



Trustees' Annual Report for the period

Period start date			Period end date		
From	01	April	2018	To	31
					March
					2019

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	Olivia Morton	Chairperson		
2	Sean Galvin	Secretary		
3	Emma Baudey			
4	Colin Jones			
5	Wendy Allan		03/09/2018 - present	
6	David Wynn		30/04/2019 – present	
7	Rebecca Adler		21/12/2018 – present	
8	Martyna Raczka		01/04/18 – 03/01/19	
9	Bernadette Milner		To 03/09/2018	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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, Natalie Pink

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(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
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

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.

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. 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 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.

New trustees undergo an orientation where they can 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 certified and management accounts, the business plan and organisational chart 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.

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.

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:

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

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:

1. 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
2. The advancement of education amongst people with disabilities, especially in the appreciation and practice of the arts.

We cater for artists with all types of learning disabilities, of all abilities and support needs.

Artbox London has been working with People with Learning Disabilities and Autism (PwLDA) in Islington and surrounding boroughs. We provide a varied programme of activities that provide opportunities for PwLDA to meet socially and explore art. Our main activities are workshops, open-access studio sessions, exhibitions and trips to art galleries and museums.

Art workshops for PwLDA:

We run a weekly programme of art workshops in Islington, London for PwLDA to experience the therapeutic benefits and positive emotions generated by creating art. Our regular workshops are facilitated by workshop leaders who are trained and experienced in working with PwLDA. All of the workshops are social events, with approximately 7-10 PwLDA attending each session and working alongside each other, supported by 5-10 volunteers on a 1:1 or 1:2 basis depending on needs and preferences. In our collaborations with corporate, PwLDA have been running and teaching workshops for visitors. This has empowered the artists to build up their confidence levels and provided exposure of PwLDA to a wider audience.

Open-access studio sessions:

In our London studio we run two open-access studio sessions per week which are open to all PwLDA who can work on their art independently. These sessions are supervised by a trained workshop leader with support from 1-2 volunteers.

Exhibitions:

Artbox London supports PwLDA to exhibit and sell their work through exhibitions, commissions and private sales. Selling their art provides the artists with a form of independently earned income that contributes to improving self-esteem. The exhibitions are well-attended with studio exhibitions attracting between 50-100 visitors, and large gallery exhibitions attracting 200-300 visitors. PwLDA and volunteers attend with their families and friends, and engage with members of the local community as well as other people with a general interest in art, who may have limited experience of learning disabilities or autism.

Trips:

Artbox London runs trips to galleries, museums and libraries in central London which range from small trips of 5 to larger groups of 20 including volunteers. The trips help inspire new art projects and people with PwLDA become familiar with arts and cultural venues, increasing their confidence in visiting these venues independently. They also increase the visibility of PwLDA within the community and in London's cultural centres. The trips are supported by volunteers and accessed via public transport, which again helps PwLDA to develop skills and confidence that enable them to feel comfortable accessing these venues independently.

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)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The charity's mission is to offer a space where adults with learning disabilities and autism can explore and discover art through workshops and trips, make lasting connections with others, and feel part of a community.

The charity's core aims are:

1. To provide meaningful opportunities and experiences to help PwLDA acquire and develop artistic, social and employment skills.
2. To increase the social connections of PwLDA by providing opportunities to work with and alongside other artists with learning disabilities and autism, studio visitors, volunteers and professional artists.
3. To raise public awareness of the high quality of art by PwLDA, and their talents and abilities, and to increase the visibility and integration of PwLDA in the community and particularly in arts and cultural settings.

Artbox London currently works with 40 volunteers from our dedicated studio space in Islington. Approximately one third of our volunteers are students and are looking to work in the arts or in community and social care. Other volunteers come from a range of professions and backgrounds but all are looking to get involved in their local community.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

Summary of the main achievements of the charity during the year

Artbox London has continued to grow this year and the focus of our year has been collaborations with big and small organisations to develop our connections with the wider community.

Number of artists

Artbox London has continued to expand and now supports 54 artists in London and in Frome during this year as part of a satellite organisation.

Number of workshops

Artbox London has been able to offer 268 workshops this year, comprised of 264 Open Access Studio hours and 785 hours of workshops. From the previous year, this represents:

- An additional 109 workshops
- 102 more hours in the Open Access Studio
- 455 additional hours dedicated to art production

Number of volunteers

Artbox London is continuing to increase the number of volunteers and we now have a team of 60 volunteers who support the artists in studio sessions, at exhibitions and on trips to galleries. We are increasing volunteer training and support in order to enable our volunteers to run workshop sessions and support artists outside of the studio.

Collaborations with corporate entities and other local partners:

We partnered with Facebook art department in July 2018. Their team followed our artists in the studio and edited videos showcasing the work and experience of 5 artists. The videos were showcased at our major November exhibition at the Cello Factory.

We also collaborated with local gallery, the House of Illustration in Kings Cross. The gallery has hosted our artists to attend exhibitions, stocked Artbox London products in the shop and allowed our artists to customise their windows with their designs.

