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# 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 .....	2
Objective, Purposes and Activities .....	2
Trustees' Report .....	3
General Manager's Report .....	4
Volunteer Coordinator's Report .....	5
Assistant Manager's Report .....	5
Usage and Statistics .....	6
Financial Review .....	10
Appendix 1 – Trustee Recruitment Policy .....	13
Appendix 2 – P&L .....	15
Appendix 3 – Scrutineer's Report .....	18



## 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.



## 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

## 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)
<b>22/23</b>	1,668	1,503	4,345	69,065
<b>23/24</b>	1,771	1,626	4,937	55,531
<b>% Increase/Decrease</b>	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**

## **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



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

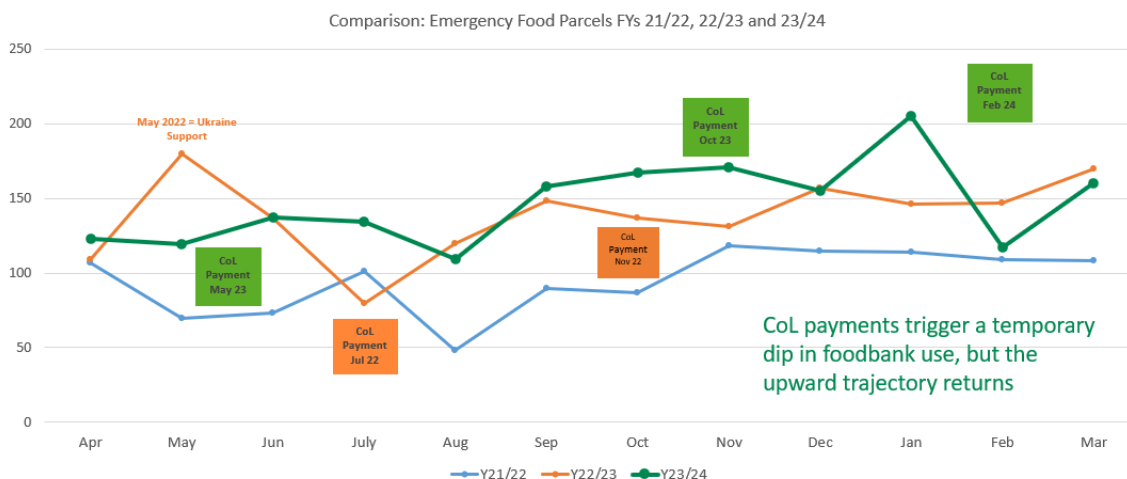
2023/24 has been a busy year for projects:

**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.

## COST OF LIVING PAYMENTS (CASH FIRST)

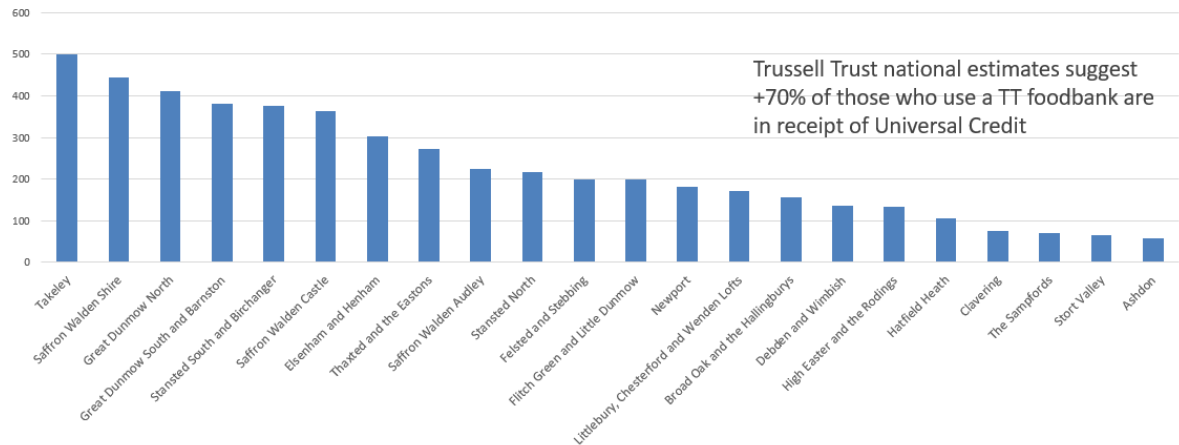






# UNIVERSAL CREDIT – GENERAL

Universal Credit - Claimants (Aug 2024 - StatXplore)  
Total = 5042



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.

