

**REGISTERED COMPANY NUMBER: 05523632 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1112260**

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 December 2022  
for  
Operation Christmas Box

Maximus Accountancy Services Limited  
47 Kensington Road  
Chichester  
West Sussex  
PO19 7XS

## Operation Christmas Box

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Operation Christmas Box

Reference and Administrative Details  
for the Year Ended 31 December 2022

**TRUSTEES**

Mr A Sims  
Mrs S Little  
Wing Commander (Retd) C Wookey  
Colonel (Retd) S R Sharman  
Mr C T Scanlon (appointed 1.3.2023)

**REGISTERED OFFICE**

The Teasel Barn  
Belluton  
Pensford  
Bristol  
BS39 4JJ

**REGISTERED COMPANY  
NUMBER**

05523632 (England and Wales)

**REGISTERED CHARITY  
NUMBER**

1112260

**INDEPENDENT EXAMINER**

Maximus Accountancy Services Limited  
47 Kensington Road  
Chichester  
West Sussex  
PO19 7XS

Report of the Trustees  
for the Year Ended 31 December 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The objects for which the charity was established are to help improve the morale of the UK Armed Forces, through charitable means, by promoting the well-being and esprit de corps of all those on military service. This is achieved, primarily, by providing Christmas Boxes to all unaccompanied personnel serving on operations and overseas, who are away from their families and loved ones on Christmas Day each year.

The charity cannot operate without assistance from the Ministry of Defence (MOD) which provides estimates of numbers likely to be away, and locations. It also provides senior military officers to sit on the MOD Christmas Box Committee and who give their advice on items and the suitability of the Christmas Box contents. The MOD assists with the Christmas Box distribution using irreducible spare capacity in their supply chain in the early autumn each year.

### **Public benefit**

The trustees confirm that when reviewing the charity's aims and objectives, and in the planning of future activities, they have consulted the guidance in the Charity Commission's Guidance on Public Benefit.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

The charity continues to deliver annually against its main task of providing a morale boosting gift box to all unaccompanied UK military personnel serving overseas on Christmas Day.

Following the name change to Operation Christmas Box at the beginning of 2019, the trustees believe that the name is becoming more well known within the Armed Forces but there is still much work to do.

The 2022 Christmas Box contents were compiled with help from the military members of the MOD Christmas Box Committee and ideas suggested by serving personnel. Due to the Covid restrictions that continued to be in force, we were unable to hold face-to-face meetings with MOD Christmas Box Committee members and carried out the work by email. Normally, a planning meeting is held during late autumn the previous year and one to agree the contents early in the following year. To our great surprise, our supplier Vestey Foods UK Ltd (Special Contracts Division) representative informed the trustees in early 2022 that they were unable to provide their service henceforth. Nevertheless, at short notice, the 2022 Christmas Box contents were put together by the trustees with the assistance of Box, Tray & Giraffe Inc, a Chinese supplier used by Vestey Foods UK Ltd. The trustees contracted to purchase 8,000 2022 Christmas Boxes. As in previous years, we received some excellent feedback from a number of commanding officers and individuals commented favourably on the positive boost to morale that the boxes provided on Christmas Day and beyond. Box, Tray & Giraffe Inc's expertise added greatly to the experience of those unaccompanied far away from their families on Christmas Day.

The supplier, Box, Tray & Giraffe Inc, supplied the 2022 boxes items providing the trustees, who had little knowledge of importing goods, with great help and presented the charity with an excellent service. The quality and choice of contents offered by them, interpreting most ably the suggestions provided by previous MOD Christmas Box Committee meetings and feedback from the recipients, helped the trustees to continue their aim to improve the boxes' contents each year.

## **ACHIEVEMENT AND PERFORMANCE**

### **Fundraising activities**

Fundraising in 2022 again proved particularly challenging and it continued to be hampered by the Covid restrictions that remained in force from the previous year. Despite the still large numbers of Armed Forces unaccompanied personnel overseas and away from their families and friends at Christmas, the reduced media coverage of MOD operations, our inability to hold fundraising events and the support guided to charities supporting Covid greatly hindered our fundraising. However, the trustees retained the four sponsors from the previous year, including The Royal British Legion, and myriad supporters via Just Giving. Very generous donations from The Nuffield Trust for Forces of the Crown and The Gosling Foundation greatly helped to fund this year's box.

