

Uttlesford Foodbank

Annual Report and statement of accounts 2020 – 2021

Running a Foodbank during the COVID-19 Pandemic

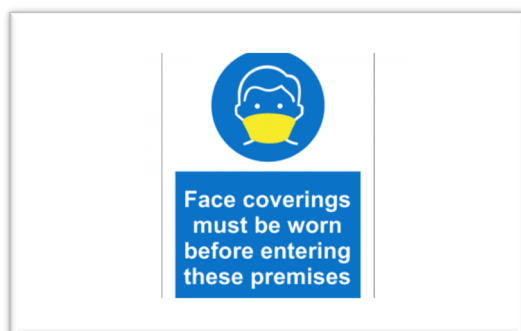


Table of Contents

Introduction	3
Objective, Purposes and Activities	3
Chairman's Report	4
Volunteer Coordinator's Report.....	4
Project Manager's Report	5
Overview	5
How did we handle these challenges?	6
Volunteers shielding	6
Lack of food on the shelves in the first few weeks	6
People being unable to shop	6
Closure of our depots in Stansted and Dunmow	7
Closure of Saffron Walden to clients	7
Sudden increase in clients	7
Social distancing in the warehouse	7
Usage and Statistics	9
Referrals	9
Reasons for using a Foodbank	11
Impact of Covid.....	11
Usage across wards	12
Stock Levels	12
Donors	14
Highlights of the year – in no particular order!.....	19
Ugley Mask Company	19
Ronnie's bike challenge	19
B&M	20
Christmas 2020	20
Saffron Walden Town Council	22
Great Dunmow Town Council.....	22
Saffron Walden Rotary	22
Tesco National Deliveries and British Gas	23
First 6 th formers summer course/DofE gold student	23
Fresh Food voucher scheme.....	24
To end with.....	25
Our warehouse expansion	25
Planning for the Future	26
Financial Review	26
Financial Overview	27
Grants.....	27
Reserves Policy.....	27
Appendix 1	29
Scrutineers Report	29
Statement of Accounts.....	31



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 individuals 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.

BUY A VIRTUAL FOOD PARCEL

If you would like to donate food but are not able to get to the shops then you can donate a sum to us to contribute to the cost of a food parcel, we will buy some donations on your behalf.

	SMALL FOOD PARCEL Buy a food parcel for 1 person	£10
	MEDIUM FOOD PARCEL Buy a food parcel for a couple or small family	£25
	LARGE FOOD PARCEL Buy a food parcel for a large family	£50

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 who 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.

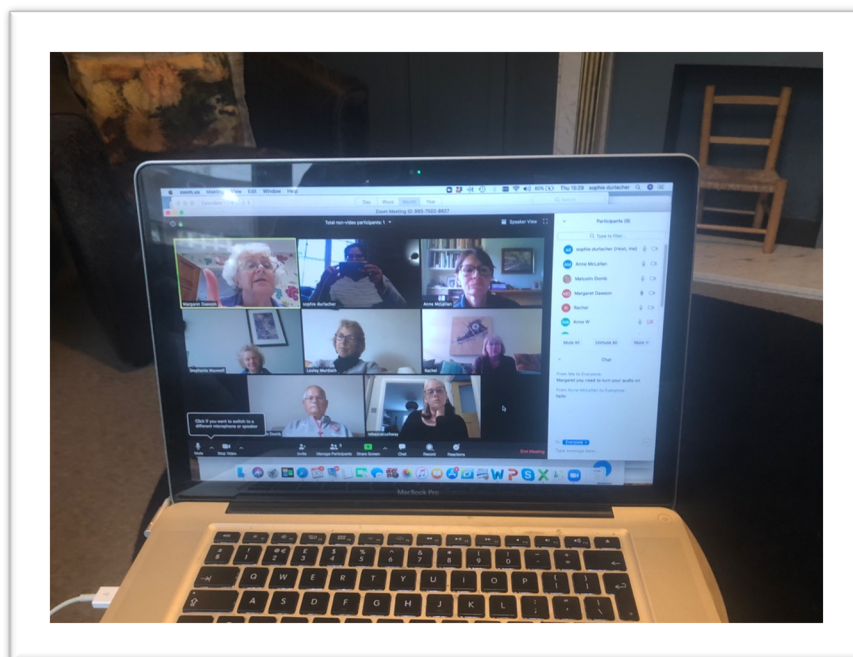
Six volunteers three times a week covering the warehouse and dealing with clients gave us 36 hours a week – we then went up to approx. 75 hours a week just handling the warehouse and parcel despatch alone, plus drivers.

