

COMPANY REGISTRATION NUMBER: 03666606

CHARITY REGISTRATION NUMBER: 1073101

**Mid Suffolk Voluntary Organisations Forum  
Company Limited by Guarantee  
Unaudited financial statements  
31 March 2021**

# **Mid Suffolk Voluntary Organisations Forum**

**Company Limited by Guarantee**

**Financial statements**

**Year ended 31 March 2021**

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# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report)**

#### **Year ended 31 March 2021**

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

#### **Chairman's report**

2020 was a relatively quiet year because of the various lockdown periods. Red Gables remained open and accessible to tenants throughout the year, though many chose to work from home for much of the time visiting their office occasionally rather than daily. Redwoods community centre was closed to most bookings but one or two priority services such as the mental health support group continued to meet there on a socially distanced basis. There was also a new outreach project that sprang up to support people through isolation.

Red Gables continued to develop as a wellbeing hub with new services and through the support given to local charities and community groups.

Significant successes in the financial year include:

- i. Strong commitment by the staff and volunteers supported by Trustees.
- ii. Continued funding successes for various projects with particular mention of Suffolk Community Foundation and Comic Relief through Groundwork for enabling new outreach.
- iii. Additional improvements for Red Gables to provide a welcoming approach to clients.
- iv. Red Gables being selected by the Mayor Keith Scarff to be one of his chosen charities for his term of office.
- v. Support from our sponsors including Oddfellows, Stowmarket Town Council, Stowmarket Lions, Tesco ASDA for which we are extremely thankful.
- vi. Red Gables brand becoming more widely known.
- vii. All outreach projects managing to continue to support people through lock downs in various ways including newsletters, quizzes, telephone calls and for a brief window being able to reopen the Lunch Club.
- viii. Continued participation in key partnerships (Dementia Action Alliance & Stow Volunteers through the Town Council).

I would like to thank all our Trustees who give their time freely, usually meeting every other month, the staff, Robert, Colin, Jackie, Jim, Helen and B, and all of the many volunteers who help to support people and local groups in Stowmarket and the surrounding area.

Lawrence Reekie (Chair of Trustees)

# **Mid Suffolk Voluntary Organisations Forum**

**Company Limited by Guarantee**

**Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2021**

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## **Reference and administrative details**

<b>Registered charity name</b>	Mid Suffolk Voluntary Organisations Forum
<b>Charity registration number</b>	1073101
<b>Company registration number</b>	03666606
<b>Principal office and registered office</b>	Red Gables Ipswich Road Stowmarket Suffolk IP14 1BE

## **The trustees**

The trustees who served during the year and at the date of approval were as follows:

L Reekie (Chair)  
C Biginton  
M Coburn  
H Gooding (Appointed 18/06/2021)  
S Lovell (Appointed 18/06/2021)  
B Sharma  
S Vincent  
S Hollands (Resigned 03/06/2021)  
M Calver (Resigned 29/08/2020)

# Mid Suffolk Voluntary Organisations Forum

Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 March 2021

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## Membership including Tenants

ACE (Anglia) Ltd	Achieving Aspirations
Apricot Centre	BSEVC
Counselling Room	East Anglian Traditional Music Trust
Enigma	Gables Therapies
Gascoynes	Home-start
Macmillan	Mid Suffolk Axis
Music in our Bones	Oddfellows
QES Ltd	RSVP Trust
Scorpion Martial Arts	Suffolk Family Carers
Synthesis Media Ltd	Teresa Kyrkos & Renate Ruddock
Vallant Ltd	Voiceability

## Red Gables Tenants

ACE (Anglia) Ltd	Renate Ruddock & Teresa Kyrkos
Achieving Aspirations	RSVP Trust
BSEVC Community Transport	Mid Suffolk Axis
East Anglian Traditional Music Trust	Synthesis Media
Vallant Ltd	Gables Therapies
VoiceAbility	Mari Green Counselling