The trustees had planned to hold an Operation Christmas Box Charity Golf Day at Ash Valley Golf Club on 9 September 2022. Sadly, the event had to be postponed in deference to the death of Her Majesty Queen Elizabeth II.

### **Social Media**

The trustees continued to use the expertise of an ex-RN sailor to act as a social media consultant on a part time basis as the Head of Social Media and Sponsorship Generator. The result of this has improved our presence on social media, and provided an impressive array of social media comments and images from the recipients of the Christmas Box around the world. It enables us to use images taken in theatre of our boxes being opened on our website. The results confirmed that the charity delivers a meaningful and well received product on time around the world. With that expertise, we have been able to reach out to greater numbers of service personnel and the general public on a number of different digital platforms.

### **Thanks**

The trustees would like to reiterate their thanks to both the MOD and to Box, Tray & Giraffe Inc. The trustees are also most grateful to Good Logistics Group for their assistance to unload the container from Felixstowe, palletise and shrink wrap the boxes before sending the boxes for distribution to their final destinations.

## **FINANCIAL REVIEW**

### **Financial position**

During the year the charity received donations amounting to £128,170 (2021: £64,881). The direct cost of the Christmas Boxes for Christmas 2022 was £137,734 (2021: £136,000), and the cost of generating funds amounted to £16,022 (2021: £12,968).

The overall deficit for the year, after taking into account other income, realised and unrealised gains and losses on investments, and the minimal support and governance costs, amounted to £63,617 (2021: deficit of £64,807), none of which is restricted. At the year end the unrestricted reserves amounted to £165,645 (2021: £229,262).

### **Reserves and investments**

The charity operates on a year by year basis with purchase costs known in advance. The trustees are required to pay a 30% deposit when placing the order for the Christmas Boxes and the balance 45 days after receipt of the bill of lading. They have always considered that they should have reserves to cover the average cost of two years of boxes at a realistic level (i.e 10,000 boxes per year at £17 per box) of around £340,000. The trustees have achieved this in previous years but they are now struggling to maintain this level of income.

As interest rates have improved, and markets continue to be volatile, the trustees agreed to liquidate the investment portfolio so that reserve funds were held as cash as at the year end, pending a decision on the charity's future investment strategy.

Report of the Trustees  
for the Year Ended 31 December 2022

**FUTURE PLANS**

Whilst new sponsorship this year, as in the past few years, has proved elusive, we were pleased to gain the support of the Nuffield Trust for Forces of the Crown for the 2022 Christmas Box. To ameliorate the fundraising challenges, the trustees continued to consider linking with another service charity. As last year, we were still unable to find a suitable match.

Despite the distribution of well over 250,000 Christmas Boxes since the charity's incorporation 17 years ago, the charity is still relatively unknown to most Service personnel. The Head of Social Media and Sponsorship Generation is helping to widen the charity's profile improving the awareness of our charity across different media channels.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The charity was incorporated on 1 August 2005 and registered as a charity on 24 November 2005. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. None of the trustees has any beneficial interest in the charity. In the event of the charity being wound up the members are required to contribute an amount not exceeding £1.

The charity was originally known as UK4U-Thanks and changed its name to Operation Christmas Box with effect from 28 February 2018 as this is deemed more representative of the charity's raison d'etre.

**Recruitment and appointment of new trustees**

The day to day management of the affairs of the charity is undertaken by the trustees.

The trustees were approached to act as trustees due to their connection with the military. Given the nature of the charity's activities no formal induction or training is considered to be required. The trustees are aware of their responsibilities and take advice from the Charity Commission and professional advisers as the need arises.

**Our Patron**

James Gray, MP for North Wiltshire since 1997, accepted the trustees' invitation to become Patron of Operation Christmas Box in 2017. James is very sympathetic to HM Forces having had a short military career (1977-84) in the Honourable Artillery Company (HAC).

