

SPARK

Registered Charity 1077587

**ANNUAL REPORT
AND ACCOUNTS**

FOR THE YEAR ENDED

31 March 2021

TRUSTEES REPORT**REFERENCE AND ADMINISTRATIVE INFORMATION**

Registered Charity No. 1077587
Charity contact name: Mr Pat Mills
Charity contact address: 174 Bell Lane, Kesgrave, Ipswich IP5 1NB
Charity main address: Unit 5 Ropes Drive, Twelve Acre Approach, Kesgrave, Ipswich, IP5 2ET
Charity website: <http://www.kesgrave.org.uk/spark>

Trustees at 31 March 2021

	Date Appointed
Mrs Molly Arnot	26 February 2013
Mr Paul Carr	20 July 2020
Mrs Angela Finch **	18 November 2013
Mrs Judith Francis**	9 April 2018
Mr Nicholas Francis	20 April 2020
Ms Joanne Garden	20 April 2020
Mr Ashley Jordan	7 April 2014
Mr Patrick Mills **	20 April 1999
Mrs Tina Shute	8 April 2019
Mr David Steward**	7 April 2014
Dr Keith Stewart Young **	14 October 2011

** Registered authorised signatories to act on behalf of the Trustees.

Custodian Trustee Kesgrave Town Council

Professional Advisors**Bankers**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill,
West Malling, Kent ME19 4JQ
Santander, Bridle Rd, Bootle, Merseyside, L30 4GB
Hampshire Trust Bank plc, 131 Finsbury Pavement, London, EC2A 1NT
M&G Charities, PO Box 9038, Chelmsford, CM99 2XF

Independent Examiner: Christine Wade, Hastings Wade, 58-60 Stowupland Road, Stowmarket, IP14 5AL

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The charity was set up by constitution on 20 July 1999 and amended in November 1999. It has subsequently been amended to reflect the objectives of the current methods of operation; this was approved by the trustees on 2 March 2010 and was approved and incorporated by the Charity Commission on 9 July 2010. Further minor amendments were approved and incorporated by the Charity Commission in April 2012. The current constitution dated 2 March 2010 incorporates a grant making policy.

Trustee selection

The Trustees are elected at the Annual General Meeting by ballot or show of hands in accordance with the Constitution (Clause 8). Should a vacancy occur a replacement can be appointed by the executive committee to serve until the next Annual General Meeting.

Governance

The Charity is managed by the 'Charity Trustees' of SPARK. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate. The Committee meets four times a year.

Risk and Internal Control

The trustees have identified the major risks to which they believe the charity is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Reduced income from fund raising. The Charity is reliant upon income from the 2nd Stop shop. The Charity does hold a reserve to cover the cost of one years rent for the shop but if the shop were to close then rent may be due for the remaining term of the lease. This would leave any remaining reserves to be distributed as grants until the reserves were exhausted. If further work were to be undertaken by the charity then a new income source would need to be found.

The charity has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss; these include 2 signatories for all payments and BACS payments are initiated by the Treasurer and authorized by a second trustee and insurance policies to ensure that insurable risks are covered.

OBJECTIVES AND ACTIVITIES

Objects of the Charity

SPARK is established to provide and assist in the provision for sport, amenities, recreation and other leisure time occupations for the benefit of the inhabitants of the Town of Kesgrave in the interests of social welfare and in order to improve the quality of life of the said inhabitants.

Grant Making Policy

Grants are currently awarded to applicants in accordance with the policy laid down in the constitution.

Volunteers

All the trustees with the exception of the current assistant shop manager are volunteers. The only paid employees of the charity are the shop manager, assistant manager and cleaner who look after the day-to-day running of the shop. The shop is staffed by a large group of volunteers who all work on a part time unpaid basis.

Public Benefit

The charity meets the Charity Commission's public benefit criteria by giving grants to local organisations and people to enable them to pursue their aims and ambitions. In many cases this enables the people concerned to further their work in the community.

