



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1	Month April	Year 2020		Day 31	Month March	Year 2021

## Section A Reference and administration details

**Charity name**

The Spark Foundation

**Other names charity is known by**

**Registered charity number (if any)**

1097058

**Charity's principal address**

Hugh House	
Hugh Place	
Faversham, Kent	
<b>Postcode</b>	<b>ME137AD</b>

### 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	Danny Chesterman	Chair		
2	Irene Hall	Treasurer		
3	Sheila Patel			
4	Tracey Sorrell			
5	Kirsty Ginn			
6	James Whitton			
7	Cathy Walker			
8				
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17				
18				
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
<b>Independent Examiner</b>	Mrs Jennifer Sherwood FCA	1 The Heath, Whitstable, CT5 3HJ
<b>Bankers</b>	Charities Aid Foundation	CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent ME19 4TA

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	Interviewed by Chair and appointed by Board decision

### 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.

Potential Trustees are invited to attend a meeting of the existing Trustees before a decision is made on appointment so that both parties can be satisfied that the appointment is appropriate.

We have a document defining the responsibilities of Trustees which is explained to all new Trustees.

The Board reviews annually risks and actions to mitigate them.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

<p>The Objects of the Trust are:</p> <ul style="list-style-type: none"> <li>(a) to relieve young people who are homeless or in financial need</li> <li>(b) to relieve young people who are suffering from mental or physical sickness;</li> <li>(c) to advance the education of young people;</li> <li>(d) to promote the training of young people who through their social and economic circumstances are unable to obtain employment;</li> <li>(e) to provide facilities for the leisure time occupation of young people in order to improve their conditions of life and develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society</li> </ul> <p>by providing them with grants or loans in cash or in kind or in such other ways as the trustees in their absolute discretion think fit</p>
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**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)**

<p>The Foundation made 161 individual grants (amounting to £59,285 in total in 2020/21) compared to 110 in the previous year. The successful applicants came via 66 different agencies in all parts of England, 27 of which had never previously applied to the Foundation. The sharp rise in the number of grants given reflects the rapidly rising number of applications received (up from 164 in 2019 to 240 in 2020). Our income was not sufficient to meet all applications even where they met our tightened criteria. As we aimed to provide at least some help to as many applicants as we could, the average grant reduced from £474 (in 2019) to £334 (in 2020).</p> <p>Applications were received for a variety of needs. For example, for young people who have left care, the Foundation provided key goods such as washing machines, carpets and beds. Grants were also given for a wide variety of other needs, for example, laptops, driving lessons, training courses. Grants were mainly given to young people in the age ranges 16 – 20 and 21 – 25.</p> <p>The Foundation’s application form asks for the applicant’s age, gender, nationality and ethnicity and whether or not the applicant has a disability. This information does not have to be supplied for an application to be considered. Once a year the Foundation reviews this information both for applications it has approved and ones it has rejected. It uses this information, and data on the type of grants it has approved, to consider whether any changes should be made to its Grants Policy, website and application forms. The Foundation treats all applicants equally regardless of nationality, religion or ethnic background.</p> <p>The Trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2006 to have due regard to the Charity Commission’s general guidance on public benefit. Benefits are in the form of grants and nearly 100% of the Foundation’s annual expenditure relates to grant payments.</p>
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**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.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The main achievement was in giving out more grants than ever before, whilst continuing to manage the rising number of applications with a minimal administrative cost (less than 5% of income). This is all achieved through the voluntary services of a small Board of Trustees and a part time administrator.

A significant development during the year was a change to the way of working for Trustees in determining grants, which is now done entirely virtually. This was needed to handle the increased number of applications and adopt safe methods of work during the pandemic.

During the last five years the number of applications received has increased each year, and this trend has continued even more steeply in 2020/21. It is clear that many vulnerable care leavers lost employment and sources of income during the pandemic, and this had knock on effects in being unable to sustain their homes and relationships. In order to keep within Spark's budget, we tightened our criteria further, in particular not approving grants in situations where we judge that another agency has the primary responsibility for providing support.

Spark Foundation produced a slide deck in support of our quest for more sources of income and are using this wherever we have an opportunity. We made a grant application to the Kent Community Fund, resulting in two small payments due in year 2021/22.