## Red Gables Volunteers

H Carless  
J Kennedy  
B Spencer

## Red Gables Volunteers with Projects

Alive'n' Singing	Cake, Cancer & Coffee (MacMillan)
Dementia Music Cafe	Garden Project
Redwoods Lunch Club	Volunteer Project - Over 35 volunteers in total
Sensory Ark Project	

## Solicitors

Prettys  
Elm House  
25 Elm Street  
Ipswich  
IP1 2AD

## Independent examiner

L Thurston FCCA  
Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

## Bankers

TSB  
7 Market Street  
Stowmarket  
IP14 1DY

# **Mid Suffolk Voluntary Organisations Forum**

**Company Limited by Guarantee**

**Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2021**

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## **Objectives and activities**

Red Gables has managed to weather the storm of the Covid-19 pandemic. 2020 was much quieter than normal because of the various lockdowns, but the main building remained open, and Redwoods continued to be used by a few essential support services. Savings were made on the heating costs during the lockdown periods.

The year saw the departure of some tenants and the arrival of others and some moving around of offices. We have 11 organisations under the one roof.

Red Gables continues to support wellbeing projects both on and off site. Supporting local community groups with affordable meeting space, permanent office space and advice on setting up as an organisation whether charitable or community based. It also fulfils the role of a Wellbeing Hub through direct outreach projects such as the Lunch Club, Garden Project, and others. At the end of the year, we were successful in fundraising for a new project entitled the Sensory Ark Project which will start key delivery in 2021 offering art and music sessions both on and off site using professional instructors but being available to all.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 March 2021

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##### Objectives and activities *(continued)*

##### What is Red Gables currently doing towards Community Wellbeing?

Our Mission Statement is 'Inspiring communities by enhancing wellbeing through projects and support for charitable organisations, small businesses and partners'. We work hard to achieve this by:

1. Providing office accommodation to charitable organisations & small businesses offering a range of wellbeing services.
2. The Redwoods Centre is managed to provide a venue for activities and meetings for over 50 groups and organisations. Private hirers also find this a good location for their celebrations.
3. Organise events that are fun to attend and help to raise valuable funds towards our core costs and projects. Sadly, there were no external events during this financial year due to the pandemic.
4. Manage projects that improve wellbeing by:
  - Help people feel less isolated and helping them make new friends through various groups
  - Encouraging people into volunteering through the regular drop-in sessions and the annual Volunteering Day.
  - Empower individuals to get involved
  - Encourage healthier lifestyles

We continue to work with the Stowmarket Dementia Action Alliance, and many other local wellbeing and environmental groups.

##### Red Gables Outreach Projects

Redwoods Lunch Club - Every Monday except bank holidays - for the more mature. Changes brought about by the pandemic mean that the club met every week when permitted. Due to social distancing, it has split into two groups, Week A and Week B with up to 24 people each time. The main courses are still provided by the Cabbage & Kings café at The Mix, and desserts are cooked on site by a dedicated team of 6 volunteers. Entertainment is provided with quizzes, bingo, and raffles with occasional guest speakers. During the lockdown periods regular newsletters, CD, quizzes, and phone calls were made to keep in touch with the members and make sure that they had all that they required. The project core costs are funded by Stowmarket Town Council and The Gipping Branch of Oddfellows.

Garden Project - This meets every Thursday and makes a significant difference for anyone who visits Red Gables. The volunteers work exceptionally hard in all weathers and many of them now have their own areas of garden to manage. We remain grateful to all of the volunteers and especially to Colin Lay for leading this project and keeping the grounds in good order. The gardens are a constant delight, and it was noticeable during the lockdown periods how many new visitors came to explore the gardens as a place to walk and enjoy nature. The adjoining piece of woodland known as the Spinney has now been secured on a 30-year lease with the support of Suffolk Pro Help. This will keep it as a community asset for all.

Volunteering Project - Red Gables is working with Stowmarket Town Council to encourage and empower adults into volunteering by matching them with the roles that local charitable organisations have available.

Cake, Cancer & Coffee - This runs the first Sunday of each month with support from Macmillan Cancer Support. It is a well-run and popular group which provides a much-needed service to local people. The volunteers also provide helpful information to others in the local community who do not attend the group.

