

# BOOST FELIXSTOWE LIMITED

(A company Limited by guarantee and not having a share capital)

Annual Report

&

Financial Statements for the year ended 31 August 2022

Prepared under the Receipts and Payments Accounting Basis



'Pioneering Partnerships between Faith & Education'

# **BOOST FELIXSTOWE LIMITED**

## **Annual Report & Financial Statements for the year ended 31 August 2022**

### **Table of Contents**

	Page
Charity Information	3
Trustees' Annual Report	4
Directors Statement	7
Statement of Financial Activities	8
Balance Sheet	9
General Fund Receipts and Payments	10
Notes to the Accounts	11
Accounting Policies	12
Independent Examiners Report	13

**BOOST FELIXSTOWE LIMITED**  
Charity Information at End of Year

**Directors/Trustees**

Mick Warner (Chair)  
Alan Peats (Treasurer)  
Rev Chris Hood  
Dr Lynda Tempest  
Fiona Fisk  
Carole Baker

**Chaplain**

Dr Joshua Hunt

**The Charity is currently supported by the following  
Churches and organisations**

Christ Church Felixstowe  
Maidstone Road Baptist Church  
Felixstowe  
Old Felixstowe Parish Churches  
Ranelagh Christian Fellowship  
Felixstowe  
The River of Life Church Felixstowe  
St John's Church Felixstowe  
St Mary's Church Walton  
Trinity Methodist Church Felixstowe  
Felixstowe Inner Wheel Club  
The Rotary Club of Felixstowe  
Landguard

**Principal area of activity**  
**Registered Charity**  
**Registered Company**  
**Registered office**

Felixstowe, Suffolk  
Number 1083875  
Number 4046690  
13 Picketts Road  
Felixstowe, Suffolk IP11 7JT



## **BOOST FELIXSTOWE LIMITED**

### **Trustees Annual Report**

#### **Administrative Details of the Charity:**

The Christian Youth Worker for Felixstowe Trust Limited, now known as BOOST Felixstowe, was inaugurated in August 2000 by several churches in Felixstowe with the purpose of setting up and running a youth service for the town. This involved the employment of a full-time youth worker who would creatively deliver youth services to compliment those already offered by local churches and engage with local senior schools. The Charity has developed over the years and now provides a full time Chaplain at Felixstowe School.

#### **Structure, Governance and Management:**

This is a small charity managed by the Trustees who have a variety of professional backgrounds. No specific training is required for trustees, but they are often involved in the children's/youth work of their individual churches. They meet on a regular basis to supervise the charity. Boost employs a chaplain to deliver the work of School Chaplaincy within Felixstowe School, a secondary school and sixth form with Academy status. The chaplain is line managed by an appointed trustee, and other workers/volunteers report to the chaplain as appropriate. The chaplain also reports into the Management Team of the School. New trustees are appointed when necessary, normally from the supporting churches. Trustees and volunteers have all completed a DBS check.

#### **Financial Policy:**

The charity's financial position is laid out in the accompanying accounts. There are no overdraft facilities in place and therefore outgoings are managed in line with income received. The Trust is supported by regular monthly giving from supporters and income is supplemented with grants and fund-raising activities. The Reserves policy agreed by the Trustees is to keep at least 3 months of outgoings available. There are no funds held as custodian trustee on behalf of others. The work of the Trust continues to be dependent on the financial support of the local churches and many individual supporters who give to the Trust monthly. The Trustees are grateful for the encouragement of these people and organisations for their continued support, as well as those who attend fund raising events.

#### **Financial Review:**

Most of the funding is expended on the salary and employment costs of the Chaplain. Our income during this financial year exceeded expenditure by £5,341 allowing us to carry forward £19,127 which equates to approximately 50% of annual running costs. Our funding by regular supporters who donate by monthly bank standing orders, many of which were subject to Gift Aid, has continued at its normal level. Gift Aid for the period of our financial year was claimed after the financial year end and the sum of £2,443.00 was credited to our accounts on 29<sup>th</sup> September 2022. Grants have been a significant source of income and in total £10,900 was obtained from Persimmon Homes, Felixstowe Town Council, The Keswick Hall Trust and The Community Port Fund. As in the previous year, the COVID pandemic has affected our ability to hold some fund-raising functions. The events we were able to run resulted in a contribution of £2,097 to our funds. There were costs of £157 incurred in running the events.



**Public benefit:**

The Trustees have complied with their duty to have due regard to the guidance from the Charity Commission on public benefit. The charity is supporting young people in Felixstowe with the provision of chaplain/s operating within Felixstowe School.

**Achievements and performance:**

During this year, the School Chaplaincy partnership has performed well, developed and improved in line with our core aims and strategic plan and responded to arising needs.