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

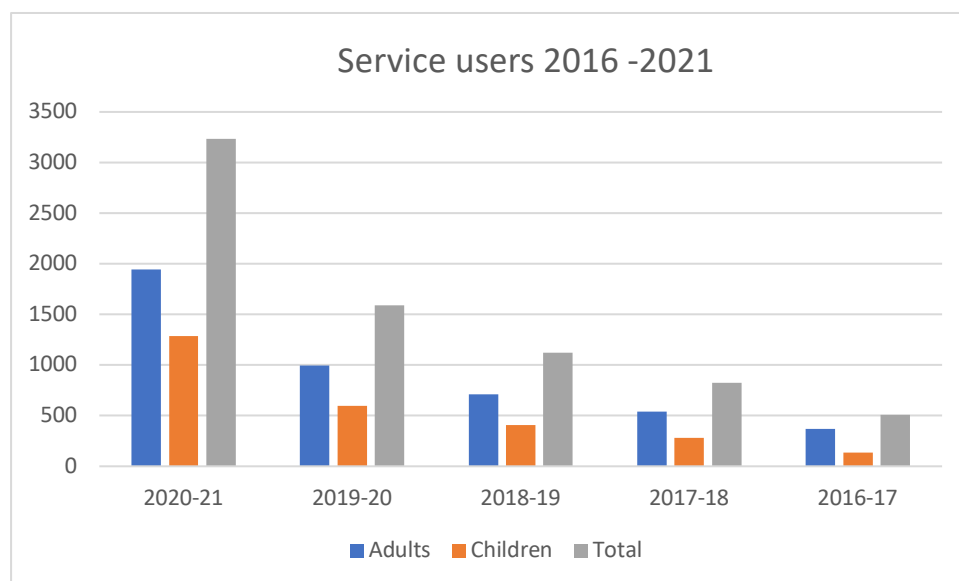
Usage and Statistics

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

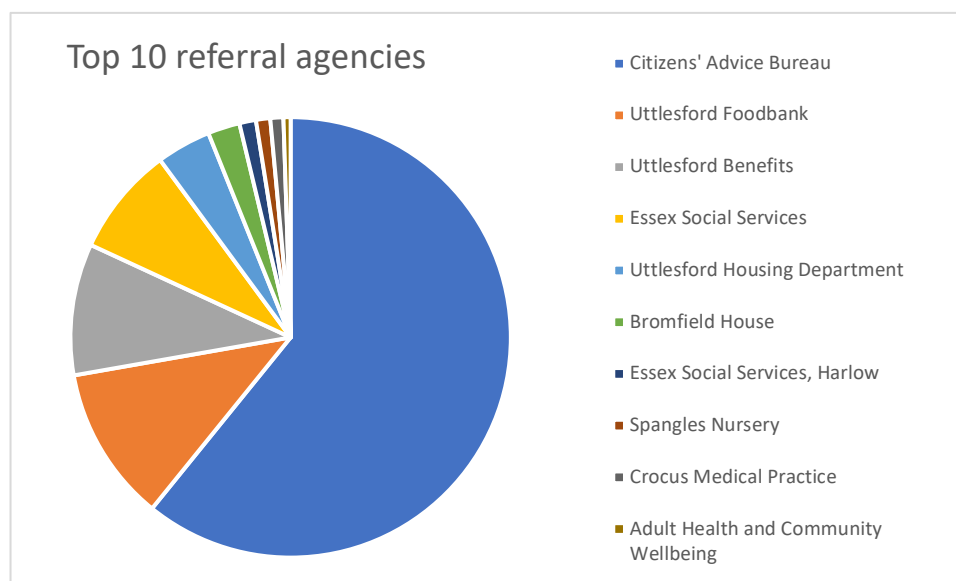
Vouchers filled	1193
Adults fed	1946
Children fed	1288
Total	3234