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Objectives and activities *(continued)***

###### **Red Gables Centre**

There have been a few changes in tenants and rooms in Red Gables. After many years here Mari Green and Voiceability moved out and their rooms were promptly taken up by other tenants needing additional space. We continued to provide a base for ACE Anglia Ltd, The RSVP Trust, BSEVC Community Transport service, Vallant Ltd, East Anglian Traditional Music Trust, Gables Therapies, Combs Complimentary Therapy, Synthesis Media, Mid Suffolk Axis, Voiceability, Achieving Aspirations CIC Theresa Kyrkos and Renate Ruddock.

###### **Redwoods Centre**

Redwoods is always popular with regular and occasional hirers from local community groups, individuals, and a few private bookings. We continue to plan more improvements along with regular maintenance to keep this both attractive and cost effective for activities and meetings. Acoustic insulation to the ceiling has made a big improvement to the main hall which is proving popular with singing groups.

Many of our groups and organisations from previous years are continuing to use the facilities and we look forward to welcoming more back as the pandemic restrictions ease. Regular users include Home-Start Mid Suffolk, Oddfellows Gipping Branch, Enigma, BSEVC, Stowmarket Operatic & Dramatic Society, Gipping Valley LETS, West Suffolk Sight, Stowmarket U3A, the Apricot Centre, Stowmarket Bee Keepers, Stowmarket Strummers and we are pleased to have Suffolk Axis for two days per week. We are grateful for their continued support and commitment to Red Gables.

###### **Red Gables Trustees**

Lawrence Reekie continues to be an effective Chairman of Trustees. Plans are being made to increase the number of trustees and enquiries were being made to find suitable candidates with the requisite skills.

The Trustees remain supportive of all the staff and can be relied upon to help out and the bigger events when more hands are needed. Several of them are closely involved with the outreach and well-being projects, thus enabling the staff to focus on other matters.

I would also like to thank all of the Trustees for their continued support over this year in helping Red Gables to thrive and know that they will continue to support and steer the charity as the pandemic continues bringing new and ever-changing problems. Red Gables staff, trustees and volunteers remain committed to supporting local people and projects in these times.

Robert Horn



# **Mid Suffolk Voluntary Organisations Forum**

**Company Limited by Guarantee**

**Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2021**

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## **Objectives and activities *(continued)***

Aims of the Charity (Extract from the Memorandum of Association)

To promote for the public benefit the urban and rural regeneration in areas of social and economic deprivation and in particular Mid Suffolk District and the County of Suffolk.

To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To promote and improve the effectiveness of charities which operate in whole or in part in Mid Suffolk in direct pursuit of their objectives by the provision of advice, training, and information on efficient and professional management of resources

To promote such other purposes as are charitable according to the laws of England and Wales for the benefit of the public as may from time to time be determined.

## **Main Activities of the Forum**

Promoting and improving the effectiveness of voluntary organisations working in the Mid Suffolk area by the provision of advice, training, practical support, and information. Managing the Red Gables Resource Centre which provides permanent office accommodation for voluntary groups as well as facilities for hire such as the Redwoods Centre.

## **Public Benefit**

The Board of Trustees are aware of their duty to ensure the activities of Mid Suffolk Voluntary Organisations Forum pursue its charitable objectives and that such activities are for the purposes of public benefit. Reviews by the Chairman and the Red Gables Manager is included in the Annual Report. The information sets out how the public benefit of Red Gables was delivered in the Mid Suffolk area during the past 12 months.

## **Achievements and performance**

The charity's activities for the year are reported in the Red Gables Manager's Report within these accounts.

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Financial review**

Unrestricted income for the year has increased by £13,939 to £103,659 (2020: £89,720) this is mainly due to an increase in grants and donations but this was offset by a decrease in rental income. Unrestricted expenditure which has decreased by £16,801 to £80,354 (2020: £97,155). This brings the unrestricted funds to £48,786 (2019: £25,481) as at the year end date, with total reserves amounting to £488,531 (2020: £476,853).

