



## Trustees' Annual Report for the period

**From**

Period start date

01

April

2021

**To**

Period end date

31

March

2022

### Section A

### Reference and administration details

**Charity name** Artbox London

**Other names charity is known by**

**Registered charity number (if any)** 1172529

**Charity's principal address** 67 Gladstone House

31 Dowells Street

London

**Postcode**

SE10 9FF

### Names of the charity trustees who manage the charity

**Trustee name**

**Office (if any)**

**Dates acted if not for whole year**

**Name of person (or body) entitled to appoint trustee (if any)**

1 Wendy Reid

Chairperson

From December 2021

2 Sean Galvin

3 Paul McLintic

4 Rebeca Tristan

5 Nick Cummins

Treasurer

6 Georgina Herety

From February 2022

7 Lauren Nicoll

From February 2022

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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

**Name**

**Dates acted if not for whole year**

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address                                  |
|-----------------|------|--|
| Bank            | HSBC | 94 Kensington High Street, London W8 4SH |
|                 |      |  |
|                 |      |  |
|                 |      |  |

**Name of chief executive or names of senior staff members (Optional information)**

Madeline Alterman, Georgina George

## Section B Structure, governance and management

### Description of the charity's trusts

|   |   |
|---|---|
| Type of governing document<br>(eg. trust deed, constitution)        | Artbox London is a registered Charitable Incorporated Organisation (CIO). It is governed by a constitution which establishes the objects and powers of the charitable organisation.   |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation  |
| Trustee selection methods<br>(eg. appointed by, elected by)         | <p>As stated in the constitution, there should be a minimum of three trustees and there is no limit on the maximum number of trustees. The constitution provides a mechanism for elected trustees to retire from office and be re-elected by the members.</p> <p>Artbox London's board is made up of individuals who are committed to the organisation's mission and either have previously been volunteers or have a strong connection to assisting people with learning disabilities and autism (PwLDA) and to the arts sector through other life experiences. They bring a skill, energy and experience to Artbox London. Their backgrounds include senior level experience in the legal sector, business, charity, finance, art, education, marketing and advocacy.</p> <p>The trustees periodically consider the skill set and experience necessary for the Board to exercise its roles. If trustees identify the need for a new trustee or if a trustee needs to be replaced (due to retirement or otherwise), the trustees advertise and identify potential new candidates, interview the potential trustees to establish their suitability and commitment and check references as needed. The chair of the trustees will meet with the potential trustee, who is then invited to observe the next board meeting. Eligibility confirmation is carried out and obtained and the trustees formally invite the selected candidate to become a trustee. All trustees give up their time voluntarily and receive no benefits from the charity other than where specific expertise and time is required such as fundraising.</p> <p>New trustees undergo an orientation where they have the opportunity to attend the Artbox London workshops to familiarise themselves with the charity's mission and meet key staff, volunteers and other trustees. An information pack is provided which includes the constitutional documents, recent management accounts, the business plan and the Charity Commission's information on Responsibilities of Trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.</p> |

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees are required to familiarise themselves with the policies and procedures of Artbox London and are involved in the review of these procedures.

The trustee board meets at least six times a year and the quorum for a trustee meeting is two trustees.

Organisational structure: there are two co-directors of Artbox London and one permanent employee.

### Risk management

The Trustees of Artbox London believe that they have appropriate procedures and controls to adequately mitigate against risks to which Artbox London is exposed.

The systems established by the Trustees include:

- a) a long-term strategic plan, annual business plan and annual budget, all of which are approved by the Trustees;
- b) one Trustee (with requisite experience and background in such matters) takes the lead on financial matters and reports to the board at each meeting;
- c) preparation and review at each Trustee meeting of a Financial Report;
- d) regular consideration by the directors and Trustees of financial results, variance from budgets, non-financial performance indicators and benchmarking reviews;
- e) continuing development of a performance measurement plan to ensure we further improve our understanding of the work of Artbox London and its impact;
- f) development of a Trustee portfolio and delegation of duties to sub-committee of Trustees to ensure sufficient resources are allocated to each area; and
- g) identification and management of risks on an ongoing basis and at periodic strategy meetings.

