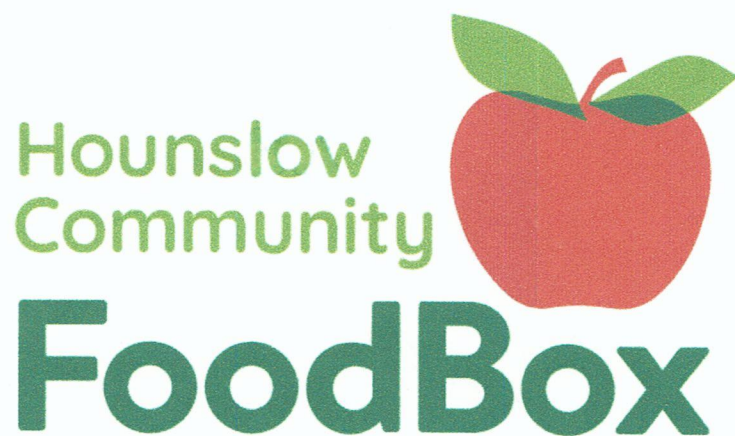


**HOUNSLOW COMMUNITY FOODBOX**

A CHARITABLE INCORPORATED ORGANISATION

CHARITY REGISTRATION NO. 1170666

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**



**A CHARITABLE INCORPORATED ORGANISATION  
(CHARITY NO. 1170666)**

**ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2021**

**CONTENTS**

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	<b>Pages</b>
Trustees' report	3 - 9
Independent Examiner's report	10
Receipts and Payments Account	11
Statement of Assets and Liabilities	12
Notes to the Accounts	13 - 15

**TRUSTEES' REPORT**  
**YEAR ENDED 31 MARCH 2021**

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<b>Status</b>	Hounslow Community Foodbox ("FoodBox") has charitable status and is a Charitable Incorporated Organisation ("CIO").
<b>Charity registration number</b>	1170666
<b>Trustees</b>	<p>The trustees during the year ended 31 March 2021 were:</p> <p>Cllr Corinna Smart (Chair) Cllr Edwin Guy Lambert (Vice Chair) Alex Cole Sarah Gardner Hannah Jackson-McCamley (appointed 27 October 2020, resigned 11 December 2020) Philip Jones (Treasurer &amp; Secretary) Katie Lancaster (appointed 7 May 2020) Kathleen Richardson</p> <p>Subsequent to the year end Alex Cole resigned with effect from 4 June 2021, Kathleen Richardson resigned with effect from 28 June 2021 and Katie Lancaster resigned with effect from 3 September 2021.</p>
<b>Patron</b>	Cllr Steve Curran, Leader of the London Borough of Hounslow Council
<b>Governing document</b>	As a Charitable Incorporated Organisation whose only voting members are its charity trustees the Hounslow Community Foodbox substantially adopted the "Foundation" model constitution when entered on the Register of Charities on 9 December 2016. The charity's constitution was last amended on 28 August 2019.

## **HOUNSLOW COMMUNITY FOODBOX**

### **TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021**

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#### **Objects**

FoodBox's constitution sets out its objects as the relief of financial hardship amongst people in the London Borough of Hounslow and the surrounding area or in other parts of the United Kingdom in such ways as the trustees from time-to-time think fit, in particular, but not exclusively by:

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

#### **Principal offices**

For correspondence  
Brickfield Community Centre  
Brickfield Close  
Brentford  
TW88JN

For food parcel collections and donations  
Rose Community Centre  
Hawthorn Road  
Brentford  
TW88NT

#### **Website**

<https://hounslowfoodbox.org.uk/>



@HounslowFoodBox

#### **Independent examiner**

Paul Ng  
Apartment 202 Jantzen House  
Ealing Road  
Brentford  
TW8 0GF



## **HOUNSLOW COMMUNITY FOODBOX**

### **TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021**

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The trustees of the FoodBox present their report and the Receipts and Payments Account for the year ending 31 March 2021 and Statement of Assets and Liabilities as at 31 March 2021.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Hounslow Community Foodbox is a registered charity. It was constituted as a Charitable Incorporated Organisation on 9 December 2016, and is therefore governed by its Constitution which was last amended on 28 August 2019.