He is very enthusiastic about the work that the charity does and stands ready to assist the charity's work in whatever capacity that he can.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 28 September 2023 and signed on its behalf by:

Wing Commander (Retd) C Wookey - Trustee

**Independent examiner's report to the trustees of Operation Christmas Box ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

Hilary Julian BA FCA DChA

Maximus Accountancy Services Limited  
47 Kensington Road  
Chichester  
West Sussex  
PO19 7XS

2 October 2023

Operation Christmas Box

Statement of Financial Activities

(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 December 2022

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	128,170	-	128,170	64,881
Investment income	3	4,155	-	4,155	6,548
<b>Total</b>		<u>132,325</u>	<u>-</u>	<u>132,325</u>	<u>71,429</u>
<b>EXPENDITURE ON</b>					
Raising funds	4	16,105	-	16,105	12,968
<b>Charitable activities</b>	5				
Christmas Boxes		<u>139,771</u>	<u>-</u>	<u>139,771</u>	<u>139,535</u>
<b>Total</b>		<u>155,876</u>	<u>-</u>	<u>155,876</u>	<u>152,503</u>
Net gains/(losses) on investments		<u>(40,066)</u>	<u>-</u>	<u>(40,066)</u>	<u>16,267</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>(63,617)</u>	<u>-</u>	<u>(63,617)</u>	<u>(64,807)</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>229,262</u>	<u>-</u>	<u>229,262</u>	<u>294,069</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>165,645</u></u>	<u><u>-</u></u>	<u><u>165,645</u></u>	<u><u>229,262</u></u>

The notes form part of these financial statements



Balance Sheet  
31 December 2022

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>					
Investments	9	4,838	-	4,838	166,396
<b>CURRENT ASSETS</b>					
Debtors	10	27,711	-	27,711	27,582
Cash at bank		135,082	-	135,082	38,420
		<u>162,793</u>	<u>-</u>	<u>162,793</u>	<u>66,002</u>
<b>CREDITORS</b>					
Amounts falling due within one year	11	(1,986)	-	(1,986)	(3,136)
<b>NET CURRENT ASSETS</b>		<u>160,807</u>	<u>-</u>	<u>160,807</u>	<u>62,866</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>165,645</u>	<u>-</u>	<u>165,645</u>	<u>229,262</u>
<b>NET ASSETS</b>		<u>165,645</u>	<u>-</u>	<u>165,645</u>	<u>229,262</u>
<b>FUNDS</b>	12				
Unrestricted funds:					
General fund				165,645	227,977
Fair value reserve				-	1,285
				<u>165,645</u>	<u>229,262</u>
<b>TOTAL FUNDS</b>				<u>165,645</u>	<u>229,262</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Balance Sheet - continued

31 December 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 28 September 2023 and were signed on its behalf by:

Wing Commander (Retd) C Wookey - Trustee

## **1. ACCOUNTING POLICIES**

### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at their fair value, in accordance with the SORP.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from sponsorship of the Christmas boxes is recognised in the period to which it relates.

Donations are recognised when received. Donations in the form of gifts in kind are recognised as income when distributed, or when the service is received, with an equivalent amount being included as expenditure. Gifts in kind are valued at an estimate of the market value the charity would have to pay for an equivalent item or service.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable expenditure relates to the cost of the Christmas boxes and related support costs. Support costs includes expenditure on management and administration of the charity including trustees' expenses and the independent examiner's fees.

The cost of raising funds includes expenditure on social media, fundraising activities and investment management costs.

### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### **Investments**

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently they are measured at fair value with changes recognised in net gains/(losses) in the SoFA if the shares are publicly traded or the fair value can otherwise be measured reliably.

### **Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised as expenditure.

## Operation Christmas Box

### Notes to the Financial Statements - continued for the Year Ended 31 December 2022

#### **2. DONATIONS AND LEGACIES**

	2022	2021
	£	£
Donations	128,170	64,881

#### **3. INVESTMENT INCOME**

	2022	2021
	£	£
Income from listed investments	3,440	4,965
Income from unlisted investments	605	1,583
Bank interest	110	-
	<u>4,155</u>	<u>6,548</u>

#### **4. RAISING FUNDS**

##### **Raising donations and legacies**

	2022	2021
	£	£
Outsourced social media and fundraising support	12,000	12,000
Website costs	324	776
Fundraising events	3,698	-
	<u>16,022</u>	<u>12,776</u>

##### **Investment management costs**

	2022	2021
	£	£
Portfolio management	83	192
	<u>16,105</u>	<u>12,968</u>

#### **5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 6) £	Totals £
Christmas Boxes	<u>137,734</u>	<u>2,037</u>	<u>139,771</u>

## 6. SUPPORT COSTS

	Charity running costs £
Christmas Boxes	2,037
	<u>2,037</u>

Support costs include £500 payable to the independent examiner in respect of the independent examination (2021: £500) and £900 (2021: £900) for other services.