Trustee sub-groups, with the support of the directors, are responsible for identifying risk and reporting to the board of Trustees. Risks are regularly reviewed and considered at meetings and, where further action is required, deadlines and responsibilities assigned.

The trustees plan to undertake a full risk assessment as part of the preparation of the business plan and budget for the next financial year.

The trustees and relevant sub-committees continue to monitor and report on the risks at each meeting.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objective of the CIO is supporting people with learning disabilities and autism to develop and grow as artists and individuals, find fulfilment through art, and be accepted and appreciated.

We value creativity, fun, individuality, community, ambition, and choice.

The objectives stated in the constitution are:

|  |   |
|--|---|
| <p>The relief of people with disabilities, in particular through the provision of facilities to enable and encourage people with disabilities to engage in creative and artistic pursuits; and</p> <p>The advancement of education amongst people with disabilities, especially in the appreciation and practice of the arts.</p> <p>In the pursuit of these objectives, our aim is to be able to serve artists with a very broad range of learning disabilities and autism (PwLDA) who may also have other support needs.</p> <p>Our vision is that people with learning disabilities and autism lead fulfilled lives and are included and appreciated in society through their art.</p> <p>To achieve this our mission is:</p> <ol style="list-style-type: none"> <li>1. To improve the confidence and self-esteem of people with learning disabilities and autism and reduce their isolation by: <ul style="list-style-type: none"> <li>• developing their artistic, creative and life skills</li> <li>• providing opportunities for them to make and meet friends.</li> </ul> </li> <li>2. To raise the ambitions of and to develop the positive identities of adults with learning disabilities and autism by: <ul style="list-style-type: none"> <li>• providing opportunities to show and sell their work professionally, and</li> <li>• giving them the chance to earn money from sales of their work.</li> </ul> </li> <li>3. To increase the visibility and appreciation in the community of people with learning disabilities and autism and to raise the profile of their artwork in the wider art world by: <ul style="list-style-type: none"> <li>• providing the above means for them to demonstrate their skills and become more self-confident, and</li> <li>• helping them become their own advocates through their work and its promotion.</li> </ul> </li> </ol> | <p><b>Activities</b></p> <p><b>Workshops:</b><br/>To run several regular weekly workshops with leaders who are trained and experienced in working with PwLDA artists. All of the workshops are social events, with artists supported by volunteers on a 1:1 or 1:2 basis depending on needs. In collaborations with corporate partners, our artists also have run workshops for visitors.</p> <p><b>Open-access studio sessions:</b><br/>To run regular weekly open-access studio sessions open to all PwLDA artists who are able to work on their art independently. These sessions are supervised by a trained workshop leader with additional support from volunteers.</p> <p><b>Outreach work:</b><br/>To provide outreach and 1:1 services for those artists who have struggled to return to the studio after the final Covid-19 pandemic lockdown and who are too vulnerable to attend the studio. These visits are conducted by a dedicated staff member who has trained in outreach work.</p> |
|--|---|

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Exhibitions:**

To exhibit and sell the work produced by our PwLDA artists through exhibitions, commissions and private sales. Selling their art provides the artists with income as we share proceeds 50-50.

We also sell art via our website and sell, lease and license art through collaborations with corporate partners.

**Trips**

To run visits to art galleries, museums and libraries in central London. These trips inspire art projects, enhance confidence in the use of public transport and make PwLDA artists more visible in the art world and with the public.

**Summary of the main achievements of the charity during the year**

**Continued response to Covid-19**

With the unique challenges presented by the global pandemic, 2021/22 was a year for Artbox to both resume normal service and continue to adapt. In mid-April 2021 the Artbox London studio reopened and workshop sessions resumed with social distancing precautions in place. Across April, 25 artists were welcomed back to the studio and a total of 66 different artists attended workshops during the year. Demand was strong throughout the year and the studio is now open six days a week with new weekly sessions added as the year progressed. We also used the experience of running Artbox at Home during the pandemic to start a new outreach programme to work with artists on a 1:1 basis at their homes who could not take part in the studio sessions due to ill health. We worked with 17 different artists across the year.