##### **Reserves Policy**

The Charities reserves policy is to hold six months unrestricted expenditure as reserves which would amount to £40,177 (2020: £48,578) based on current expenditure levels. The policy is set to hold enough free reserves to enable the Charity to fulfil statutory and legal obligations and to provide a contingency fund to meet unforeseen falls in income or increases in expenditure.

In setting the reserves policy the Trustees have considered the benefits and security of its ownership of the Red Gables property, which allows the Trustees to properly manage the charities finances with consistency against unforeseen expense fluctuations in future years.

The Charities actual reserves amounted to £48,786 as at the year end (2020: £25,481), which is in line with the policy. The Trustees monitor and this review annually.

##### **Plans for future periods**

The charity's plans for the future are to promote and undertake its aims and objectives as outlined in the Trustees Report. The Trustees have taken into account and adjusted for the impact of Covid-19 on the delivery of its projects in line with the objectives, tenants and the wider community including those who rely on Red Gables and our work throughout the year

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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#### **Structure, governance and management**

##### **Organisational and Decision-Making Structure**

The Mid Suffolk Voluntary Organisations Forum is a registered charity and a company limited by guarantee. A Board of Trustees is responsible for managing the business of the Forum and there are six scheduled meetings of the Board each year.

##### **Appointment or Election of Trustees**

Trustees are appointed by the Annual General Meeting or by resolution of the Board of Trustees. The number of Trustees shall not be less than three and the total number is not subject to any maximum unless otherwise determined.

New Trustees will communicate with the Charity and its existing Trustees prior to becoming a member, during which time the individual will obtain an understanding of the objectives and operations of the Charity and the individual's expected role.

##### **Membership of the Forum**

Membership is open to any voluntary organisation or community group that has a charitable purpose, or is a registered Charity, and operates wholly or partly in the Mid Suffolk area. Membership is also open to individuals and groups that can demonstrate they have particular skills or interests that can assist the development of the voluntary sector.

##### **Main Restrictions set by Governing Document**

The governing documents of the Forum are the Articles of Association and the Memorandum of Association. The overriding restriction is that the income and property of the Forum shall only be used for achieving the aims of the Charity.

##### **Independent examiner reappointment**

A resolution to appoint L Thurston FCCA of Lovewell Blake LLP as independent examiner will be proposed at the next meeting.

##### **Small company provisions**

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

The trustees' annual report was approved on 17 Dec 21 and signed on behalf of the board of trustees by:



L Reekie (Chair)  
Trustee

# Mid Suffolk Voluntary Organisations Forum

Company Limited by Guarantee

## Independent examiner's report to the trustees of Mid Suffolk Voluntary Organisations Forum

Year ended 31 March 2021

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I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 March 2021 which comprise the statement of financial activities (including income and expenditure account), balance sheet and the related notes.

### Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

 20/12/21

L Thurston FCCA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

# Mid Suffolk Voluntary Organisations Forum

Company Limited by Guarantee

## Statement of financial activities (including income and expenditure account)

Year ended 31 March 2021

		Unrestricted funds	2021 Restricted funds	Total funds	2020 Total funds
	Note	£	£	£	£
<b>Income and endowments</b>					
Grants and donations	5	39,982	31,731	71,713	26,728
Charitable activities	6	63,677	223	63,900	89,626
Other trading activities		—	—	—	1,066
<b>Total income</b>		<u>103,659</u>	<u>31,954</u>	<u>135,613</u>	<u>117,420</u>
<b>Expenditure</b>					
Charitable activities	7	<u>80,354</u>	<u>43,581</u>	<u>123,935</u>	<u>124,646</u>
<b>Total expenditure</b>		<u>80,354</u>	<u>43,581</u>	<u>123,935</u>	<u>124,646</u>
<b>Net income/(expenditure) and net movement in funds</b>		<u>23,305</u>	<u>(11,627)</u>	<u>11,678</u>	<u>(7,226)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>25,481</u>	<u>451,372</u>	<u>476,853</u>	<u>484,079</u>
<b>Total funds carried forward</b>		<u>48,786</u>	<u>439,745</u>	<u>488,531</u>	<u>476,853</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 13 to 24 form part of these financial statements.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Balance sheet