*"Universal Credit payments change all the time, so it's difficult to set up consistent repayment plans that don't trigger other debt for something else - it's a never-ending cycle."*

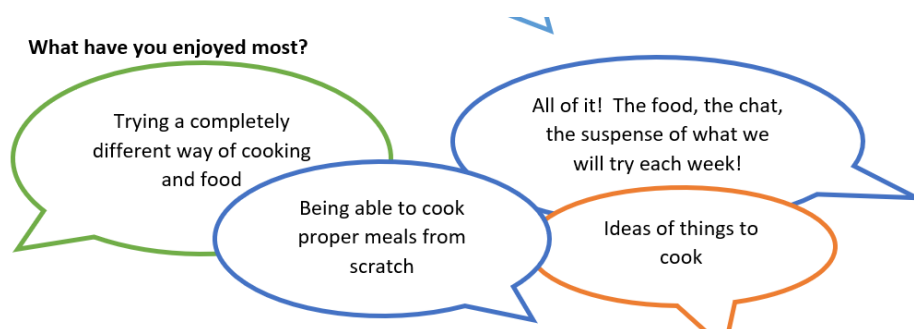
*"Everything has increased dramatically and we're often late paying rent and council tax. It feels like we're always in debt."*

*"There is nothing worse than seeing my children's faces when we go food shopping and they worry whether my card gets declined or not."*

*"I feel degraded...I spent years paying into a system and now that I need support, it's just not there."*



**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.

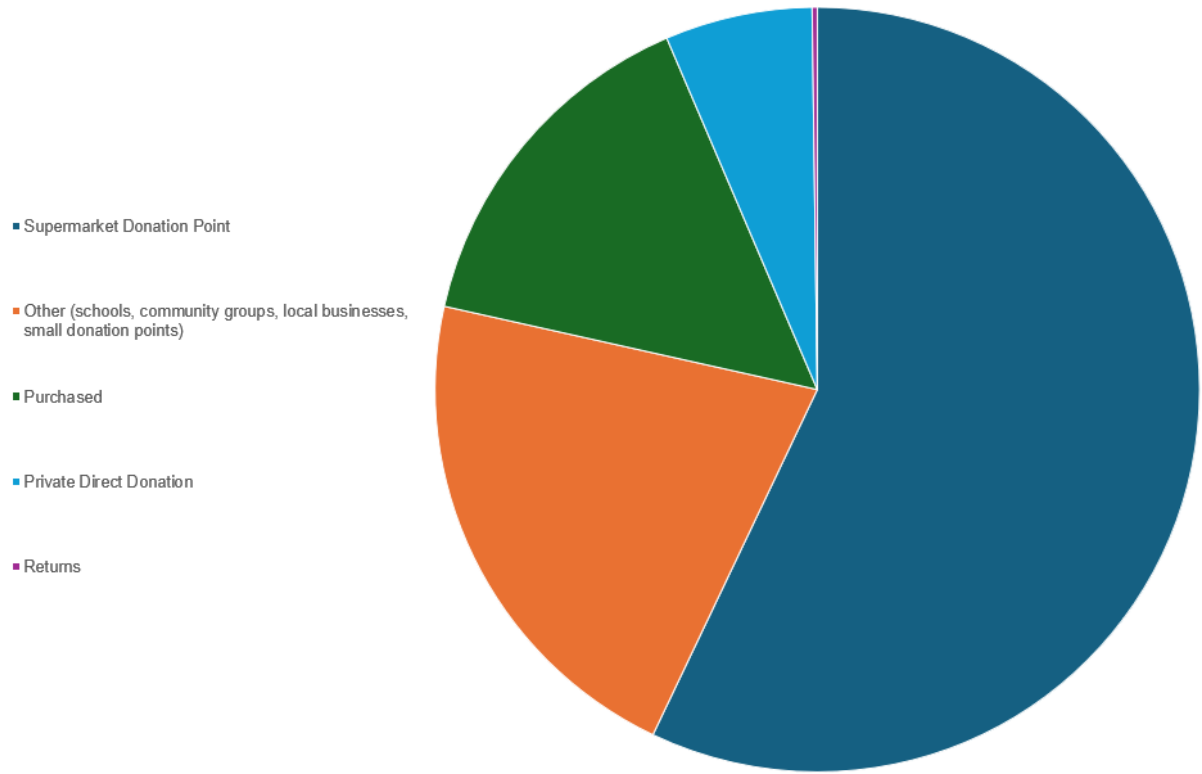
No matter how much you prepare for the future and mitigate against potential risk, in reality we do not know what we may have to contend with. By holding reserves of 1 year, we are building in resilience and factoring in an appropriate amount of “breathing space” to find alternative sources of funding 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.