There should be a minimum of four trustees and a maximum of twelve. In selecting individuals for appointment the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity. Trustees, other than the first trustees, are elected for a term of three years by a resolution passed at a properly convened meeting of the trustees. A retiring trustee is eligible for reappointment. A charity trustee who has served three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

FoodBox shall have the following officers, which will be appointed by decision of the trustees:

- Chair
- Vice Chair
- Secretary
- Treasurer

The trustees and officers who served during the year are listed on page 3.

An Independent Advisor, Oonah Lacey, provides support to the trustees and volunteers. During the year there were around 100 active volunteers who provided the frontline services.

All volunteers, the Independent Advisor and trustees provided their services on a voluntary basis and were only reimbursed for relevant expenses that have been incurred.

For beneficiaries to access emergency food and support they obtain a referral voucher provided by a professional registered Referral Partner. FoodBox has more than 75 active Referral Partner organisations.

Since 31 March 2021 the trustees have adopted the Charity Commission Governance Code applicable to smaller charities and will report how FoodBox is using the Code in the 2022 Annual Report.

## **HOUNSLOW COMMUNITY FOODBOX**

### **TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021**

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#### **MAIN ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT**

FoodBox operates from the Brickfield Community Centre and Rose Community Centre in Brentford and provides food parcels to residents in the London Borough of Hounslow. The Rose Community Centre is open 5 days a week Tuesday to Friday between 10am and 1pm and Saturday between 10am and 12pm.

FoodBox aims to give seven days nutritionally-balanced food to people in crisis who are referred by professional registered Referral Partners. These include Council officers in the Community Solutions team, housing and social services and officials at the Jobcentre Plus. Other partners include housing associations, Citizen Advice Bureau, health professionals, schools and other charities.

Beneficiaries receive emergency supplies of food and other necessities, such as toiletries, for themselves and family dependents. Emergency food includes non-perishable items supplemented with fresh and frozen food. Local businesses and individuals, community and religious organisations donate most supplies of food. Without their support FoodBox would not be able to satisfy the needs of beneficiaries. The level of referrals also means that FoodBox will buy food when necessary. Vegetables are grown in the FoodBox garden.

The trustees have regard to the guidance issued by the Charity Commission on public benefit and consider that the work of FoodBox fully meets the requirements.

#### **REVIEW OF THE YEAR**

The principal achievement of FoodBox in the financial year was to provide seven-day emergency food parcels for five days a week supporting 9,700 adults and children (2020: 2,000) in the London Borough of Hounslow, an increase of more than 380%.

With the dramatic increase in referrals during the pandemic FoodBox took on larger premises in April 2020, the Rose Community Centre. At start of lockdown at end of March 2020 FoodBox volunteers began to deliver all food parcels to those individuals and families referred to us. Even after lockdown restrictions were eased FoodBox volunteers continued to deliver food parcels to those who were unable to collect for health, mobility, and financial reasons.



## **HOUNSLOW COMMUNITY FOODBOX**

### **TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021**

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#### **REVIEW OF THE YEAR (continued)**

By the end of September 2021 6,500 food parcels supporting more than 13,000 adults and children have been provided during since the start of the pandemic in March 2020. That's food for more than a quarter of a million meals. FoodBox has only been able to fulfil so many referrals due to the wonderful generous response of our community which has been truly heart-warming. Our existing team of volunteers has grown by many wishing to help those less fortunate by donating their time during the crisis. Individuals, entire streets and apartment blocks, schools, community and religious organisations and businesses have collected and donated food and toiletries to help meet continuing referrals or to make a financial donation. The trustees would like to thank everyone. Without the continuing support FoodBox of our community would not be able to help so many.

During the pandemic FoodBox has continued to maintain and develop close relationships with local schools and a range of voluntary, religious and community groups, and businesses was delighted to be awarded Volunteering Organisation of 2020 by the University of West London.