The three distinctive threads of 'Awe and Wonder', 'Justice and Activism' and 'Wholeness and Inclusion' ran clearly through every aspect of the work and encompassed the breadth and depth of all that chaplaincy provides students and staff this year.

**Awe and Wonder:**

The chaplain continued to be involved in a wide range of projects to support students to experience moments of awe and wonder this year.

The chaplain continued involvement in school assemblies, including at Christmas and Easter, with additional assemblies delivered on the theme of Remembrance and Anti-Bullying, including whole school tutor time activities and competitions.

This year we were asked to create a bespoke 'Reflection Room' in the school, which is a brand new, inclusive space for contemplation, prayer and reflection. This has provided a space for students to pray, and also offered a range of interactive installations and activities responding to important themes and events, for example, Refugee Week, the war in Ukraine, and Holocaust Memorial Day.

We were delighted to begin a small research project to investigate the impact of this space on students' spiritual development.

We continued to run weekly Chess Club, Garden Club and Theology Club as extra-curricular opportunities that regularly engaged with students and gave them safe places to meet with the chaplain and learn something new.

The chaplain supported trips to Norwich Cathedral and Norwich Mosque, as well as leading trips to The Tower of London and Superbloom.

**Justice and Activism:**

The chaplain continued to be involved in a wide range of projects to support student involvement in justice and activism this year.

We developed the Garden project to engage more students than ever before in gardening (65 students compared to 44 last year). We led two outdoor lessons per week with students in the Access provision.

The chaplain involved ten students in training from the Diana Award to become Anti-Bullying Ambassadors and met weekly with them to explore projects and campaigns to reduce bullying.



**Wholeness and Inclusion:**

The chaplain continued to be involved in a wide range of projects to support student wholeness and inclusion this year.

This included providing 308 individual sessions of one-to-one support (246 last year) to 90 students (59 last year) throughout the year. This support fell into four categories- self-perception, mentoring, bereavement support and prejudice-related behavior. The pastoral support offer is now well developed and refined. The school's early help referral system works well to refer students to the chaplain and to monitor their progress, as well as students being able to access support directly.

To formalise our provision in the garden, we developed a 6-week outdoor learning course, called 'Hive Outdoor Learning'. This was trialed prior to the summer break with positive feedback and will be used moving forwards as an intervention programme for small groups of students.

To support the school's enrichment day programme, the chaplain helped to plan and deliver workshops on happiness and anxiety which were delivered to Key Stage 3 students throughout the year.

We continued to host a weekly community prayer meeting, via Zoom, and a weekly prayer meeting for staff in school.

The trustees organised an afternoon tea for staff in the school garden, which was much appreciated at the end of the academic year.

**Further Reach:**

A short video of our chaplaincy partnership was featured in a presentation at the Church of England's General Synod (national conference). This involved a film crew joining us for the afternoon at the school to interview students and staff. The video was widely shared and well received. In this video, the chaplain emphasised our desire to see more schools and churches explore a similar partnership.

The Garden Project was featured in national publications from TISCA (The Independent School's Christian Association), and Green Christian as a great example of chaplains responding to climate change whilst engaging young people with nature.

In July, we were pleased to be able to hold 'An Afternoon with Boost' in person, with our supporters, in order to showcase the work of chaplaincy over the past year.

**Future Plans:**

BOOST continues to model the best possible example of School Chaplaincy and seeks to inspire other schools to develop similar provision for the benefit of the young people in their care and the wider community.

Signed on behalf of the Directors and Trustees:  
Mick Warner (Chair)



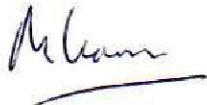
Approved on 2<sup>nd</sup> November 2022

## BOOST FELIXSTOWE LIMITED

### Directors Statement

The Directors confirm that for the period ended 31 August 2022 the company is exempt from the requirements relating to prepared audited accounts in accordance with section 477 of the Companies Act 2009. The Directors/Trustees have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The Directors acknowledge their responsibilities for complying with the requirements of the 2006 Act with respect to accounting records and the preparation of accounts.