31 March 2021

	Note	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible fixed assets	11		427,663		442,054
<b>Current assets</b>					
Debtors	12	6,092		4,749	
Cash at bank and in hand		<u>71,749</u>		<u>41,174</u>	
		77,841		45,923	
<b>Creditors: Amounts falling due within one year</b>	13	<u>(16,973)</u>		<u>(11,124)</u>	
<b>Net current assets</b>			60,868		34,799
<b>Total assets less current liabilities</b>			<u>488,531</u>		<u>476,853</u>
<b>Net assets</b>			<u>488,531</u>		<u>476,853</u>
<b>Funds of the charity</b>					
Restricted funds			439,745		451,372
Unrestricted funds			<u>48,786</u>		<u>25,481</u>
<b>Total charity funds</b>	16		<u>488,531</u>		<u>476,853</u>

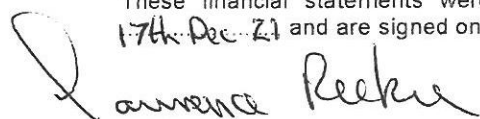
For the year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 17th Dec 21 and are signed on behalf of the board by:



L Reekie (Chair)  
Trustee

Company registration number: 03666606

The notes on pages 13 to 24 form part of these financial statements.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements

Year ended 31 March 2021

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#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Red Gables, Ipswich Road, Stowmarket, Suffolk, IP14 1BE.

#### 2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### Going concern

The accounts have been prepared on the on going concern basis and the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected income and expenditure for the next 12 months from authorising these financial statement. The budgeted income and expenditure is sufficient with the level of reserves for the Charity to be able to continue as a going concern.

Trustees have taken into account the impact of Covid-19 when assessing going concern

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

##### Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

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#### 3. Accounting policies *(continued)*

##### **Income *(continued)***

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### **Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### **Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### **Depreciation**

The Freehold property is being depreciated over 50 years and includes improvements. Land is not depreciated.

Freehold property improvements	-	2%, 4%, 10% and 33% straight line.
Fixtures and fittings	-	10% straight line
Equipment	-	25% straight line



# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

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#### 3. Accounting policies *(continued)*

##### **Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

##### **Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### **Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

#### 4. Limited by guarantee

The company is limited by guarantee and does not have a share capital. Every member of the company undertakes to contribute to the assets of the company if it is wound up during the time that he or she is a member, or within one year afterwards, for payment of the debts and liabilities of the company contracted before the time at which he or she ceases to be a member and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributors among themselves such amount as may be required not exceeding £1.

# Mid Suffolk Voluntary Organisations Forum

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2021

## 5. Grants and donations

Year ended 31 March 2021

	Unrestricted funds £	Restricted funds £	Total Funds 2021 £
<b>Grants and donations</b>			
Mid Suffolk District Council	39,857	7,000	46,857
The National Lottery Community Fund	—	8,540	8,540
Suffolk Community Foundation	—	7,521	7,521
Stowmarket Town Council	—	3,820	3,820
Tesco	—	3,000	3,000
Oddfellows	—	1,650	1,650
Other grants and donations	125	200	325
	<u>39,982</u>	<u>31,731</u>	<u>71,713</u>

Year ended 31 March 2020

	Unrestricted funds £	Restricted funds £	Total Funds 2020 £
<b>Grants and donations</b>			
The National Lottery Community Fund	—	9,999	9,999
Suffolk Community Foundation	—	6,346	6,346
Stowmarket Town Council	—	3,400	3,400
Tesco	—	3,000	3,000
Oddfellows	—	2,400	2,400
Stowmarket Lions	—	100	100
Stowmarket Rotary Club	—	250	250
Other grants and donations	70	1,163	1,233
	<u>70</u>	<u>26,658</u>	<u>26,728</u>

