

**HOUNSLOW COMMUNITY FOODBBOX**

A CHARITABLE INCORPORATED ORGANISATION

CHARITY REGISTRATION NO. 1170666

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022**



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

**ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2022**

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**TRUSTEES' REPORT**  
**YEAR ENDED 31 MARCH 2022**

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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 who served during the year ended 31 March 2022 were:</p> <p>Corinna Smart (Chair) Cllr Edwin Guy Lambert (Vice Chair) Alex Cole (resigned 4 June 2021) Howard Dawson (appointed 17 January 2022) Sarah Gardner Philip Jones (Treasurer &amp; Secretary) Katie Lancaster (resigned 3 September 2021) Kathleen Richardson (resigned 28 June 2021)</p>
<b>Patron</b>	Steve Curran, formerly 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 FoodBox 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 2022**

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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  
Flat 68 Ranton House  
1b Commerce Road  
Brentford  
TW8 8FU



## **HOUNSLOW COMMUNITY FOODBOX**

### **TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022**

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The trustees of FoodBox present their report and the Receipts and Payments Account for the year ending 31 March 2022 and Statement of Assets and Liabilities as at 31 March 2022.

#### **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, who will be appointed by a 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.

## **HOUNSLOW COMMUNITY FOODBOX**

### **TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022**

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#### **CHARITY GOVERNANCE CODE**

The trustees aspire to best practice in governance and in 2021 commissioned an independent review to ensure FoodBox was sustainable as an independent charity. A key decision following the review was to adopt the Charity Governance Code applicable to smaller charities.

Independent assessments of compliance with the principles set out in the Code have been carried out and actions plans were put in place to address gaps. By October 2022 the trustees considered that although FoodBox was in broad compliance with the Code the trustee board still needs to be strengthened by filling skills gaps and until this is achieved full compliance cannot be achieved.

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

FoodBox operates from the Brickfield Community Centre and Rose Community Centre in Brentford and provides emergency 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 emergency food parcels 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 grown in the FoodBox garden and added to food parcels.

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



## **HOUNSLOW COMMUNITY FOODBOX**

### **TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022**

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

The principal achievement of FoodBox in the financial year was to provide emergency food parcels for five days a week supporting 8,400 adults and children (2021: 9,700) in the London Borough of Hounslow. This compares to 2,000 adults and children supported in the year to March 2020.

FoodBox volunteers continue to deliver food parcels to those who were unable to collect for health, mobility, and financial reasons. More than 80% of food parcels were delivered in the year to March 2022.

FoodBox collaborated with Sara Ward of Hen Corner and Brentford Together to provide 6 on-line cooking classes in the year to March 2022. Residents who took part received recipe kits delivered by FoodBox volunteers with all the necessary ingredients on the day of the classes and cooked meals in their own kitchens under Sara's guidance. Around 5 families joined each class. The classes have continued on a monthly basis since the year end and are much enjoyed by those who attend.

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 of our community FoodBox would not be able to help so many.

## **HOUNSLOW COMMUNITY FOODBOX**

### **TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022**

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#### **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 with food insecurity as food, fuel and general inflation impact their daily lives.

The trustees have agreed a short-term plan to 31 March 2023 that focuses on improving the service to people we support, developing our volunteer offer, greater engagement with referral partners and people that support us and improving our operations including the introduction of an online referral system.



## **HOUNSLOW COMMUNITY FOODBOX**

### **TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022**

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#### **FINANCIAL REVIEW**

Total income for the year ended 31 March 2022 was £70,168 (2021: £168,708) comprising cash donations of £60,156, grants of £10,000 which could only be used for restricted purposes and interest.

Total expenses for the year ended 31 March 2022 were £62,806 (2021: £47,135) of which £22,078 were the use of restricted funds.

Cash balances as at 31 March 2022 were £155,539, all of which represented unrestricted 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 2022 more than 104,000 individual items (packets, jars, tins and etc.) of food were donated (2021: 160,000 individual items). Stocks were not counted as at 31 March 2022 or 31 March 2021.

#### **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 cash and food donations.

## **HOUNSLOW COMMUNITY FOODBOX**

### **TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022**

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

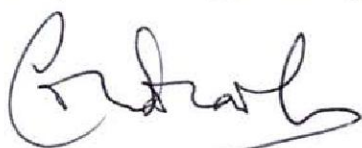
The trustees of FoodBox have a duty to maintain accounting records as set out in section 130 of the Charities Act 2011. The accounting records kept must be sufficient to show and explain all the FoodBox's transactions and disclose at any time, with reasonable accuracy, the financial position of the FoodBox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

As permitted under section 133 of the Charities Act 2011 the trustees have elected to prepare a Receipts and Payments Account for the year ended 31 March 2022 and a Statement of Assets and Liabilities as at 31 March 2022 instead of a statement of accounts under section 132(1) of the Charities Act 2011. The Receipts and Payments Account and Statement of Assets and Liabilities has been reviewed by an independent examiner.