ACHIEVEMENTS AND PERFORMANCE

SPARK is currently the leaseholder of the 2nd Stop Charity Shop. The lease between Spark and Tesco, reached a lease renewal at 31 May 2018 and a new lease has been negotiated for 10 years. The lease is held in the name of three trustees, Patrick Mills, Keith Stewart Young and Molly Arnott. All the profits generated after the operational costs of running the shop are to the sole benefit of SPARK and are used to make grants or loans to organisations and individuals within the area of benefit.

FINANCIAL REVIEW

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the charity's governing document, the Charities Act 2011 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.

Income for the year was significantly reduced due to the closure of the shop for long periods during the coronavirus pandemic. The shop received grants from the local District Council under the LRSG scheme and when flexible furlough was introduced the shop managers working hours were reduced and a grant was claimed for the unworked time.

During the year grants were made to a number of individuals and organisations as outlined in the notes to these accounts.

Reserves policy

The charity has significant cash funds but there is no specific need to keep reserves, as apart from the 2nd Stop Shop, the charity does not have any overheads or recurring costs. The shop holds £16,000 in a deposit account as a provision towards one year's rent and has also made provision for any potential staff redundancy.

Investment Selection

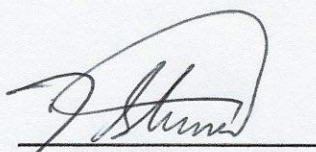
Current interest bearing and investment funds are held by Hampshire Trust Bank and the M&G Charibond. All accounts are reviewed and discussed regularly.

Insurance

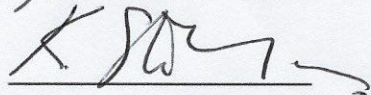
A policy was purchased from Access Underwriting Trustee Indemnity effective for twelve months as from 1 June 2013 and is renewed each year.

Approved by

Chairman



Vice – Chairman



Date

19 - July 2021

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2021

	<i>Note</i>	<i>Total</i>	<i>Total</i>
INCOMING RESOURCES			
		2021	2020
		£	£
Donations and legacies			
Donation		50	-
Government Grants	3	23,061	-
Other trading activities			
2 nd Stop Shop	4	47,209	128,535
Investments			
Interest		3,453	3,992
Total Income		£ 73,773	£ 132,527
		=====	=====
RESOURCES EXPENDED			
		£	£
<i>Raising funds</i>			
2 nd Stop Shop	4	51,506	55,231
<i>Charitable activities</i>			
Grants paid	7	86,785	56,786
Phone, Post and Stationery		-	83
Website & domain		72	86
Indemnity Insurance		243	243
Independent Examination		125	125
Bank charges		70	60
Gifts and donations		25	-
Total Expenses		£ 138,826	£ 112,614
		=====	=====
Net Income/(deficit) before investment gains/(losses)		(65,053)	19,913
Gains/(losses) on investments		8,042	(9,976)
Net movement in funds		(57,011)	9,937
Total Funds brought forward		258,816	248,879
Total Funds carried forward		£ 201,805	£ 258,816
		=====	=====

The annexed notes form an integral part of these accounts

BALANCE SHEET

AT 31 MARCH 2021

	Note	Total 2021 £	Total 2020 £
FIXED ASSETS			
Shop Assets – Sheds	8	236	473
Investments			
M&G Charifund	9	42,756	34,714
Hampshire Trust Bank (24 month bond)	9	50,000	-
CURRENT ASSETS			
Debtors			
VAT Refund		846	876
Furlough Claim		884	-
Shop prepayments		4,029	4,355
Investments			
Hampshire Trust Bank		-	86,471
2 nd Stop Deposit Account		16,946	16,163
Cash at bank and in hand			
CAF Current Account		83,147	96,313
2 nd Stop Current Account		2,085	18,179
2 nd Stop Paypal		429	-
2 nd Stop Izettle		-	-
2 nd Stop Cash in Hand		793	1,969
Petty Cash		34	34
Total current assets		109,193	224,360
Less: Creditors			
Amounts falling due within one year	10	(380)	(731)
Net current assets		108,813	223,629
TOTAL NET ASSETS		£ 201,805	£ 258,816
		=====	=====
FUNDS			
General Fund		175,787	217,382
2 nd Stop Fund	4	26,018	41,434
Total Funds		£ 201,805	£ 258,816
		=====	=====