## 6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Rents and service charges	63,668	—	63,668
Other income	9	223	232
	<u>63,677</u>	<u>223</u>	<u>63,900</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Rents and service charges	86,785	1,042	87,827
Other income	1,799	—	1,799
	<u>88,584</u>	<u>1,042</u>	<u>89,626</u>

# Mid Suffolk Voluntary Organisations Forum

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2021

## 7. Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Staff costs	53,697	—	53,697
Office costs	6,876	560	7,436
Property costs	11,743	5,677	17,420
Project and service costs	1,502	27,286	28,788
Depreciation	4,333	10,058	14,391
Support costs	2,203	—	2,203
	<u>80,354</u>	<u>43,581</u>	<u>123,935</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Staff costs	56,991	—	56,991
Office costs	8,543	—	8,543
Property costs	21,461	—	21,461
Project and service costs	2,720	17,577	20,297
Depreciation	5,267	9,914	15,181
Support costs	2,173	—	2,173
	<u>97,155</u>	<u>27,491</u>	<u>124,646</u>

### Analysis of support costs

	2021 £	2020 £
Independent examiners fees	2,190	2,160
Legal and professional fees	13	13
	<u>2,203</u>	<u>2,173</u>

## 8. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Depreciation of tangible fixed assets	<u>14,391</u>	<u>15,181</u>

## 9. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021 £	2020 £
Wages and salaries	51,956	55,084
Pension costs	<u>1,741</u>	<u>1,907</u>
	<u>53,697</u>	<u>56,991</u>

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

#### 10. Trustee remuneration and expenses

The key management personnel of the charity comprise the Trustees and the Forum manager. The Trustees neither received nor waived any remuneration during the year (2020: £Nil). The total amount of employee benefits (including employer pension contributions) received by senior management for their services to the charity was £20,162 (2020: £15,122).

#### 11. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>				
At 1 April 2020 and 31 March 2021	584,171	51,119	22,887	658,177
<b>Depreciation</b>				
At 1 April 2020	152,251	42,877	20,995	216,123
Charge for the year	12,206	1,166	1,019	14,391
At 31 March 2021	164,457	44,043	22,014	230,514
<b>Carrying amount</b>				
At 31 March 2021	419,714	7,076	873	427,663
At 31 March 2020	431,920	8,242	1,892	442,054

#### 12. Debtors

	2021 £	2020 £
Trade debtors	4,515	3,134
Prepayments and accrued income	1,577	1,239
Other debtors	—	376
	6,092	4,749

#### 13. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	202	521
Accruals and deferred income	13,581	10,312
Other creditors	3,190	291
	16,973	11,124

#### 14. Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,741 (2020: £1,907).

# Mid Suffolk Voluntary Organisations Forum

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2021

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## 15. Deferred income

	2021	2020
	£	£
Amount deferred in year	<u>11,325</u>	<u>6,705</u>

Deferred income represents amounts received in relation to services actioned after the year end date and are released in the year to which they relate.

# Mid Suffolk Voluntary Organisations Forum

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2021

## 16. Analysis of charitable funds

### Unrestricted Funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Unrestricted Funds	25,481	103,659	(80,354)	—	48,786

### Restricted funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Community Fund	270,254	—	(5,424)	—	264,830
Old Library Extension	111,905	—	(2,726)	—	109,179
Improvements to Redwoods	5,906	—	—	—	5,906
Garden Project	—	2,420	(5,862)	—	(3,442)
Arboretum Project	90	—	(90)	—	—
Drought Garden	1,159	—	(1,159)	—	—
Healthy Eating	1,623	—	—	—	1,623
Gardens Club Tools	54	—	(54)	—	—
Better Balance Classes	342	—	—	—	342
Volunteer Project	457	1,000	(105)	—	1,352
Window Replacement	18,151	—	(16,288)	—	1,863
Car Park Resurfacing	29,881	—	(143)	—	29,738
Range Cooker	1,261	—	(206)	—	1,055
Cake, Cancer and Coffee	1,079	—	(103)	—	976
Parquet Flooring	1,486	—	(324)	—	1,162
Alive 'n' Singing	364	—	—	—	364
Fire Prevention Work	401	—	(401)	—	—
Redwoods Table and Chairs	1,205	—	(454)	—	751
Tool Shed Replacement	500	—	(500)	—	—
Dementia Music Cafe	—	—	(21)	—	(21)
Sensory Ark Project	4,506	—	(722)	—	3,784
Lunch Club	748	4,873	(1,578)	—	4,043
Singing for the Brain	—	8,740	(21)	—	8,719
Rickshaw	—	4,996	—	—	4,996
Acoustic Clouds	—	2,525	—	—	2,525
Laptop	—	400	(400)	—	—
Boiler and Floor	—	7,000	(7,000)	—	—
	451,372	31,954	(43,581)	—	439,745

