

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 Swards 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 Walden 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%
Fritch 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
Metropolatrain 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	<u>£80,735.98</u>	<u>£39,030.45</u>	<u>£155,017.61</u>	<u>£37,152.30</u>
Total receipts		<u><u>£119,766.43</u></u>		<u><u>£192,169.91</u></u>
Payments				
Admin costs			Unrestricted	Restricted
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		
Campaign laptop		£646.80		
Campaign 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	
db's	£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		<u>£41,885.17</u>		<u>£124,179.64</u>

Assets as at 31st March 2022**Cash**

Current account	£139,383.21
Deposit account	£50,005.92

Computing

Laptop	£650.00
Printer	<u>£200.00</u>
	<u>£190,239.13</u>

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)
Status:	Signed
Transaction ID:	CBJCHBCAABAAANas8R4xoGeW0y25yGEfHiYRXc4srtR7U

"accounts_2021_22" History

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2022-11-14 - 3:00:12 PM GMT- IP address: 109.155.251.154

 Document emailed to chair@uttlesford.foodbank.org.uk for signature

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 Signer chair@uttlesford.foodbank.org.uk entered name at signing as richard porch

2022-11-15 - 10:03:35 AM GMT- IP address: 109.155.251.154

 Document e-signed by richard porch (chair@uttlesford.foodbank.org.uk)

Signature Date: 2022-11-15 - 10:03:37 AM GMT - Time Source: server- IP address: 109.155.251.154

 Agreement completed.

2022-11-15 - 10:03:37 AM GMT



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
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Essex, CB11 4DZ

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.