We also produced a short report on Care Leavers and Rent Arrears, which we circulated to our contacts in the fostering world in an effort to draw attention to the particular issues faced by Care Leavers who fall behind with their rent payments. The report contained practical recommendations on actions that could be taken to tackle the problem.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The policy of the Trust was amended in December 2020 and is now to maintain enough money in our accounts to cover expenses and a buffer of £5000 towards grants in the next quarter.

### Details of any funds materially in deficit

None

## 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.

Since 2014 the main donor to the Foundation has been the Tunstall Jubilee Foundation (TJF). The Foundation would like to record its thanks to TJF for this funding. It was agreed with TJF that the Foundation would submit an application for funding in January each year. This enables the Foundation to plan its grant giving for the next financial year.

In 2020 we were delighted to receive a significant donation from the Foster Care Co-operative, for which we were extremely grateful. Despite this however Spark's income is not keeping pace with the growing demand for our services. It is clear that Covid19 and economic uncertainty continues to impact on the most vulnerable. Spark is therefore continuing to explore other complementary funding sources.

The Spark Foundation does not rent premises but it does pay a small amount for administration support. As The Foundation has dealt with a sharp rise in the number of applications for grants, so the amount we pay for admin has also had to rise slightly. The administration per application has increased too as many applications are submitted without the required information and many social workers are slow to provide the information necessary to make a grant payment.

Even so, as in previous years, almost all The Foundation's expenditure is in the form of grants.

The Foundation has a grant making policy and this is reviewed annually

## Section F

## Other optional information

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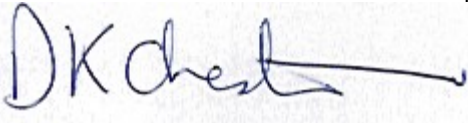
## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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<b>Full name(s)</b>	Daniel	Chesterman
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	3 Dec 2021	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Spark Foundation

1097058

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2020

To

31/03/2021

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations and gifts	10,608	-	-	10,608	194
Grants	50,000	-	-	50,000	70,000
Investment income	10	-	-	10	21
Grants reimbursed	300	-	-	300	1,150
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>60,918</b>	<b>-</b>	<b>-</b>	<b>60,918</b>	<b>71,365</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>60,918</b>	<b>-</b>	<b>-</b>	<b>60,918</b>	<b>71,365</b>
<b>A3 Payments</b>					
Website costs	-	-	-	-	170
Administration fees	2,135	-	-	2,135	1,895
Bank charges	70	-	-	70	60
Printing, postage and stationary costs	418	-	-	418	265
Travel costs	-	-	-	-	488
Independent examination fee	300	-	-	300	-
	-	-	-	-	-
Grants payable	59,285	-	-	59,285	44,975
	-	-	-	-	-
<b>Sub total</b>	<b>62,208</b>	<b>-</b>	<b>-</b>	<b>62,208</b>	<b>47,853</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>62,208</b>	<b>-</b>	<b>-</b>	<b>62,208</b>	<b>47,853</b>
<b>Net of receipts/(payments)</b>	<b>- 1,290</b>	<b>-</b>	<b>-</b>	<b>- 1,290</b>	<b>23,512</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>36,540</b>	<b>-</b>	<b>-</b>	<b>36,540</b>	<b>13,028</b>
<b>Cash funds this year end</b>	<b>35,250</b>	<b>-</b>	<b>-</b>	<b>35,250</b>	<b>36,540</b>



## 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 £
<b>B1 Cash funds</b>	CAF Cash Account	3,003	-	-
	CAF Gold Account	32,247	-	-
		-	-	-
	<b>Total cash funds</b>	<b>35,250</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
The Spark Foundation

On accounts for the year  
ended

31 March 2021

Charity no  
(if any) 1097058

Set out on pages

3+4

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

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

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date: 03/12/2021

Name:

Mrs Jennifer Sherwood

Relevant professional  
qualification(s) or body

FCA – Chartered Accountant (ICAEW)



(if any):

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Address:

1 The Heath, Tankerton
Whitstable, Kent
CT5 3HJ

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.

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