A new website was launched during the year. There will be further development to provide a portal for referral partners to submit referrals for food parcels online.

#### **FUTURE PLANS**

FoodBox will continue to make a positive difference to the lives of many adults and children in Hounslow principally by providing food parcels to those in need. We will work with our supporters and volunteers to ensure that we can always meet the demands placed on FoodBox. These are uncertain times for many in our community who will struggle even as the wider economy starts to recover.

The trustees are in the process of agreeing a strategic plan and, to support its main objectives, are looking for new trustees to join and strengthen the existing Board. The plan will address how FoodBox can contribute to achieving the Council's Food Action Plan, in particular, how to alleviate food insecurity in Hounslow, improve access to affordable and healthy food and support the most vulnerable.

## **HOUNSLOW COMMUNITY FOODBOX**

### **TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021**

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#### **FINANCIAL REVIEW**

Total income for the year ended 31 March 2021 was £168,708 (2020: £17,729) comprising cash donations of £134,941, grants of £33,755 which could only be used for restricted purposes and interest.

Total expenses for the year ended 31 March 2021 were £47,135 (2020: £16,325) of which £26,955 were the use of restricted funds.

Cash balances as at 31 March 2021 were £148,177 of which £139,099 represented unrestricted funds and £12,078 restricted funds.

Non-cash donations, principally food and some toiletries, are a substantial source of incoming resources for FoodBox but are not included in the Receipts and Payments Accounts. In the year ended 31 March 2021 more than 160,000 individual items (packets, jars, tins and etc.) of food were donated (2020: 38,000 individual items). Stocks were not counted as at 31 March 2021 or 31 March 2020.

#### **RESERVES POLICY**

FoodBox aims to maintain minimum unrestricted cash reserves of £20,000 to enable core activities to continue without interruption over the short-term in an emergency such as increased demand for food parcels outstripping food donations. This reserve was increased from £5,000 on 27 October 2020 to reflect the impact of the substantial increase in referrals during the pandemic.



## **HOUNSLOW COMMUNITY FOODBOX**

### **TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021**

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#### **RESPONSIBILITIES OF THE TRUSTEES FOR THE RECEIPTS AND PAYMENTS ACCOUNT AND STATEMENT OF ASSETS AND LIABILITIES**

The trustees of FoodBox have a duty to maintain accounting records as set out in section 130 of the Charities Act 2011. The accounting records kept must be sufficient to show and explain all the FoodBox's transactions and disclose at any time, with reasonable accuracy, the financial position of the FoodBox at that time.

As permitted under section 133 of the Charities Act 2011 the FoodBox trustees have elected to prepare a Receipts and Payments Account for the year ended 31 March 2021 and a Statement of Assets and Liabilities as at 31 March 2021 instead of a statement of accounts under section 132(1) of the Charities Act 2011. The trustees have also elected for the Receipts and Payments Account and Statement of Assets and Liabilities to be reviewed by an independent examiner.

The trustees are also responsible for safeguarding the assets of the FoodBox and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are also responsible for the contents of the Trustees' Report, and the responsibility of the independent examiner in relation to the Trustees' Report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the Receipts and Payments Account and Statement of Assets and Liabilities.

This report was approved by the Trustees on 27 October 2021.



.....  
Cllr Corinna Smart  
Chair



.....  
Cllr Edwin Guy Lambert  
Vice Chair

## **HOUNSLOW COMMUNITY FOODBOX**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOUNSLOW COMMUNITY FOODBOX**

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#### **Independent examiner's report to the trustees of Hounslow Community FoodBox**

I report to the trustees on my examination of the Receipts and Payments Account for the year ended 31 March 2021 and Statement of Assets and Liabilities as at 31 March 2021 (the accounts) of Hounslow Community FoodBox (FoodBox).

#### **Responsibilities and basis of report**

As the charity trustees of FoodBox 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 FoodBox'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 of the accounts on pages 11 to 15. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the FoodBox as required by section 130 of the Act; or
2. the accounts do not accord with those records.
3. the accounts did not comply with the applicable requirements concerning the 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.