**Artist's development and well being**

During the year we received funding from the Community Response Fund to support outreach and 1:1 services for those artists who were struggling to return to the studio after the final pandemic lockdown and also for those too vulnerable to attend the studio. This was a long-recognised issue for our artists who sometimes suffer from mental ill health. We were able to deliver services from April 2021 in the homes of our artists as well as offer 1:1 studio time. We are committed to delivering this service beyond the life of the funding which ended in September 2021 and so far, 5 of the people we have provided outreach services to have returned to the studio.

In September 2021 we opened two new workshops, an additional day time workshop and a young persons group. Sign up for the young persons group has been good but the workshop has been more sparsely attended so far. Work is ongoing to build up the attendance of the additional workshop by promoting it to local SEN schools and potentially changing the time of the group.

In February 2022 we launched a planet themed project and commission for Coffee and TV and Islington Giving. This provided opportunities for our artists to learn about how we can protect our planet as well as make work related to this. Our artists also had an opportunity to learn about how to produce dyes that can be used in artmaking.

This year also saw the start of our trips and event programmes restarting following the pandemic. In February 2022 there were two opportunities – the first to Estorick Collection, who provided a tour of their current exhibition on the life and work of Bice Lazzari and put on a workshop with all sorts of fun and experimental materials. And the second to English National Opera to see The Cunning Little Vixen, which for many of our artists, was the very first time to an opera. ENO kindly opened their doors to Artbox in the morning to allow the artists to take part in mindfulness and art activities, while responding to the props and music. This will form a longer-term partnership, we hope, as part of their access to opera programme and our own development in creating professional progression routes for some of our artists.

Our artists also visited Cromwell Place to see their first UK exhibition organised by Art Et al and absolutely loved learning about each of the exhibiting artists.

### **Make and sell art**

The return to the studio allowed Artbox's artists to continue their prolific output with 2,400 original artworks produced by artists during the year as well as 225 prints and 149 original artworks being sold.

In November and December 2021, Artbox held its first physical exhibition in 2 years at its studio over a two-week period. The exhibition was called One of a Kind and was a celebration bringing together the unique work that had been created in the studio over the last year.

### **Online presence**

A new monthly circulated newsletter was set up during the year, which provides an update on our artists and developments related to the studio space. This newsletter is circulated to more than a thousand subscribers and it is used to share information about our activities, events, promote sales and shine a spotlight on individual artists.

A new Instagram account dedicated to promoting our evening classes to the general public has also been set up. The various evening courses we now offer are collectively termed as Artbox Night School and allow us to utilize our studio space outside of our core activities to generate further income. The new account has been established in recognition of this as a complimentary but separate activity to the core purpose of the charity, which is to provide support to adults with learning disabilities and autism.

Otherwise, we achieved 34,000 unique visitors to our website, down 9,000 on the prior year and 112,000 page views down 15,000 on the prior year. The fall in numbers reflects the contrasting circumstances between 2021/22 and 2020/21 where there was greater in person studio activity and no periods of lockdown in the current year reducing the focus on online activities.

## **Section E**

## **Financial review**

### **Brief statement of the charity's policy on reserves**

Artbox aims to hold a target range of 25-50% of annual budgeted expenditure, representing between 3 and 6 months of ongoing running costs.

A specific additional reserve of £7,000 is held in respect of anticipated one-off costs associated with a move to a new studio premises. A move did take place after the year end in April 2022 and this reserve was utilised.

In the prior year an additional designated reserve provision of £30,000 was made in view of a) the increased uncertainty created by the pandemic which may potentially impact our ability to generate income and b) the generosity of our funders in helping us to meet this uncertainty. This "Recovery Reserve" was designated to help us meet these challenges. We were fortunate to mostly avoid such disruption during 2021-22 and not utilise the reserve. However, in light of the general economic conditions experienced since early 2022 resulting in soaring inflation we expect our base running costs to increase from this year onwards. We therefore continue to hold the £30,000 designated reserve in place as a "Cost of Living Reserve" to be utilised over the course of this upcoming year.