23/24 Sources of Stock



# 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

### CONTENTS

1. POLICY CONTROL	2
1.1 Related Policies	2
2. INTRODUCTION	2
3. POLICY EQUALITIES STATEMENT	2
4. AIMS OF THE POLICY	2
5. WHOSE BUSINESS IS TRUSTEE RECRUITMENT?	2
6. GOVERNING DOCUMENT	2
7. SUITABILITY	3
8. RECRUITMENT	3
9. APPOINTMENT	3
10. INDUCTION	4

### 1. POLICY CONTROL

Version	Policy Name	Location	Next Review Date
1.0	Trustee Recruitment Policy	<a href="#">Policy &amp; Risk - Policy</a>	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.



## 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



# 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 £
<b>A1 Receipts</b>					
<b>Donations</b>	-	-	-	-	-
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
<b>Legacies</b>					
Legacy giving	979			979	11,354
<b>Grants</b>					
Local authority grants	2,550	12,250		14,800	10,575
Trussel trust grants	7,071	17,783		24,854	51,918
<b>Hire of hall and equipment</b>					
Hire of hall and equipment	7,625			7,625	-
<b>Investment income</b>					
Interest received	2,149			2,149	282
<b>Additional income</b>					
Volunteers (Fils Café)					514
Refunds					3,024
<b>Sub total (Gross income for AR)</b>	123,891	31,963	-	155,854	244,131
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	123,891	31,963	-	155,854	244,131

### A3 Payments

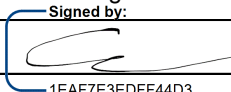
	-	-	-	-	-
<b>Administrative costs</b>					
Misc. office expenditure	98	116	-	213	5,190
Telephone and Internet	328	-	-	328	328
Printing, Postage & Stationery	605	-	-	605	-
I.T Software	856			856	
Legal fees	582			582	
<b>Overhead costs</b>					
Rent/Meeting Venues	24,774	-	-	24,774	11,800
Insurance	236			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	

CCXX R1 accounts (SS)

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17/01/2025

				-	-
<b>Grants Payments</b>				-	-
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	
				-	-
<b>Cook Club</b>				-	-
Stock	2,349	155		2,504	714
Slow Cookers		240		240	392
				-	-
<b>Misc. Costs</b>				-	-
Livery				-	598
Fundraising	600	28		629	71
				-	-
<b>Staffing costs</b>				-	-
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
				-	-
<b>Food costs</b>				-	-
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
				-	-
<b>Campaign</b>				-	-
Campaign Salary		16,253		16,253	13,867
Campaign software				-	80
Campaign Assets				-	1,307
Campaign expenses		1,405		1,405	92
				-	-
<b>Volunteers</b>				-	-
Volunteers misc. costs	268			268	1,164
Travelling	1,958	108		2,065	-
DBS	360	18		378	216
Training				-	15
Fils	845			845	429
				-	-
<b>Van</b>				-	-
Diesel	595			595	212
Repairs	1,157			1,157	170
Insurance	1,107			1,107	4,206
Tax	140			140	290
				-	-
<b>Banking and finance</b>				-	-
Sum-up fee				-	19
Returned cheques				-	300
Local giving fee				-	96
				-	-
				-	-
				-	-
				-	-
	-	-	-	-	-
<b>Sub total</b>	<b>152,106</b>	<b>71,648</b>	<b>-</b>	<b>223,755</b>	<b>118,657</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
Van Purchase	-	-	-	-	18,389
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,389</b>
<b>Total payments</b>	<b>152,106</b>	<b>71,648</b>	<b>-</b>	<b>223,755</b>	<b>137,046</b>
<b>Net of receipts/(payments)</b>	<b>- 28,215</b>	<b>- 39,685</b>	<b>-</b>	<b>- 67,901</b>	<b>107,085</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>255,333</b>	<b>42,575</b>	<b>-</b>	<b>297,908</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>227,117</b>	<b>2,890</b>	<b>-</b>	<b>230,007</b>	<b>107,085</b>

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 Signed by:  1EAF7E3EDFF44D3...	Print Name Gemma Copping	Date of approval 28/01/2025	

# 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

**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.