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



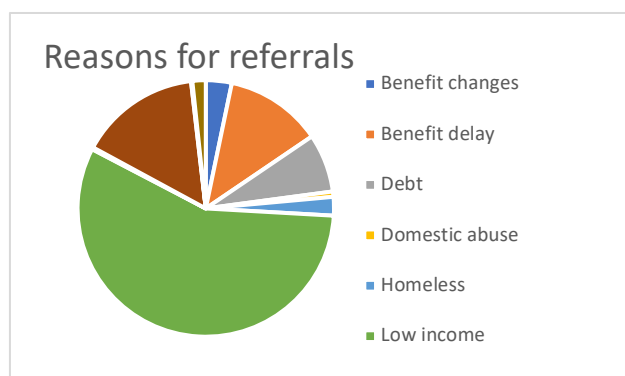
Other agencies referring to us include: Little Goslings, Metropolitan Mental Health, St Mary's Primary School, Great Dunmow, West Essex Young Offenders Service, Essex Alcohol Recovery Community, Faircroft Children's Centre, Genesis Housing Association, Mind, Saffron Walden Almshouses, The Uttlesford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

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

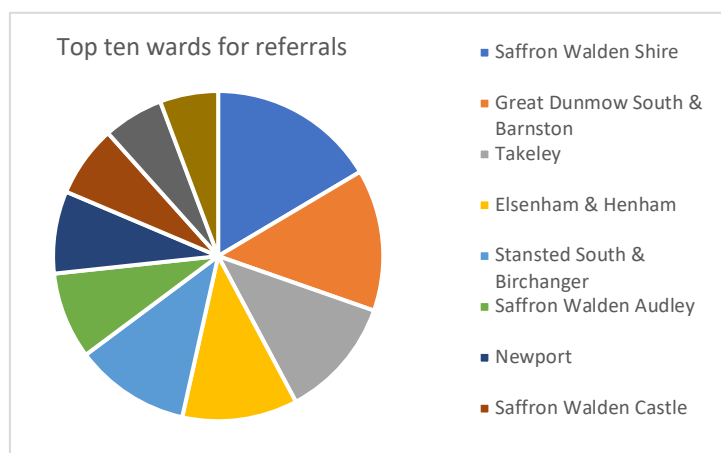


Impact of Covid

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.