Exhibitions:

Artbox London has used its studio space to host many more exhibitions than in previous years. During the period April 2018 to March 2019, we held three exhibitions at the studio (in June 2018, October 2018 and March 2019). We also held our annual exhibition at the Cello Factory, this year entitled ARTiculate in November 2018. Artbox London also got involved with the local community events by participating in the Cally Festival together with other organisations and community groups in the Caledonian Road area in June 2018.

Trips:

During the year, 83% of our artists attended at least one of our organised trips. The groups visited a range of exhibitions taking place in exciting institutions including the Parasol Unit, Victoria Miro Gallery, The White Cube, The Tate Modern, Culpepper Gardens, House of Illustration and the Estorick Collection.

Art Sales:

£8981 of prints, original art and products sold throughout the year.

Marketing:

With a total of 15.5k unique internet users visiting our site this year (increment of 14.6% from 2018), and 45.9k page views (increment of 16.5% from 2018), our website traffic witnessed a significant growth, which ultimately led to a 51% increase in online art sales.

Brief statement of the charity's policy on reserves

The current level of reserves is set at 25% of expenditure, in order to cover expenditure for a period of three months. In 2018-19 the Charity also set aside reserves to cover any relocation costs and additional fees that may be required if the Studio needs to move premises. The policy was reviewed by Trustees in January 2019.

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.

Artbox London is an established organisation with a diverse range of income streams, that is not reliant on a single income source. The majority of our income has been from fundraising and grants. A proportion of the income is raised via sales of artwork and session contributions from artists. In accordance with our aim of ensuring our services are financially sustainable yet remain accessible, the workshops have a flexible fee structure. Most of our service users are in receipt of social services funding and have personal budgets, but fees are subsidised for PwLWDA, where necessary, in order to maximise participation.

The total income for the year was £77,118. Of which:

- Sales: £33,335
- Fundraising: £43,783.

The expenditure for the year was £89,187. Of which the largest components were:

- Staff: £58,776
- Premises: £11,863.

No trustees were remunerated in the year.

Two trustees were reimbursed expenses in the year, the amounts were £9.69 and £12.52.

Trustee indemnity insurance is in place for executive risks up to £100,000.

There were no related party transactions in the year.

There was a net deficit in year of £12,069. Sales income increased from the previous year, whilst an overall reduction in income was largely a result of a challenging fundraising environment. However, the Charity continued to maintain reserves position, in accordance with its policies, has appointed additional staffing to focus on fundraising, is seeking to continue to build other sources of income in future and receives non-cash donations that also support its work.

The prior year figure was overstated by £67 due to an omission of office costs of £67 and the comparative figures for these accounts have been amended accordingly.

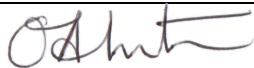
Section F**Other optional information**

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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)	Olivia Morton	
Position (eg Secretary, Chair, etc)	Chair	

Date

20 January 2020



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Artbox London

No (if any)
1172529

Receipts and payments accounts

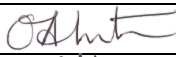
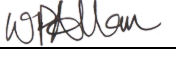
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For the period from	Period start date 1st April 2018	To	Period end date 31st March 2019
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Sales	33,335	-	-	33,335	20,677
Fundraising	5,202	38,581	-	43,783	82,446
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	38,537	38,581	-	77,118	103,123
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	38,537	38,581	-	77,118	103,123
A3 Payments					
Cost of sales	4,150	197	-	4,347	3,352
Exhibitions	383	272	-	655	508
Studio	4,874	6,989	-	11,863	8,556
Marketing	26	995	-	1,021	971
Artists	196	195	-	391	466
Volunteers and trustees	330	345	-	675	1,296
Cost of fundraising	897	8,206	-	9,103	3,158
Staff	29,133	29,643	-	58,776	50,606
Office Costs	1,837	-	-	1,837	2,666
Sub total	41,826	46,842	-	88,668	71,579
A4 Asset and investment purchases, (see table)					
Equipment	284	235	-	519	4,187
	-	-	-	-	-
Sub total	284	235	-	519	4,187
Total payments	42,110	47,077	-	89,187	75,766
Net of receipts/(payments)	- 3,573	- 8,496	-	- 12,069	27,357
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	30,643	28,237	-	58,880	31,523
Cash funds this year end	27,070	19,741	-	46,811	58,880

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Artbox London Account	27,070	19,741	-
		-	-	-
		-	-	-
	Total cash funds	27,070	19,741	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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
			Olivia Morton	20 January 2020
			Wendy Allan	20 January 2020



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Artbox London

**On accounts for the year
ended**

31 March 2019

**Charity no
(if any)**

1172529

Set out on pages

All previous

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 /2019**.

**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:

20 January 2020

Name:

Amanda Hall

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

Address:

Counterculture Partnership LLP

Unit NH.204, E1 Business Studios, 7 Whitechapel Road

London E1 1DU

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.