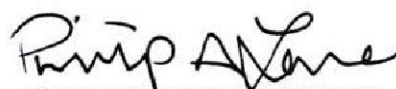
The trustees are also responsible for safeguarding the assets of FoodBox and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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 25 October 2022.



Corinna Smart  
**Chair**



Philip Jones  
**Treasurer & Secretary**

## **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 2022 and Statement of Assets and Liabilities as at 31 March 2022 (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 12 to 16. 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  
Flat 68 Ranton House  
1b Commerce Road  
Brentford  
TW8 8FU

25 October 2022



# HOUNSLOW COMMUNITY FOODBOX

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

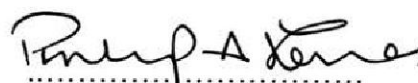
	Unrestricted Funds	Restricted Funds	Year ended 31 March 2022	Year ended 31 March 2021
	£	£	£	£
<b>Receipts</b>				
Donations	60,156	-	60,156	134,941
Interest	12		12	12
Grants	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>33,755</u>
<b>Total incoming resources</b>	<b><u>60,168</u></b>	<b><u>10,000</u></b>	<b><u>70,168</u></b>	<b><u>168,708</u></b>
<b>Payments</b>				
Telephone	1,031	-	1,031	1,238
Volunteer travel and other related expenses	376	-	376	5,243
IT expenses	1,287	-	1,287	1,280
IT development and related expenses	-	-	-	8,500
Food	19,191	22,078	41,269	18,243
Insurance	734	-	734	662
Storage	1,584	-	1,584	536
Office supplies, PPE	8,204	-	8,204	6,624
Promotional expenses	-	-	-	1,957
Equipment purchases	949		949	2,852
Professional fees - governance	<u>7,372</u>	<u>-</u>	<u>7,372</u>	<u>-</u>
<b>Total resources expended</b>	<b><u>40,728</u></b>	<b><u>22,078</u></b>	<b><u>62,806</u></b>	<b><u>47,135</u></b>
<b>Net receipts in year</b>	<b>19,440</b>	<b>(12,078)</b>	<b>7,362</b>	<b>121,573</b>
<b>Cash funds last 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>
<b>Cash funds this year end</b>	<b><u>155,539</u></b>	<b><u>0</u></b>	<b><u>155,539</u></b>	<b><u>148,177</u></b>

The notes on pages 14 to 16 form part of this Receipts and Payments Account

Approved by the Trustees on 25 October 2022



Corinna Smart  
Chair



Philip Jones  
Treasurer & Secretary

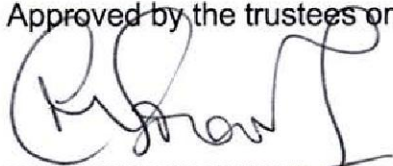
## HOUNSLOW COMMUNITY FOODBOX

### STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2022

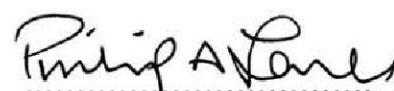
	2022 £	2021 £
<b>Assets</b>		
Cash at bank and in hand	155,539	148,177
Balance held by Bankuet	1,956	2,321
	<u>157,495</u>	<u>150,498</u>
Unrestricted funds	157,495	138,420
Restricted funds	-	12,078
	<u>157,495</u> =====	<u>150,498</u> =====
<b>Liabilities</b>		
Applicable to unrestricted funds:		
Access Improvement project	-	2,083
Applicable to restricted funds:		
Access Improvement project	-	2,078
	<u>-</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 25 October 2022



Corinna Smart  
Chair



Philip Jones  
Treasurer & Secretary

## **HOUNSLOW COMMUNITY FOODBBOX**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

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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 2022 and a Statement of Assets and Liabilities as at 31 March 2022 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 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, 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 2022 more than 104,000 individual items (packets, jars, tins and etc.) of food and toiletries were donated. Stocks were not counted as at 31 March 2022 or 31 March 2021.

##### **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 2022**

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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 a restriction on the permissible 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 2022

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#### 3. Statement of Cash Funds

	Balance at 31 Mar 2021 £	Incoming Resources £	Resources Expended £	Balance at 31 Mar 2022 £
<b>Restricted Funds</b>				
London Borough of Hounslow	12,078	10,000	(22,078)	-
<b>Unrestricted Funds</b>	<u>136,099</u>	<u>60,168</u>	<u>(40,728)</u>	<u>155,539</u>
<b>Total Funds as at 31 March</b>	<u>148,177</u>	<u>70,168</u>	<u>(62,806)</u>	<u>155,539</u>

During the year the London Borough of Hounslow awarded FoodBox a Household Response Fund Grant of £10,000. This and the balances of previously awarded grants were used to help meet immediate needs of Hounslow residents by purchasing food which was a permissible expense.

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

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