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

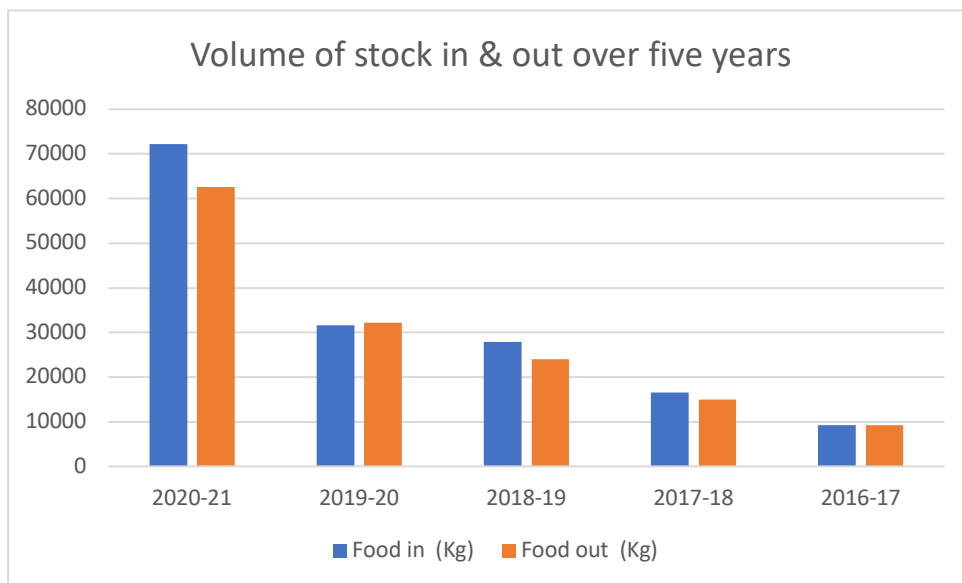


Stock Levels

Stock in 72177 kg
 Stock out 62647 kg*

Stock as of 1st April 2020 9856 kg
 Stock as of 31st March 2021 11423 kg

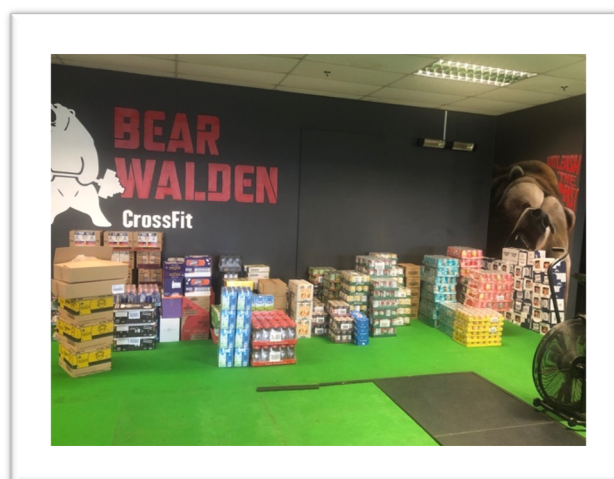
*Stock out is approximate as for the first month of the pandemic we took averages of parcels so as to simply processes, we reinstated them during May 2020 and then did a stock take April 2021 to enable a stock adjustment in the DCS.



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.

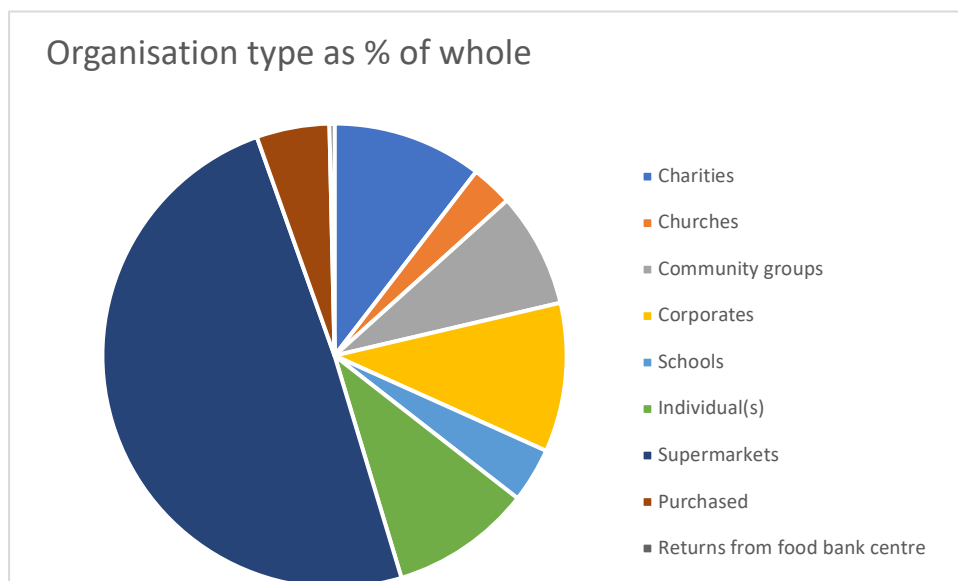
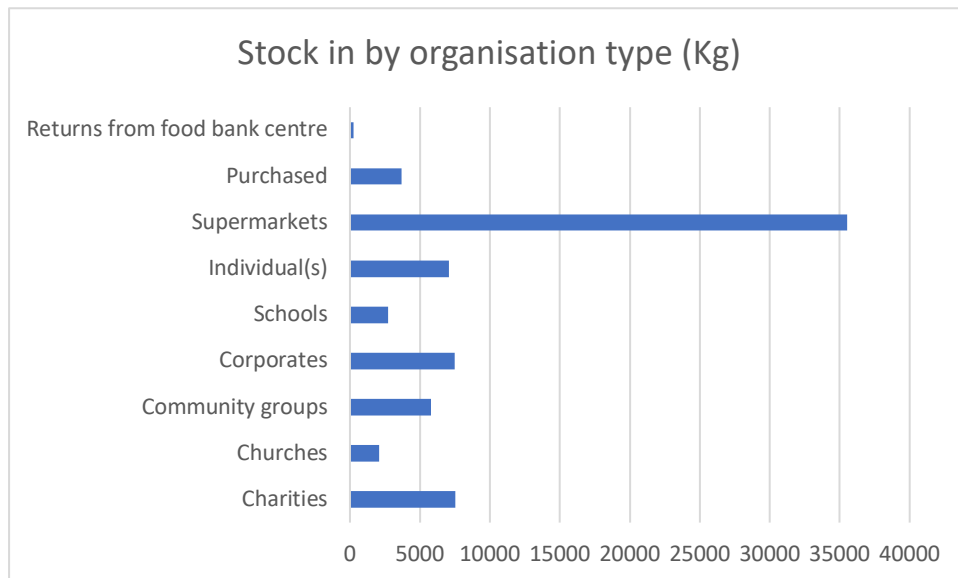
During a time of great need this volume of donations was truly spectacular but not without its challenges, our warehouse space was not adequate to deal with such stock levels, the need for keeping the warehouse clear to maintain social distancing plus the sheer workload in handling twice the amount of 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