Approved by the Directors/Trustees on and signed on their behalf by



Mick Warner (Chair)



Alan Peats (Treasurer)



## Statement of Financial Activities

year	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior total
<b>Income and endowments from:</b>						
Donations and legacies	25,861	—	—	—	25,861	22,889
Income from charitable activities	12,997	—	—	—	12,997	9,613
Other trading activities	—	—	—	—	—	98
Investments	2	—	—	—	2	1
<b>Total income</b>	<b>38,860</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>38,860</b>	<b>32,601</b>
<b>Expenditure on:</b>						
Raising funds	—	—	—	—	—	171
Expenditure on charitable activities	32,732	—	—	—	32,732	32,888
Other expenditure	787	—	—	—	787	869
<b>Total expenditure</b>	<b>33,519</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>33,519</b>	<b>33,928</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>5,341</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>5,341</b>	<b>(1,327)</b>
<b>Other recognised gains / losses</b>						
<b>Net movement in funds</b>	<b>5,341</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>5,341</b>	<b>(1,327)</b>
<b>Total funds brought forward</b>	<b>13,786</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>13,786</b>	<b>15,113</b>
<b>Total funds carried forward</b>	<b>19,127</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>19,127</b>	<b>13,786</b>



## Balance sheet

Class	Description	This year	Last year
<b>Current assets</b>			
	HSBC BOOST Felixstowe No 1 Account	10,777	3,327
	HSBC Reserve Account ( <b>Note 1</b> )	8,350	10,348
	HSBC BOOST Felixstowe No 2 Account ( <b>Note 2</b> )	—	111
	<b>Total Current assets</b>	<b>19,127</b>	<b>13,786</b>
	<b>Net Asset surplus(deficit)</b>	<b>19,127</b>	<b>13,786</b>
<b>Reserves</b>			
	Excess / (deficit) to date	5,341	(1,327)
	Starting balances	13,786	15,113
	<b>Total Reserves</b>	<b>19,127</b>	<b>13,786</b>

## General Fund Receipts and Payments

	Total funds	Prior year funds
<b>Income and endowments</b>		
Donations and legacies		
Gift Aided Giving	10,805	8,324
Other Planned Giving	13,517	9,712
Donations Non-Gift Aided	1,539	2,620
Gift Aid Recovered	—	2,234
<i>Total Donations and legacies</i>	<u>25,861</u>	<u>22,889</u>
Income from charitable activities		
Grants	10,900	8,000
Fundraising events	2,097	1,613
<i>Total Income from charitable activities</i>	<u>12,997</u>	<u>9,613</u>
Other trading activities		
Ink Recycling	—	23
Consultancy Fees	—	75
<i>Total Other trading activities</i>	<u>—</u>	<u>98</u>
Investments		
Bank Interest	2	1
<i>Total Investments</i>	<u>2</u>	<u>1</u>
<b>Expenditure</b>		
Raising funds		
Events	—	171
<i>Total Raising funds</i>	<u>—</u>	<u>171</u>
Expenditure on charitable activities		
Garden Project	570	798
Well Being	71	90
Basic Salary	23,736	23,763
Tax & National Insurance	6,185	6,082
Pension Contributions	2,170	2,155
<i>Total Expenditure on charitable activities</i>	<u>32,732</u>	<u>32,888</u>
Other expenditure		
Insurance	731	695
Administration costs	56	174
<i>Total Other expenditure</i>	<u>787</u>	<u>869</u>
Excess of Income and endowments over Expenditure	5,341	(1,327)
Brought forward balance	13,786	15,113
<b>Carried forward balance</b>	<b>19,127</b>	<b>13,786</b>



## **BOOST FELIXSTOWE LIMITED**

### **Notes to the accounts**

- 1: This is an interest-bearing account
- 2: During the year HSBC introduced charging for banking services. In order to minimize these charges, we have closed the No 2 account. Our local Bank Branch has closed, and we now have to process cheques and cash through the Post Office

# BOOST FELIXSTOWE LIMITED

## Accounting Policies

The main accounting policies used in the preparation of the financial statements are as follows:

**a) *Basis of Accounting***

These accounts are Prepared under Receipts and Payments accounting Basis

The financial statements have been prepared under the historical cost convention, and in line with standard accounting practice for charities.

**b) *Income***

The income is all attributable to the charity's principal activity. Income from qualifying donations benefits from income tax recoverable from the Inland Revenue under gift aid. All income is recognised on the basis of when it is received into the charity account. Similarly, expenditure is recognised when it is incurred.

**c) *Taxation***

The charity is registered with the Charity Commissioners and is registered with the Inland Revenue as a charity. As such it is exempt from taxation on its' charitable activity. The charity is not registered for VAT and therefore expenditure is stated in the Income and Expenditure Account including any relevant VAT.



## **Independent Examiner's Report**

**Report to the trustees of BOOST Felixstowe Limited On accounts for the year ended 31 August 2022, set out on pages 8 to 13.**

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

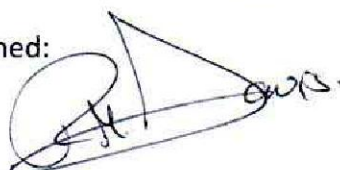
- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I 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.

R M Davis, B. Tech, MIET, C Eng.

Address: 174 High Road Trimley St Mary Felixstowe IP11 OSS

Signed:



Date: 27<sup>th</sup> October 2022