# Mid Suffolk Voluntary Organisations Forum

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2021

## Unrestricted Funds

	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
	£	£	£	£	£
Unrestricted Funds	<u>34,151</u>	<u>89,720</u>	<u>(97,155)</u>	<u>(1,235)</u>	<u>25,481</u>

## Restricted funds

	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
	£	£	£	£	£
Community Fund	275,678	—	(5,424)	—	270,254
Old Library Extension	114,631	—	(2,726)	—	111,905
Improvements to Redwoods	9,998	400	(4,492)	—	5,906
Garden Project	61	1,274	(2,158)	823	—
Arboretum Project	90	—	—	—	90
Drought Garden	1,159	—	—	—	1,159
Healthy Eating	—	2,000	(377)	—	1,623
Gardens Club Tools	54	—	—	—	54
Better Balance Classes	—	1,542	(1,200)	—	342
Volunteer Project	869	1,140	(1,552)	—	457
Window Replacement	8,931	9,999	(779)	—	18,151
Car Park Resurfacing	29,881	—	—	—	29,881
Range Cooker	1,467	—	(206)	—	1,261
Cake, Cancer and Coffee	1,528	250	(699)	—	1,079
Parquet Flooring	1,810	—	(324)	—	1,486
Alive 'n' Singing	1,211	601	(1,448)	—	364
Fire Prevention Work	401	—	—	—	401
Redwoods Table and Chairs	1,659	—	(454)	—	1,205
Tool Shed Replacement	500	—	—	—	500
Dementia Music Cafe	—	248	(660)	412	—
Sensory Ark Project	—	4,600	(94)	—	4,506
Lunch Club	—	5,646	(4,898)	—	748
	<u>449,928</u>	<u>27,700</u>	<u>(27,491)</u>	<u>1,235</u>	<u>451,372</u>

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

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**Community Fund:** Funding from the Community Fund for property improvements.

**Old Library Extension:** Income and expenditure relating to the Old Library extension.

**Garden Project:** Income and expenditure relating to the work on the grounds.

**Merit Garden Shed:** Income and expenditure relating to the garden storage shed.

**Arboretum Project:** Grant from Tesco's "Bags of Help" scheme to develop formal planting in the garden at Red Gables.

**Equipment for Redwoods:** Stowmarket Town Council grant towards new equipment.

**Better Balance Classes:** Funding from the Simpson Fund through Suffolk Community Foundation to provide exercise classes for older people through the Redwoods Lunch Club sessions.

**Volunteer Project:** Stowmarket Town Council funding to encourage people into volunteering with local charitable organisations.

**Window Replacement:** Funding from Suffolk County Council to improve the thermal efficiency of Red Gables, including insulation and secondary glazing.

**Car Park Resurfacing:** Funding from Viridor Credits Environmental Company and Mid Suffolk District Council for resurfacing the car park.

**Range cooker:** Funding from the Dulverton Trust for a new range cooker.

**Drought Garden:** Grant from Tesco's "Bags of Help" scheme for drought garden project.

**Cake, Cancer and Coffee:** Funding from Macmillan Cancer Support for complimentary therapy activities.

**Improvements to Redwoods:** Funding from The Big Lottery Awards For All to improve various items in the Redwoods Centre, including flooring, furniture and lighting .

**Parquet Flooring:** The Refurbishment of the flooring in the Redwoods Hall, funded by the Alfred Williams Trust and Awards For All .