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

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.



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.

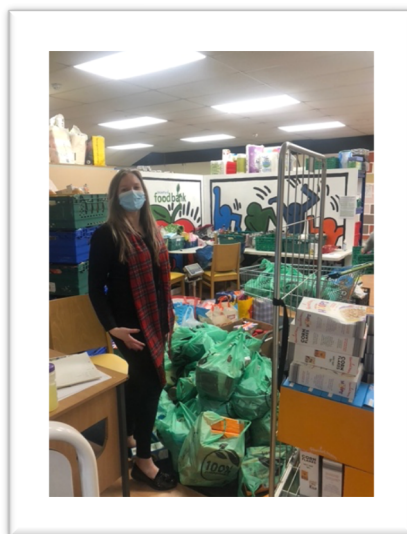
Newport Cricket Club ran a great scheme, where villagers could bring donations to the cricket club and they collected nearly 1,000 kg in total which is an incredible for a one-off community event.

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

Corporate

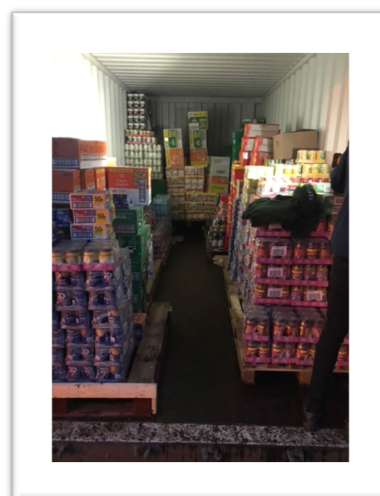
Holroyd Components

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.



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.

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.

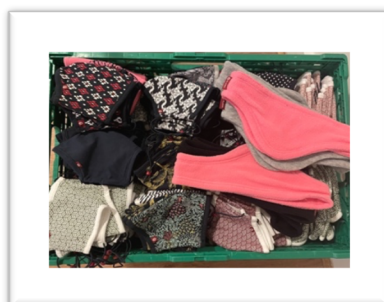
We would like to thank all our donors listed below plus all the anonymous individuals who made the effort to donate to us either via a supermarket or directly.

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 Swards 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

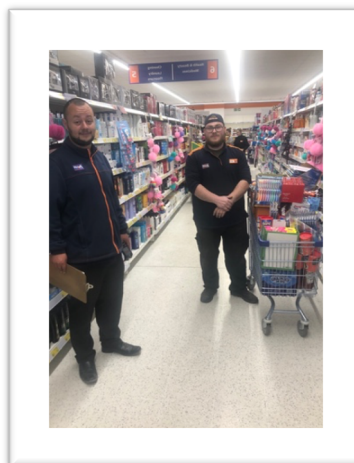
Eight-year-old Ronnie had to shield during lockdown due to long-term health conditions. The one thing he was allowed to do was get on his bike and cycle round the green outside his home, he decided that he should do this to help others who weren't as lucky as him, so he set out to cycle round his green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

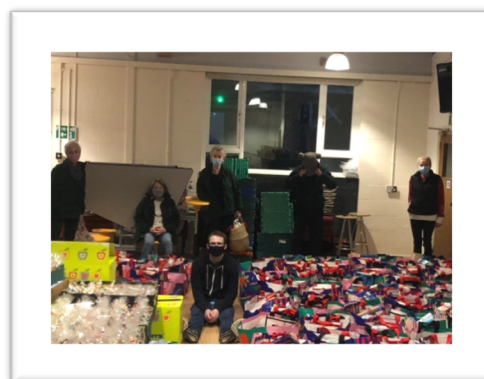
Every Christmas we produce approximately 100 hampers full of essentials and goodies to our clients to help them enjoy Christmas as much as anyone else. It takes a lot of effort and a lot of people. The struggle to make it happen with a reduced team required a lot of planning. With a core team of 5 plus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