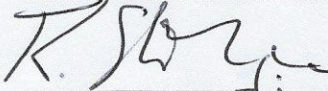
Approved by

Treasurer



Judith Francis

Vice - Chairman



Stewart Young

Date

19 June 2021

The annexed notes form an integral part of these accounts

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

1. Basis of preparation**Basis of accounting**

The charity constitutes a public benefit entity as defined by FRS 102. The accounts 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 (FRS102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair view' and have departed from the Charities (Accounts and Reports) Regulations 2008 Only to the extent required to provide a 'true and fair' view. The departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their annual accounts in accordance with the Financial Reporting Standard and applicable in the UK and Republic of Ireland (FRS102) issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

Change in Basis

The significant accounting policies applied in the preparation of these statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated..

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

2. Accounting policies

Recognition of income	This is included in the accounts when the charity receives the resources
Offsetting	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.
Grants and donations received	Grants and donations are only included as income when received.
VAT	VAT reclaimable is recognised as it arises
Donated goods	Donated goods for resale are included in the accounts when sold by the charity.
Donated services and Facilities	The value placed on these resources is not included in the accounts
Volunteer help	The value of any voluntary help received is not included in the accounts
Investment income	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.
Investment gains and losses	This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.
Support Costs	The Charity has incurred expenditure on support costs
Grants Paid	Grants paid are only included in the accounts when applications have been received and approved by the trustees and funds transferred to the applicant.
Liability recognition	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
Creditors	The charity has creditors which are measured at settlement amounts less any trade discounts
Provisions for liabilities	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date
Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year and cost more than £500. They are valued at cost or a reasonable value on receipt. The depreciation rates are given in the appropriate note.
Investments	Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments
Current asset investments	The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

3. Government Grants

	2021	2020
	£	£
District Council – Local Restrictions Support Grant (LRSG)	19,907	-
Coronavirus Job Retention Scheme (CJRS).	3,154	-
Total income	<u>£ 23,061</u>	<u>£ -</u>
	=====	=====

4. Funds generated by 2nd Stop Shop

	2021	2020
	£	£
Shop Sales	47,209	128,535
Government grants	23,061	-
Interest on shop funds	62	96
Total income	<u>70,332</u>	<u>128,631</u>
Less:		
Shop Management	(26,633)	(25,437)
Premises	(22,291)	(25,469)
Administration	(2,582)	(4,325)
Total expenses	<u>(51,506)</u>	<u>(55,231)</u>
Net surplus	18,826	73,400
Transfer to SPARK accounts	(34,243)	(60,708)
Shop funds at 1 April	41,434	28,742
Shop funds at 31 March	<u>£ 26,017</u>	<u>£ 41,434</u>
	=====	=====

5 Fees for examining the accounts

	2021	2020
	£	£
Independent examiners fees	150	150
	<u>£ 150</u>	<u>£ 150</u>
	=====	=====

6 Staff Costs

	2021	2020
	£	£
Gross wages	27,341	26,259
Employer Pension Costs	552	508
Employers National Insurance	-	-
	<u>£ 27,893</u>	<u>£ 26,767</u>
	=====	=====

Average number of full time equivalent employees
Managing the shop

1

1

There is a NEST pension scheme operated by the charity,
No employees received employee benefits for the reporting period of more than £60,000.

