruitment and staff costs
High Easter - £250.00 for the relief of poverty in the High Easter locale
Rotary Club of Saffron Walden - £2,402.00 for small grants to individuals affected by COVID-19
Saffron Walden Town Council - £1,950.00 for essential food provisions
Uttlesford District Council - £1,300.00 for fresh food provision
Tesco Groundwork - £500.00 for essential and fresh food provision

Reserves Policy

Our reserves policy aims to ensure we have enough cash in hand to run for three months regardless of donations or grants. We have calculated that we need to have approx. £23,000 in reserves. We transferred £50k to an interest bearing deposit account in March 2021 .

COVID-19 has taught us that no matter how much you prepare for the future and mitigate against potential risk, in reality we do not know what we may have to contend with. The ramifications of the pandemic will affect the economy for the foreseeable future so we want to make sure we can continue to operate by managing our finances conservatively.

Appendix 1

Scrutineers Report

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name: Uttlesford Foodbank		
On accounts for the year ended	31st March 2021	**Charity no (if any)**	1176230
Set out on pages	(remember to include the page numbers of additional sheets)		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:		**Date:**	1st December 2021
Name:	David Smith OBE		
Relevant professional qualification(s) or body (if any):	Fellow of Institute of Directors Fellow of British Computer Society Graduate Conversion Module to Chartered Accountancy (1989, EY)		
Address:	5 Adams Court, Saffron Walden, Essex CB11 4DZ		

IER 1 **Oct 2018**

Section B	Disclosure
	Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	Disclosure: My wife, Jenny Smith, is a volunteer for Uttlesford Foodbank. Examination findings: - No material matters of concern arising. - Recommendations from prior year Examiners Report have been implemented allowing a markedly more efficient audit process. My thanks to Sophie Durlacher and her team for the very effectively implementation and compliance over the year. Recommendations for working practices improvements: - Consider introducing working practice to photograph/scan high value expense receipts as backup to the paper copy to aid record keeping. Only two material value expense receipts found missing in audit (1% of sample value) so not judged material, but desirable. - Consider working practice to improve ability to reconcile donations to origin. The area providing challenges during the audit was that of the large value donations made outside of online gifting platforms by bank transfer. Other than the bank transaction records themselves there are gaps in the corroborating documentation of the donor held on file. Not judged material point as we have clear evidence trail to the bank account of the donor and for most donations to corroborating documentation. A potential improvement could be to link documentation of the formal thank you correspondence sent to the donor in the records to the income control sheet.

Statement of Accounts

Uttlesford Foodbank
Profit and loss account 01/04/2020 - 31/03/2021

		2020/2021		2019/2020	
		Unrestricted	Restricted funds	Unrestricted	Restricted funds
Donations					
Regular donors		£5,536.00			
Corporate		£7,378.67			
Charities		£5,169.38			
Churches		£2,961.98			
CAF online		£11,435.00			
One-offs		£32,169.55			
Councillors		£2,555.92			
				£12,642.92	£1,700.00
Virgin Money giving gross	£71,367.21			£4,227.00	
Minus virgin payments	-£417.61			£17.01	
Net	£70,949.60			£4,209.99	
Gift-aid	£14,171.61			£155.00	
Total from Virgin		£85,121.21		£4,364.99	
Restricted Funds/grants					
ASDA Grant (1)			£27,681.42		
High-easter grant (2)			£250.00		
Rotary Grant (3)			£2,402.00		
SWTC grant (4)			£1,950.00		
UDC grant (5)			£1,300.00		
Tesco Groundwork grant (6)			£500.00		
Stansted Foodbank (7)		£3,068.88			
TT/Tesco		£908.44		£4,719.14	
Refunds (8)		£247.92			
Repayments/mispayments (9)		£1,533.54			
Total unrestricted/restricted		£158,086.49	£34,083.42	£21,727.05	£1,700.00
Total receipts			£192,169.91		£23,427.05

Payments	**Unrestricted**	**Restricted**	
Admin	£1,230.52		£411.88
Phone	£209.45		£120.40
Publicity	£45.00		£15.00
Covid			
Cleaners	£2,600.00		£50.00
Mileage	£2,526.29		
PPE	£993.65		