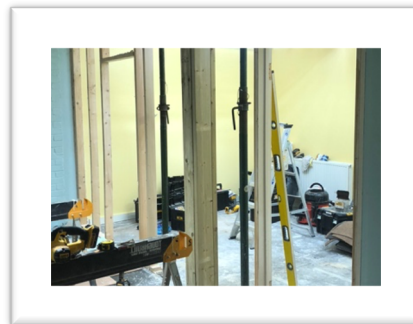
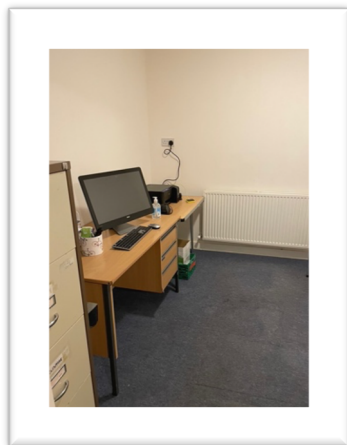
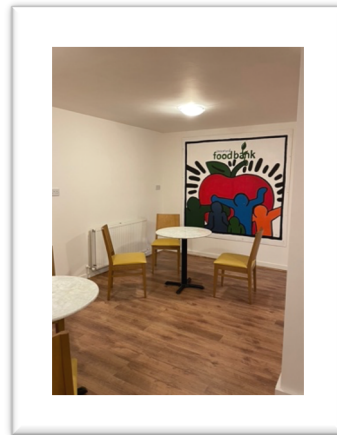
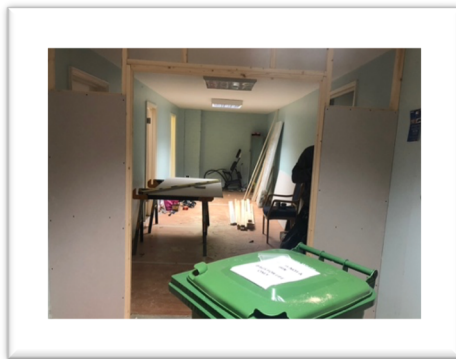


We encourage local stores to display this sticker in their window

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

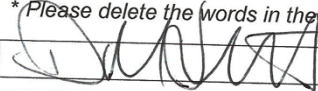
Our reserves policy aims to ensure we have enough cash in hand to run for three months regardless of donations or grants. We have calculated that we need to have approx. £23,000 in reserves. We transferred £50k to an interest bearing deposit account in March 2021 .



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

Section A		Independent Examiner's Report	
Report to the trustees/ members of	CHARITY COMMISSION FOR ENGLAND AND WALES		
On accounts for the year ended	Independent examiner's report on the accounts		
Set out on pages	Charity Name Uttlesford Foodbank		
Responsibilities and basis of report	31 st March 2021	Charity no (if any)	1176230
Independent examiner's statement	(remember to include the page numbers of additional sheets)		
<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.</p> <p>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").</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>			
Signed:			Date: 1 st 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	<u>£158,086.49</u>	<u>£34,083.42</u>	<u>£21,727.05</u>	<u>£1,700.00</u>
Total receipts		<u>£192,169.91</u>		<u>£23,427.05</u>
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	
db's	£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
	£67,990.27	£11,400.52
		£1,700.00
		£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

(4) SWTC grant to provide basics - ECC grant applied for on our behalf

(5) UDC grant for fresh food

- (6) Tesco/groudnnwork 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	<u>£50,001.00</u>
	<u>£147,503.00</u>

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

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By:	sophie Durlacher (sophiedurlacher@uttlesford.foodbank.org.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAArbLgKDd3Btsjul9dbskav2TPJ2bb74Wh

"accounts_2020_21" History

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-  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
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2021-11-08 - 5:52:03 PM GMT



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)

Responsibilities and
basis of report

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

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

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.

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Recommendations for working practices improvements:

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