**Alive 'n' Singing:** A singing group for wellbeing & enjoyment for anybody living with or affected by neurological conditions, funded Suffolk Community Foundations Pargiter Fund.

**Fire Prevention Work:** Suffolk County Councillor Nick Gowrley's Locality Funding funded various fire safety improvements in Red Gables .

**Redwoods Table and Chairs:** Suffolk Community Foundation's Joy Abbott Fund and Awards for All funded the replacement of furniture in Redwoods.

**Tool Shed Replacement:** The Geoffrey Burton Trust funded this to replace the old garden storage shed with a container.



# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

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***Dementure Music Cafe:*** Originally funded by Mid Suffolk District Council and Stowmarket Dementia Action Alliance as well as contributions from those attending each week.

***Healthy Eating:*** Tesco's Bags of Help funded this to encourage the growing of fresh vegetables all year round in raised beds.

***Sensory Ark Project:*** The Sapphire fund administered by Suffolk Community Foundation has funded this project to deliver a mixture of Art outreach therapy sessions both onsite and out in the community.

***Lunch Club:*** Supported by Stowmarket Town Council and Oddfellow to cover room hire and staff time, while keeping the costs to members as low as possible.

***Singing for the Brain:*** Singing for the Brain is a project which started in spring 2021 delivering in person and online singing sessions for people with neurological and brain disorders and also regular recording and sending out CDs for those unable to get online. Funding of £8,450 was awarded from Awards for All, part of the National Lottery. Delivery of the project will be largely the following financial year.

***Rickshaw:*** The Stowmarket Rickshaw Project is a joint venture between MSVOF and BSEVC with support from Suffolk County Council and Stowmarket Dementia Action Alliance. In February 2021 MSVOF was awarded £4,996 from Suffolk Community Coronavirus Fund and Reviving Our Community Fund, both of which are administered by Suffolk Community Foundation. The funding was to purchase another Rickshaw, a second hand one together with some running costs for the additional administration costs. Delivery of the project will be largely during the following financial year.

***Accountic Clouds:*** The Suffolk Community Coronavirus Fund, through the Suffolk Community Foundation also funded the installation of acoustic insulation in the Redwoods Main Hall with a grant of £2,542 in August 2020. This was to stop the reverberation problem which was causing many to raise their voices to talk thereby escalating the danger of virus transmission. The acoustic insulation in the form of suspended cloud shaped panels was installed before most of the user groups returned after the second lockdown. This improvement has transformed the characteristic of the hall.

***Laptop:*** Stowmarket Town Council made a grant of £400 in December 2020 which was to purchase a laptop, webcam and blank CDs to record and distribute among our isolated contacts during the lockdowns. This project was later expanded and became Singing for the Brain.

***Boiler and Floor:*** Several Suffolk County Councillors pooled their locality budgets in Jan 2021 to make a grant of £7,000 towards a much needed boiler replacement in the main building and new flooring for the Redwoods main hall.

# Mid Suffolk Voluntary Organisations Forum

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2021

## 17. Analysis of net assets between funds

As at 31 March 2021

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	5,669	421,994	427,663
Net current assets	43,117	17,751	60,868
<b>Net assets</b>	<b>48,786</b>	<b>439,745</b>	<b>488,531</b>

As at 31 March 2020

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	12,919	429,135	442,054
Net current assets	12,562	22,237	34,799
<b>Net assets</b>	<b>25,481</b>	<b>451,372</b>	<b>476,853</b>

## 18. Funds received as agent or held as custodian trustee

During the year, Mid Suffolk Voluntary Organisations Forum, administered funds for the VASP project and Stow Xmas Tree Festival, on behalf of Mid Suffolk District Council. Total funds received during the year amounted to £4,080 (2020: £1,512) with a further £831 (2020: £113) expended. At the balance sheet date a balance of £2,930 (2020: Debtor of £319) was included within "custodian funds" in creditors accordingly.

## 19. Related parties

There have been no related party transactions in this or the previous reporting year.