

HOUNSLOW COMMUNITY FOODBOX

A CHARITABLE INCORPORATED ORGANISATION

CHARITY REGISTRATION NO. 1170666

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**



HOUNSLOW COMMUNITY FOODBOX

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

**ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2023**

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HOUNSLOW COMMUNITY FOODBIX

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

| | |
|------------------------------------|--|
| Status | Hounslow Community Foodbox ("FoodBox") has charitable status and is a Charitable Incorporated Organisation ("CIO"). |
| Charity registration number | 1170666 |
| Trustees | <p>The trustees who served during the year ended 31 March 2023 were:</p> <p>Corinna Smart (Chair) Cllr Edwin Guy Lambert (Vice Chair) Howard Dawson Sarah Gardner Philip Jones (Treasurer & Secretary)</p> <p>Corinna Smart and Cllr Edwin Guy Lambert were reappointed during the year for further term of three years with effect from 1 January 2023.</p> |
| Patron | Steve Curran, formerly Leader of the London Borough of Hounslow Council |
| Governing document | 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 2023

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

hounslowfoodbox.org.uk



@HounslowFoodBox

Independent examiner

A and C Services
Flat 68 Ranton House
1b Commerce Road
Brentford
TW8 8FU

HOUNSLOW COMMUNITY FOODBIX

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

The trustees of FoodBox present their report and the Receipts and Payments Account for the year ending 31 March 2023 and Statement of Assets and Liabilities as at 31 March 2023.

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 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 receives referrals from more than 500 professionals working with more than 100 active Referral Partner organisations.

HOUNSLOW COMMUNITY FOODBOX

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

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, Citizens Advice, 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 a substantial proportion of food needed with FoodBox buying food using donations and grants to ensure there is sufficient to satisfy the needs of beneficiaries. Vegetables grown in the FoodBox community garden are 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 2023

REVIEW OF THE YEAR

The principal achievement of FoodBox in the financial year was to provide emergency food parcels five days a week supporting 9,200 adults and children (2022: 8,400) in the London Borough of Hounslow. By way of comparison prior to the pandemic 2,000 adults and children were supported in the financial 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 70% of food parcels were delivered in the year to March 2023.

That the number of people requiring support remains very high may be due to the lingering financial and other side effects of the pandemic and, from towards the end of 2022, the cost of living crisis. What is certain is that we are now supporting many people who are suffering ill health.

Receiving a food parcel should only ever be a temporary substitute for shopping for yourself and your family but we really are much better now at providing food parcels that are tailored to specific dietary needs and family sizes. A variety of standard packing lists introduced from July 2022 have made this possible when we also reviewed and generally increased the amount of food included. So there's now guidance when preparing food parcels for people with different requirements: halal, South Asian, vegetarian, vegan, gluten free, lactose intolerance, diabetes, no cooking facilities. This has helped to improve consistency between teams and over time when regular food parcels are provided. From January 2023 the Hounslow Gurdwara provides 100 one-person frozen vegetarian meals each week.

We have also taken steps to improve our food safety procedures taking on board the recommendations from a food safety inspection and which are now embedded in our daily activities to make sure we live up to our 5 star rating.

Christmas Hampers for residents have been annual and welcome treats for many years and in April 2022 (and April 2023) we were also able to provide Easter Hampers with chocolate eggs and treats and spring flowers. Support from Alexanders, a storage and logistics company who delivered many of the hampers, and Brentford FC made this possible.

Online cooking classes with Sara Ward of Hen Corner continued during the year with FoodBox delivering the recipe kits with all the ingredients on the day of the classes. Typically, around 5 families joined each class and we know they find them enjoyable and worthwhile.

HOUNSLOW COMMUNITY FOODBOX

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

Over the Jubilee weekend several street parties and a Picnic in the Park (Brentford's St.Paul's Rec) raised funds for FoodBox, so too did Talia Dean's Raji Bhaji in Hounslow's Bell Square in August.

In the autumn 2022, with the support of Hanif Khan, FoodBox launched a volunteer appeal video and became much more active on Twitter and a new Facebook page and with articles published on local news websites and our own website. This helped celebrate donations received and the support FoodBox provides. At the suggestion and with the support of Martin Case of Brentford Voice we promoted a RememberNovember appeal for funds with fundraising at many events in Chiswick and Brentford. Our Christmas Appeal video featured players from Brentford FC and Buzz too. Many people in our community are concerned about others struggling with food and fuel insecurity and financial donations exceeded all our expectations.