Paul Ng  
Apartment 202 Jantzen House  
Ealing Road  
Brentford  
TW8 0GF

27 October 2021



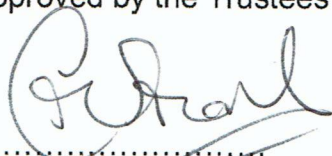
# HOUNSLOW COMMUNITY FOODBOX

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

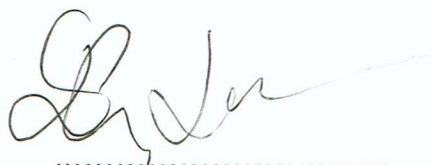
	Unrestricted Funds	Restricted Funds	Year ended 31 March 2021	Year ended 31 March 2020
<b>Receipts</b>	£	£	£	£
Donations	134,941	-	134,941	17,728
Interest	12		12	1
Grants	<u>-</u>	<u>33,755</u>	<u>33,755</u>	<u>-</u>
<b>Total incoming resources</b>	<b><u>134,953</u></b>	<b><u>33,755</u></b>	<b><u>168,708</u></b>	<b><u>17,729</u></b>
<b>Payments</b>				
Telephone	1,238	-	1,238	589
Volunteer travel and other expenses	1,435	3,056	4,491	5,941
IT expenses	1,280	-	1,280	245
IT development and related expenses	3,334	5,166	8,500	-
Food	346	15,576	15,922	301
Net funds held by Bankuet	2,321	-	2,321	-
Insurance	662	-	662	455
DBS checks	752	-	752	846
Storage	536	-	536	752
Office supplies, PPE	6,624	-	6,624	1,274
Promotional expenses	168	1,789	1,957	-
Equipment purchases	1,484	1,368	2,852	-
Access improvement	-	-	-	5,922
<b>Total resources expended</b>	<b><u>20,180</u></b>	<b><u>26,955</u></b>	<b><u>47,135</u></b>	<b><u>16,325</u></b>
<b>Net receipts in year</b>	<b>114,773</b>	<b>6,800</b>	<b>121,573</b>	<b>1,404</b>
<b>Cash funds last year end</b>	<b><u>21,326</u></b>	<b><u>5,278</u></b>	<b><u>26,604</u></b>	<b><u>25,200</u></b>
<b>Cash funds this year end</b>	<b><u>136,099</u></b>	<b><u>12,078</u></b>	<b><u>148,177</u></b>	<b><u>26,604</u></b>

The notes on pages 13 to 15 form part of this Receipts and Payments Account

Approved by the Trustees on 27 October 2021



.....  
Cllr Corinna Smart  
Chair



.....  
Cllr Edwin Guy Lambert  
Vice Chair



## HOUNSLOW COMMUNITY FOODBOX


### STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2021

	2021 £	2020 £
<b>Assets</b>		
Cash at bank and in hand	148,177	26,604
Balance held by Bankuet	2,321	-
	<u>150,498</u>	<u>26,604</u>
Unrestricted funds	138,420	21,326
Restricted funds	12,078	5,278
	<u>150,498</u> =====	<u>26,604</u> =====
<b>Liabilities</b>		
Applicable to unrestricted funds: Access Improvement project	2,083	2,083
Applicable to restricted funds: Access Improvement project	2,078	2,078
	<u>4,161</u> =====	<u>4,161</u> =====

This Statement of Assets and Liabilities is not a balance sheet. Only monetary assets and liabilities are disclosed. In particular it does not include non-cash donations held, details of which are set out in note 2(c), or the purchase of equipment, including IT equipment, which is expensed in full in the year of acquisition.

Approved by the trustees on 27 October 2021

  
.....  
Cllr Corinna Smart  
Chair

  
.....  
Cllr Edwin Guy Lambert  
Vice Chair

## **HOUNSLOW COMMUNITY FOODBOX**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

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#### **1. Basis of preparation**

As permitted under section 133 of the Charities Act 2011 FoodBox trustees have elected to prepare Receipts and Payments Accounts for the year ended 31 March 2021 and a Statement of Assets and Liabilities as at 31 March 2021 instead of a statement of accounts under section 132(1) of the Charities Act 2011.