**Details of any funds materially in deficit**

Not applicable.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Overall, a net surplus of £13k was generated during 2021/22 compared to a net surplus of £53k in the prior year.

Receipts of £152k were generated during the year, which was in line with the prior year.

Artbox has two principal sources of funds – sales income via session contributions, sales of art and other services and fundraising income via donations and grants from trusts and foundations. Receipts were well balanced between the two sources (sales of £73k and fundraising income of £78k) in contrast to the prior year which was skewed more heavily towards fundraising income. This reflects the reduced impact of COVID related disruption during 2021/22 meaning the charity was able to run its sessions uninterrupted throughout the year albeit with capacity restrictions due to social distancing safety measures still being in place. In accordance with our aim of ensuring our services are financially sustainable yet remain accessible, the workshop sessions have a flexible fee structure. Many of our service users are in receipt of social services funding and have personal budgets, but fees are subsidised for PwLDA where necessary, in order to maximise participation.

Further diversification of sales activity was introduced during the year too with evening classes in areas such as riso printing and life drawing offered to the general public, under the name Artbox Night School, and held at the studio outside of core hours. This has helped to raise the profile of the charity further, to advertise our artists work and to make use of our studio space during hours it would otherwise not be used.

Expenditure of £138k was incurred during the year, which was £40k higher than last year.

Expenditure substantially consists of staff and freelancer costs – making up more than three quarters of our spend in the last two years. Artbox has two co-directors who lead the charity and are responsible for its day to day running and an additional staff member, who specifically provides outreach support to artists engaged with Artbox outside of the studio at their homes. The charity also works with several freelance artists who help to run and facilitate the sessions taking place at our studio. Otherwise, expenditure consists of costs of procuring art materials and premises costs. Expenditure has normalised this year following a lower level in 2020/21 when the studio was closed during the periods of national Covid lockdowns, which meant there was a reduced need for freelance support.



**Section F****Other optional information**


|  |
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|  |
|--|

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

|   |  |
|---|--|
|  |  |
|---|--|

Full name(s)

|            |  |
|------------|--|
| Wendy Reid |  |
|------------|--|

Position (eg Secretary, Chair, etc)

|       |  |
|-------|--|
| Chair |  |
|-------|--|

Date

|          |
|----------|
| 01/11/22 |
|----------|



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Artbox London

1172529

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2021

To

31/03/2022


### Section A Receipts and payments

|   | Unrestricted funds | Restricted funds | Endowment funds  | Total funds      | Last year        |
|---|--------------------|------------------|------------------|------------------|------------------|
|   | to the nearest £   | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| <b>A1 Receipts</b>                                    |                    |                  |                  |                  |                  |
| Sales   | 72,849             | -                | -                | 72,849           | 46,480           |
| Fundraising   | 22,316             | 56,341           | -                | 78,657           | 88,067           |
| Government grants                                     | -                  | -                | -                | -                | 16,300           |
|   | -                  | -                | -                | -                | -                |
|   | -                  | -                | -                | -                | -                |
|   | -                  | -                | -                | -                | -                |
|   | -                  | -                | -                | -                | -                |
| <b>Sub total</b> (Gross income for AR)                | 95,165             | 56,341           | -                | 151,506          | 150,847          |
| <b>A2 Asset and investment sales, (see table).</b>    |                    |                  |                  |                  |                  |
|   | -                  | -                | -                | -                | -                |
|   | -                  | -                | -                | -                | -                |
| <b>Sub total</b>                                      | -                  | -                | -                | -                | -                |
| <b>Total receipts</b>                                 | 95,165             | 56,341           | -                | 151,506          | 150,847          |
| <b>A3 Payments</b>                                    |                    |                  |                  |                  |                  |
| Cost of sales   | 4,471              | 1,500            | -                | 5,971            | 8,920            |
| Exhibitions   | 567                | -                | -                | 567              | -                |
| Studio  | 7,446              | 5,500            | -                | 12,946           | 9,363            |
| Marketing   | 441                | -                | -                | 441              | 835              |
| Artists   | -                  | -                | -                | -                | -                |
| Volunteers and trustees                               | 1,360              | 598              | -                | 1,958            | 127              |
| Cost of fundraising                                   | -                  | 542              | -                | 542              | -                |
| Staff   | 60,414             | 51,142           | -                | 111,556          | 73,959           |
| Office costs  | 2,910              | 1,200            | -                | 4,110            | 3,165            |
| <b>Sub total</b>                                      | 77,609             | 60,482           | -                | 138,091          | 96,369           |
| <b>A4 Asset and investment purchases, (see table)</b> |                    |                  |                  |                  |                  |
| <b>Equipment</b>                                      | -                  | -                | -                | -                | 1,491            |
|   | -                  | -                | -                | -                | -                |
| <b>Sub total</b>                                      | -                  | -                | -                | -                | 1,491            |
| <b>Total payments</b>                                 | 77,609             | 60,482           | -                | 138,091          | 97,860           |
| <b>Net of receipts/(payments)</b>                     | 17,556             | - 4,141          | -                | 13,415           | 52,987           |
| <b>A5 Transfers between funds</b>                     | -                  | -                | -                | -                | -                |
| <b>A6 Cash funds last year end</b>                    | 102,566            | 4,141            | -                | 106,707          | 53,720           |
| <b>Cash funds this year end</b>                       | 120,122            | -                | -                | 120,122          | 106,707          |