Grants				
ECC councillors		£5,455.95		
UDC (5)		£870.10		
SWTC (4)		£604.10		
Rotary (3)		£2,870.07		
High Easter (2)		£99.99		
Rent	£6,374.92		£4,999.92	
Insurance	£243.43		£200.87	
Warehouse	£4,698.54		£1,152.23	
Building	£5,064.03			
TT fee	£0.00		£360.00	
Staff (1)				
Staff G&A		£2,276.28	£358.00	
Salary		£13,479.73	£665.16	
Training		£97.50		
Payroll		£475.20		
HMRC		£305.28		
Depots				
Dunmow	£313.11			
Stansted	£0.00			
Food				
FFVS	£3,808.60		£55.00	£1,700.00
Stock	£9,990.24		£2,741.43	
Volunteers				
volunteers	£524.75			
dbs	£345.00		£220.63	
direct grant	£355.00			
mispayment from Trussell	£2,033.54			
Banking				
returned cheque	£100.00		£50.00	
	£41,456.07	**£26,534.20**	**£11,400.52**	**£1,700.00**
		£67,990.27		£13,100.52
Net income		£124,179.64		£10,326.53

(1) for payment of Steph's salary
(2) donation from ac couple in High Easter to be used in the locale.
(3) rotary monies to go direct to clients from Lockdown 1
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(5) UDC grant for fresh food

(6) Tesco/groudnwork grant for food during lockdown
(7) Transfer of funds from the closure of Stansted Foodbank
(8) An amazon refund and a Booker wholesalers refund
(9) Repayments from payments made to sophie/by sophie by mistake.

Assets as at 31st March 2021

Current accout	£97,502.00
Deposit account	£50,001.00
	£147,503.00

sophie Durlacher

Sophie Durlacher, Manager and interim treasurer, 6th November 2021

Ross Mackenzie

Ross Mackenzie

Ross Mackenzie (Nov 8, 2021 17:52 GMT)

Nov 8, 2021

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sophie Durlacher

Sophie Durlacher, Manager and interim treasurer, 6th November 2021

Ross Mackenzie

Ross Mackenzie

Ross Mackenzie (Nov 8, 2021 17:52 GMT)

Nov 8, 2021

accounts_2020_21

Final Audit Report 2021-11-08

Created:	2021-11-07
By:	sophie Durlacher (sophiedurlacher@uttlesford.foodbank.org.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAArbLgKDd3Btsjul9dbskav2TPJ2bb74Wh

"accounts_2020_21" History

Document created by sophie Durlacher (sophiedurlacher@uttlesford.foodbank.org.uk)
2021-11-07 - 12:32:18 PM GMT- IP address: 82.11.185.133

Document emailed to Ross Mackenzie (chair@uttlesford.foodbank.org.uk) for signature
2021-11-07 - 12:33:48 PM GMT

Email viewed by Ross Mackenzie (chair@uttlesford.foodbank.org.uk)
2021-11-08 - 5:50:27 PM GMT- IP address: 66.249.93.221

Document e-signed by Ross Mackenzie (chair@uttlesford.foodbank.org.uk)
Signature Date: 2021-11-08 - 5:52:03 PM GMT - Time Source: server- IP address: 86.166.43.224

Agreement completed.
2021-11-08 - 5:52:03 PM GMT

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Uttlesford Foodbank

On accounts for the year ended

31st March 2021

Charity no (if any)

1176230

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed: [signature]

Date: 1st December 2021

Name: David Smith OBE

Relevant professional qualification(s) or body (if any):

Fellow of Institute of Directors
Fellow of British Computer Society
Graduate Conversion Module to Chartered Accountancy (1989, EY)

Address: 5 Adams Court, Saffron Walden, Essex CB11 4DZ

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Give here brief details of any items that the examiner wishes to disclose.	Disclosure: My wife, Jenny Smith, is a volunteer for Uttlesford Foodbank. Examination findings: - No material matters of concern arising. - Recommendations from prior year Examiners Report have been implemented allowing a markedly more efficient audit process. My thanks to Sophie Durlacher and her team for the very effectively implementation and compliance over the year. Recommendations for working practices improvements: - Consider introducing working practice to photograph/scan high value expense receipts as backup to the paper copy to aid record keeping. Only two material value expense receipts found missing in audit (1% of sample value) so not judged material, but desirable. - Consider working practice to improve ability to reconcile donations to origin. The area providing challenges during the audit was that of the large value donations made outside of online gifting platforms by bank transfer. Other than the bank transaction records themselves there are gaps in the corroborating documentation of the donor held on file. Not judged material point as we have clear evidence trail to the bank account of the donor and for most donations to corroborating documentation. A potential improvement could be to link documentation of the formal thank you correspondence sent to the donor in the records to the income control sheet.