We were also very pleased to be awarded the University of West London's Volunteering Organisation of the year 2022/23. Students often come to volunteer with FoodBox.

As FoodBox works on a referral basis we rely on our key partners to identify people in genuine need for us to provide emergency parcels. In February 2023 we issued a Referral Charter so that our referral partners were clear about the referral process, FoodBox's commitment to referral partners and theirs to FoodBox. It's also vital to understand their opinions about our service and if we could improve it. In February 2023 we asked them to complete an online survey, all responses were confidential and the summary results are on our website. Almost everyone in the survey 'would praise FoodBox to a colleague.' We received a score of 9.8 out of 10.

We are taking note of a few suggestions in the survey response for how we could enhance our service in 2023: working with our referral partners to reduce reliance on food parcels by raising awareness of other support services; and signposting sources of information for healthy and cheap recipes.

HOUNSLOW COMMUNITY FOODBOX

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

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.

Whatever the challenges are for the future, we know that our volunteer community and all our supporters will be there to help us meet these challenges.

The trustees have agreed a short-term plan to 31 March 2024 that again 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, which we were unable to do in the year to March 2023.

HOUNSLOW COMMUNITY FOODBOX

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

FINANCIAL REVIEW

Total income for the year ended 31 March 2023 was £161,035 (2022: £70,168) comprising cash donations of £119,796 grants of £41,000 which could only be used for restricted purposes and interest.

Total expenses for the year ended 31 March 2023 were £143,155 (2021: £62,806) of which £40,000 were the use of restricted funds spent for food purchases. Total food purchases in the year were £102,429. Rent and rates, utility and waste collection costs were assumed from the Council with effect from February 2022 and the amounts paid in the year totalled £15,040.

Cash balances as at 31 March 2023 were £173,419, 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 2023 around 73,000 individual items (packets, jars, tins and etc.) of food were donated (2022: 104,000 individual items). Stocks were not counted as at 31 March 2023 or 31 March 2022.

Whilst physical donations have reduced in recent years from 160,000 in the year to 31 March 2021 to 73,000 in the year to 31 March 2023 this has been more than compensated by the generosity of our supporters who have made cash donations.

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 FOODBOK

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

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

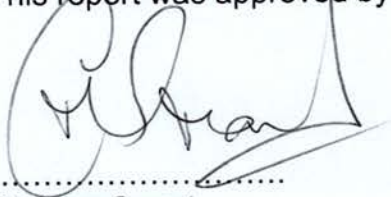
The trustees of FoodBox have a duty to maintain accounting records as set out in section 130 of the Charities Act 2011. The accounting records kept must be sufficient to show and explain all the FoodBox's transactions and disclose at any time, with reasonable accuracy, the financial position of the FoodBox 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 2023 and a Statement of Assets and Liabilities as at 31 March 2023 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.

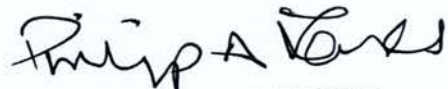
The trustees are also responsible for safeguarding the assets of FoodBox and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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 10 August 2023.



.....
Corinna Smart
Chair



.....
Philip Jones
Treasurer & Secretary

HOUNSLOW COMMUNITY FOODBOX

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

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 2023 and Statement of Assets and Liabilities as at 31 March 2023 (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 13 to 17. 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.