## 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

### Trustees' expenses

One trustee was reimbursed a total of £112 for travel and subsistence expenses incurred whilst carrying out their duties (2021 one trustee was reimbursed a total of £53).

## 8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	64,881	-	64,881
Investment income	6,548	-	6,548
<b>Total</b>	<u>71,429</u>	<u>-</u>	<u>71,429</u>
<b>EXPENDITURE ON</b>			
Raising funds	12,968	-	12,968
<b>Charitable activities</b>			
Christmas Boxes	139,535	-	139,535
<b>Total</b>	<u>152,503</u>	<u>-</u>	<u>152,503</u>
Net gains on investments	16,267	-	16,267
<b>NET INCOME/(EXPENDITURE)</b>	(64,807)	-	(64,807)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	294,069	-	294,069
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>229,262</u>	<u>-</u>	<u>229,262</u>

**9. FIXED ASSET INVESTMENTS**

	Listed investments £	Unlisted investments £	Totals £
<b>MARKET VALUE</b>			
At 1 January 2022	150,367	16,029	166,396
Additions	53,209	522	53,731
Disposals	(162,023)	(13,200)	(175,223)
Revaluations	(41,553)	1,487	(40,066)
	<hr/>	<hr/>	<hr/>
At 31 December 2022	-	4,838	4,838
	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>			
At 31 December 2022	-	4,838	4,838
	<hr/>	<hr/>	<hr/>
At 31 December 2021	150,367	16,029	166,396
	<hr/>	<hr/>	<hr/>

There were no investment assets outside the UK.

Cost or valuation at 31 December 2022 is represented by:

	Unlisted investments £
Valuation in 2022	4,838
	<hr/>

Listed investments are valued at their published value at the balance sheet date. Unlisted investments are valued at the recoverable amount of the loan portfolio at the balance sheet date.

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Other debtors	27,711	27,582
	<hr/>	<hr/>

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade creditors	586	1,736
Other creditors	1,400	1,400
	<hr/>	<hr/>
	1,986	3,136
	<hr/>	<hr/>

**12. MOVEMENT IN FUNDS**

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
<b>Unrestricted funds</b>				
General fund	227,977	(63,617)	1,285	165,645
Fair value reserve	1,285	-	(1,285)	-
	<u>229,262</u>	<u>(63,617)</u>	<u>-</u>	<u>165,645</u>
<b>TOTAL FUNDS</b>	<u>229,262</u>	<u>(63,617)</u>	<u>-</u>	<u>165,645</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	132,325	(155,876)	(40,066)	(63,617)
	<u>132,325</u>	<u>(155,876)</u>	<u>(40,066)</u>	<u>(63,617)</u>
<b>TOTAL FUNDS</b>	<u>132,325</u>	<u>(155,876)</u>	<u>(40,066)</u>	<u>(63,617)</u>

**Comparatives for movement in funds**

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
<b>Unrestricted funds</b>				
General fund	301,822	(64,807)	(9,038)	227,977
Fair value reserve	(7,753)	-	9,038	1,285
	<u>294,069</u>	<u>(64,807)</u>	<u>-</u>	<u>229,262</u>
<b>TOTAL FUNDS</b>	<u>294,069</u>	<u>(64,807)</u>	<u>-</u>	<u>229,262</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	71,429	(152,503)	16,267	(64,807)
	<u>71,429</u>	<u>(152,503)</u>	<u>16,267</u>	<u>(64,807)</u>
<b>TOTAL FUNDS</b>	<u>71,429</u>	<u>(152,503)</u>	<u>16,267</u>	<u>(64,807)</u>

**13. RELATED PARTY DISCLOSURES**

As referred to in the trustees' report, the previous supplier of the Christmas Boxes withdrew from the relationship at the start of the year. Fortunately the trustees were able to source the boxes from a Chinese manufacturer used by the previous supplier. However, there was insufficient time available to set up the required arrangements for the charity to deal direct with the Chinese manufacturer, or to handle the importation of the boxes, and it was therefore agreed to accept the assistance of an experienced importer, Xpedent UK Limited, for the all-in price of £137,734. Xpedent UK Limited is owned and managed by the adult children of Allan Sims, who was a trustee throughout the year.