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

7 Grant making		Total £
All Saints Church		
– Donation re Kesgrave & District Royal British Legion Hall	50,000	-
– Holiday at Home	-	300
KWMCC – Tennis court surfacing/ Tennis Club Lighting	11,388	13,134
Kesgrave High School – Sensory Garden	8,000	-
Heath School – Outdoor Learning Hub	6,000	19,867
Kesgrave Rollers – La Boule Piste	3,850	-
Kesgrave Church of England Charity – Youthwork	2,500	2,000
Kesgrave Town Council – Youth Club Provision	1,800	3,300
Kesgrave Kruisers – Training	1,191	-
Girlguiding Heathlands Division – Leader's membership fees/ Badges	1,000	375
AFC Kesgrave Girls 4 (Ladies) – Team Kit	616	-
1 st Kesgrave Scout Group		
– Hall hire fees for Doctors to hold Flu jab clinic	400	-
– Community Christmas Dinner	-	220
– Sponsor fundraising event	-	100
Café 66 – Celebration expenses/ Outing	40	250
Kesgrave Cricket Club – Cricket Scoreboard	-	4,000
Kesgrave Library – Shelving and Cupboards	-	3,850
Kesgrave Library – Reading Challenge	-	650
Suffolk Aviation Heritage Group – New Mower	-	2,200
Hope House – Covered Pergola	-	2,000
KMF – Egg Hunt & 5K run (2 years)	-	1,700
Ladies Bowls Club – Bowls Mat Roller	-	790
Kesgrave Computer Club – Hall hire	-	600
Lewis Brinkhoff – Local International Speedway Rider	-	500
Kesgrave Community Enterprises – Dementia Café	-	500
Kesgrave Bike Show – Childrens Road Safety 'Goodie Bag'	-	250
Kesgrave Friendship Club – Outings and Christmas Dinner	-	200
	<u>£ 86,785</u>	<u>£ 56,786</u>
	=====	=====

The Treasurer of SPARK is also a trustee of 1st Kesgrave Scout Group, she declared an interest in the grant paid above and did not vote.

The following grant had been agreed in principle but not paid at the year end
KTC – Fun day ride hire (postponed until 2021)

1,150

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

8 Fixed Assets

	<i>Sheds</i>	<i>Total</i>
Cost	£	£
At 1 April 2020	945	945
At 31 March 2021	<u>£ 945</u>	<u>£ 945</u>
	=====	=====
Depreciation	£	£
At 1 April 2020	472	472
Depreciation for year (25%)	237	237
At 31 March 2021	<u>£ 709</u>	<u>£ 708</u>
	=====	=====
At 31 March 2021	<u>£ 236</u>	<u>£ 236</u>
	=====	=====
At 31 March 2020	<u>£ 473</u>	<u>£ 473</u>
	=====	=====

9 Fixed Asset Investments

	<i>M&G Charifund</i>	<i>Hampshire Trust</i>	<i>2021</i>
	£		
At 1 April 2020	34,714		34,714
Addition during the year	-	50,000	50,000
Gain on revaluation	8,042	-	8,042
	<u>£ 42,756</u>	<u>£ 50,000</u>	<u>£ 92,756</u>
	=====	=====	=====
Historical cost			<u>£ 95,000</u>
			=====
Represented by:		Market value at year end	Gain/(Loss) for year
M&G Charifund		42,756	8,042
Hampshire Trust		50,000	-
		<u>£ 92,756</u>	<u>£ 8,042</u>
		=====	=====

10 Creditors and accruals

	<i>2021</i>	<i>2020</i>
	£	£
Accruals	381	731
	<u>£ 381</u>	<u>£ 731</u>
	=====	=====

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

11 Trustees and other related parties**2021**

£

2020

£

During the year remuneration was paid to one Trustee who is the assistant manager of the 2nd Stop Shop

Molly Arnot - Gross Pay

130

1,865

 £ 130

 £ 1,865

=====

=====

There were no expenses paid to trustees.
There were no related party transactions.

12 Capital Commitments

There were no capital commitments at the year end.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE SPARK

I report to the charity trustees on my examination of the accounts of the SPARK for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act ('The Act').

I report in respect of my examination of the charity'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. 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 charity as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and 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.

Signed: *Christine D Wade*

Name Christine Wade, HastingsWade

Qualification Chartered Certified Accountants – Registered Auditors

Address: 58-60 Stowupland Road
Stowmarket
Suffolk
IP14 5AL

Date: *21 June 2021*