## Section B Statement of assets and liabilities at the end of the period

| Categories                                   | Details  | Unrestricted funds                 | Restricted funds                 | Endowment funds                 |
|--|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds                                | Artbox London Account                                  | to nearest £                       | to nearest £                     | to nearest £                    |
|  |  | 120,122                            | -                                | -                               |
|  |  | -                                  | -                                | -                               |
|  |  | -                                  | -                                | -                               |
|  | <b>Total cash funds</b>                                | <b>120,122</b>                     | <b>-</b>                         | <b>-</b>                        |
|  | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
| B2 Other monetary assets                     | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|  |  | -                                  | -                                | -                               |
|  |  | -                                  | -                                | -                               |
|  |  | -                                  | -                                | -                               |
|  |  | -                                  | -                                | -                               |
|  |  | -                                  | -                                | -                               |
|  |  | -                                  | -                                | -                               |
| B3 Investment assets                         | Details  | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|  |  |                                    | -                                | -                               |
|  |  |                                    | -                                | -                               |
|  |  |                                    | -                                | -                               |
|  |  |                                    | -                                | -                               |
|  |  |                                    | -                                | -                               |
| B4 Assets retained for the charity's own use | Details  | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|  | Artwork  | Unrestricted                       | -                                | -                               |
|  | Art materials  | Unrestricted                       | -                                | -                               |
|  | Other equipment  | Unrestricted                       | -                                | -                               |
|  | Other equipment  | Restricted                         | -                                | -                               |
|  |  |                                    | -                                | -                               |
|  |  |                                    | -                                | -                               |
|  |  |                                    | -                                | -                               |
|  |  |                                    | -                                | -                               |
|  |  |                                    | -                                | -                               |
| B5 Liabilities                               | Details  | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|  | Independent Examiner's Fees                            | Unrestricted                       | -                                |                                 |
|  |  |                                    | -                                |                                 |
|  |  |                                    | -                                |                                 |
|  |  |                                    | -                                |                                 |
|  |  |                                    | -                                |                                 |

Signed by one or two trustees on  
behalf of all the trustees

| Signature   | Print Name | Date of approval |
|---|------------|------------------|
|  | Wendy Reid | 01/11/22         |
|   |            |                  |



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Artbox London

On accounts for the year  
ended

31 March 2022

Charity no  
(if any)

1172529

Set out on pages

Above

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2022**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

Name:

Amanda Hall

Relevant professional  
qualification(s) or body  
(if any):

Address:

Counterculture Partnership LLP

Unit 115 Ducie House, Ducie Street

Manchester, M1 2JW

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.**