#### **2. Accounting policies**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the Receipts and Payments Account.

##### **a) Going concern**

The nature of FoodBox's funding is inherently uncertain as it is dependent on both non-cash and cash donations and grants. Should such funding from existing sources be reduced in future years the FoodBox would have to find other sources of funding or significantly curtail its activities.

##### **b) Incoming resources – cash donations and grants**

Cash donations and grants are included in full in the Receipts and Payments Account as they are received.

##### **c) Incoming resources – non-cash donations**

Non-cash donations of food and toiletries are a significant source of incoming resources of the FoodBox. Non-cash items are not included in the Receipts and Payments Account.

Non-cash donations, principally food and some toiletries, are a substantial source of incoming resources for FoodBox but are not included in the Receipts and Payments Accounts. In the year ended 31 March 2021 more than 160,000 individual items (packets, jars, tins and etc.) of food and toiletries were donated. Stocks were not counted as at 31 March 2021 or 31 March 2020.

##### **d) Resources expended**

Expenditure is recorded in the Receipts and Payments Account only when paid. Expenditure that has been incurred but not paid as at the year end is noted as a liability in the Statement of Assets and Liabilities. Resources expended include VAT which cannot be recovered.

## **HOUNSLOW COMMUNITY FOODBOX**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

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#### **e) Taxation**

Subject to agreement with HM Revenue and Customs, FoodBox is exempt from the payment of any taxes to the extent it is a registered charity and therefore is not liable for Income Tax or Corporation Tax on income derived from charitable activities. FoodBox does not have an obligation to register for VAT.

#### **f) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of FoodBox. Restricted funds are subjected to restriction on the expenditure imposed by the donor.

Charitable expenditure comprises those costs incurred by the FoodBox in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **g) Equipment**

Purchases of equipment, including IT equipment, are expensed in full in the year of acquisition and are not disclosed as assets in the Statement of Assets and Liabilities.



## HOUNSLOW COMMUNITY FOODBOX

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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#### 3. Statement of Cash Funds

	Balance at 31 Mar 2020	Incoming Resources	Resources Expended	Balance at 31 Mar 2021
	£	£	£	£
<b>Restricted Funds</b>				
London Borough of Hounslow	2,078	30,000	(20,000)	12,078
Mayor of Hounslow 2014/15	3,200	-	(3,200)	-
PayPal	-	3,755	(3,755)	-
<b>Total Restricted Funds</b>	<u>5,278</u>	<u>33,755</u>	<u>(26,955)</u>	<u>12,078</u>
<b>Unrestricted Funds</b>	<u>21,326</u>	<u>134,953</u>	<u>(20,180)</u>	<u>136,099</u>
<b>Total Funds as at 31 March</b>	<u><b>26,604</b></u>	<u><b>168,708</b></u>	<u><b>(47,135)</b></u>	<u><b>148,177</b></u>

During the year the London Borough of Hounslow awarded FoodBox £30,000 in Local Authority Emergency Assistance Grants. The grants were to be used to help meet immediate needs of Hounslow residents who were struggling to afford food. Permissible expenses included the cost of purchasing food and providing the service. The first grant of £20,000 was fully utilised in the year and the second grant of £10,000 received in March 2021 has been fully utilised since the year end. There remains a balance of £2,078 from 2018/19 grant for an Access Improvement Project at the Brickfield Community Centre which has been fully allocated to works carried out but not yet invoiced.

FoodBox received £3,200 from Cllr Corinna Smart's fundraising as Mayor of the London Borough of Hounslow in 2014/15 to be used to develop a new website. These funds were fully expensed in the year and the new website was launched in December 2020.

A grant was received from PayPal during the year to support promotional activities, including the development of the website, to reach those Hounslow residents who might be worried about how they are going to put food on the table. The grant was fully expensed during the year.

#### 4. Payments to trustees and connected persons

There were no payments to trustees or connected persons during the year.