A and C Services
Flat 68 Ranton House
1b Commerce Road
Brentford
TW8 8FU

10 August 2023

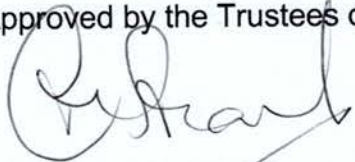
HOUNSLOW COMMUNITY FOODBOX

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

| | Unrestricted Funds | Restricted Funds | Year ended 31 March 2023 | Year ended 31 March 2022 |
|--|-----------------------|----------------------|-----------------------------------|-----------------------------------|
| | £ | £ | £ | £ |
| Receipts | | | | |
| Donations | 119,796 | - | 119,796 | 60,156 |
| Interest | 239 | | 239 | 12 |
| Grants | <u>-</u> | <u>41,000</u> | <u>41,000</u> | <u>10,000</u> |
| Total incoming resources | <u>120,035</u> | <u>41,000</u> | <u>161,035</u> | <u>70,168</u> |
| Payments | | | | |
| Telephone | 1,136 | - | 1,136 | 1,031 |
| Volunteer travel and other related expenses | 358 | - | 358 | 376 |
| IT expenses | 1,269 | - | 1,269 | 1,287 |
| Food | 62,429 | 40,000 | 102,429 | 41,269 |
| Insurance | 557 | - | 557 | 734 |
| Storage | 161 | - | 161 | 1,584 |
| Other expenses | 21,031 | 1,000 | 22,031 | 7,433 |
| Subscriptions | 174 | - | 174 | 210 |
| Training | - | - | - | 330 |
| Energy | 6,185 | - | 6,185 | 122 |
| Waste collection | 1,996 | - | 1,996 | 109 |
| Rent and rates | 6,859 | - | 6,859 | - |
| Equipment purchases | - | - | - | 949 |
| Professional fees - governance | - | - | - | <u>7,372</u> |
| Total resources expended | <u>102,155</u> | <u>41,000</u> | <u>143,155</u> | <u>62,806</u> |
| Net receipts in year | 17,880 | - | 17,880 | 7,362 |
| Cash funds last year end | <u>155,539</u> | <u>-</u> | <u>155,539</u> | <u>148,177</u> |
| Cash funds this year end | <u>173,419</u> | <u>-</u> | <u>173,419</u> | <u>155,539</u> |

The notes on pages 15 to 17 form part of this Receipts and Payments Account

Approved by the Trustees on 10 August 2023


.....
Corinna Smart
Chair


.....
Philip Jones
Treasurer & Secretary

HOUNSLOW COMMUNITY FOODBOX

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2023

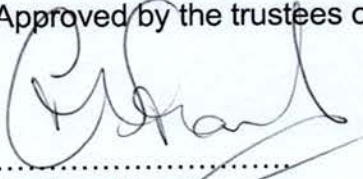
| | 2023 £ | 2022 £ |
|--------------------------|-------------------------|-------------------------|
| Assets | | |
| Cash at bank and in hand | 173,419 | 155,539 |
| Balance held by Bankuet | 568 | 1,956 |
| | <u>174,977</u> | <u>157,495</u> |
| | | |
| Unrestricted funds | 174,997 | 157,495 |
| Restricted funds | - | - |
| | <u>174,977</u> ===== | <u>157,495</u> ===== |

Liabilities

There were no known liabilities as 31 March 2023 or 31 March 2022

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 10 August 2023


.....
Corinna Smart
Chair


.....
Philip Jones
Treasurer & Secretary

HOUNSLOW COMMUNITY FOODBOX

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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 2023 and a Statement of Assets and Liabilities as at 31 March 2023 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 2023 around 73,000 (2022: 104,000) individual items (packets, jars, tins and etc.) of food and toiletries were donated. Stocks were not counted as at 31 March 2023 or 31 March 2022.

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 2023

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 2023

3. Statement of Cash Funds

| | Balance at 31 Mar 2022 | Incoming Resources | Resources Expended | Balance at 31 Mar 2023 |
|--|---------------------------|-----------------------|-----------------------|---------------------------|
| | £ | £ | £ | £ |
| Restricted Funds | | | | |
| London Borough of Hounslow | - | 36,000 | (36,000) | - |
| Oshwal Association UK West - Shakti Centre | | 5,000 | (5,000) | - |
| Unrestricted Funds | <u>155,539</u> | <u>120,035</u> | <u>(102,155)</u> | <u>173,419</u> |
| Total Funds as at 31 March | <u>155,539</u> | <u>161,035</u> | <u>(143,155)</u> | <u>173,419</u> |

During the year the London Borough of Hounslow awarded FoodBox Household Support Fund Grants of £35,000 and Cllr Marina Sharma allocated her Neighbourhood Grant of £1,000 to FoodBox. The Household Support Fund Grants were used to help meet immediate needs of Hounslow residents by purchasing food which was a permissible expense. The Neighbourhood Grant was used to purchase gifts for residents who received Christmas Hampers in December 2022.

The Oshwal Association UK West – Shakti Centre donated £5,000 to FoodBox during the year. All funds were spent on vegetarian foods in accordance with their wishes.

4. Financial commitments

With effect from February 2022 FoodBox has occupied the Rose Community Centre under a licence from the London Borough of Hounslow with an annual rental of £5,500 per annum. The licence expired on 31 July 2023 and is currently being held over while the renewal is progressed. No changes to terms of the existing licence, which will be renewed for a further 18 months with effect from 1 August 2023, are expected.

5. Payments to trustees and connected persons

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