

Charity Registration No. 1142207

Company Registration No. 07441944 (England and Wales)

FOREST SENSORY SERVICES
ANNUAL REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2021

FOREST SENSORY SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	James Spiers Mike Sollis Susan Henchley Anita Maxwell David Adams Michael Amey
Charity number	1142207
Company number	07441944
Registered office	The Forge Centre Valley Road Cinderford Gloucestershire GL14 2LJ
Independent examiner	Griffiths Marshall Beaumont House 172 Southgate Street Gloucester GL1 2EZ

FOREST SENSORY SERVICES

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FOREST SENSORY SERVICES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 JULY 2021

The directors present their report and financial statements for the year ended 31 July 2021.

The accounts have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's memorandum and articles of association, the 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The charity's objects are support, for people with sensory problems, and for members of the public who may come into contact with people with sensory problems, so providing Public Benefit.

The directors have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake, in particular with regard securing Public Benefit.

Achievements and performance

The charity has continued its work in support for people with sensory problems.

The charity is continuing to work with and support the people of the Forest of Dean with Sensory problems.

The charity's work has been affected by the Covid crisis.

Throughout the 2020 - 2021 year our Operation & Development Manager has done excellent work to keep the charity stable, especially in the Covid lockdown.

Financial review

It is the policy of the charity that designated unrestricted funds should be maintained at a level equivalent to about six months' expenditure plus potential redundancy costs. The directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to securing alternative funding.

The directors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The plans for future periods are to continue the charity's existing work.

Structure, governance and management

The charity is a company limited by guarantee and is governed in accord with its Memorandum and Articles of Association.

The directors who served during the year and up to the date of signature of the financial statements were:

James Spiers

Mike Sollis

Susan Henchley

Anita Maxwell

David Adams

Peggy Jordan

Michael Amey

(Resigned 1 August 2020)

FOREST SENSORY SERVICES

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 JULY 2021

Directors are voted onto the board at the AGM and the board can co-opt directors as required. Training for directors is usually provided through the offices of the local Volunteer Forum.

None of the directors has any beneficial interest in the company.

The Trustees report was approved by the Board of Directors.

James Spiers

Dated: 8 March 2022

FOREST SENSORY SERVICES

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 31 JULY 2021

The directors, who also act as trustees for the charitable activities of Forest Sensory Services, are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The directors are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

FOREST SENSORY SERVICES

INDEPENDENT EXAMINER'S REPORT

TO THE DIRECTORS OF FOREST SENSORY SERVICES

I report on the financial statements of the charity for the year ended 31 July 2021, which are set out on pages 5 to 18.

Respective responsibilities of directors and examiner

The charity's directors, who also act as trustees for the charitable activities of Forest Sensory Services, are responsible for the preparation of the financial statements. The directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the financial statements under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

I J Price - Chartered Accountant

Griffiths Marshall
Beaumont House
172 Southgate Street
Gloucester
GL1 2EZ

Dated: 8 March 2022

FOREST SENSORY SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2021

		Unrestricted funds	Designated funds	Restricted funds	Total 2021	Total 2020
	Notes	£	£	£	£	£
Income from:						
Charitable activities	3	49,228	-	31,035	80,263	50,395
Expenditure on:	4					
Charitable activities	5	38,632	-	9,039	47,671	51,881
Net gains on investments	8	102	-	-	102	(135)
Net incoming/(outgoing) resources before transfers		10,698	-	21,996	32,694	(1,621)
Gross transfers between funds		(3,000)	3,000	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		7,698	3,000	21,996	32,694	(1,621)
Fund balances at 1 August 2020		35,669	34,000	5,250	74,919	76,540
Fund balances at 31 July 2021		43,367	37,000	27,246	107,613	74,919

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

FOREST SENSORY SERVICES

BALANCE SHEET

AS AT 31 JULY 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	9		1,851		1,819
Investments	10		224		122
			<u>2,075</u>		<u>1,941</u>
Current assets					
Stocks	12	12,017		12,672	
Debtors	13	-		914	
Cash at bank and in hand		98,965		64,064	
		<u>110,982</u>		<u>77,650</u>	
Creditors: amounts falling due within one year	14	(5,444)		(4,672)	
Net current assets			105,538		72,978
Total assets less current liabilities			<u>107,613</u>		<u>74,919</u>
Income funds					
Restricted funds	15		27,246		5,250
Designated funds			37,000		34,000
<u>Unrestricted funds</u>					
General unrestricted funds		43,367		35,669	
			<u>43,367</u>		<u>35,669</u>
			<u>107,613</u>		<u>74,919</u>

FOREST SENSORY SERVICES

BALANCE SHEET (CONTINUED)

AS AT 31 JULY 2021

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 July 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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.

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

The financial statements were approved by the Directors on 8 March 2022

James Spiers

Trustee

Company Registration No. 07441944

FOREST SENSORY SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2021

1 Accounting policies

Charity information

Forest Sensory Services is a private company limited by guarantee incorporated in England and Wales. The registered office is The Forge Centre, Valley Road, Cinderford, Gloucestershire, GL14 2LJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the 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 (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future, despite the effects of the Covid crisis. Thus the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the directors in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

FOREST SENSORY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

1 Accounting policies

(Continued)

1.5 Resources expended

Resources expended are included in the accounting period in which they are incurred, on the accruals basis.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	20-33% straight line basis
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.11 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

FOREST SENSORY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

FOREST SENSORY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

3 Charitable activities

	Voluntary income	Grant Income	Fundraising Income	Investment Income	Income from charitable activities	Total 2021	Total 2020
	2021 £	2021 £	2021 £	2021 £	2021 £	£	£
Sales within charitable activities	26,962	49,834	891	10	2,566	80,263	50,395
Analysis by fund							
Unrestricted funds	26,962	18,799	891	10	2,566	49,228	36,033
Restricted funds	-	31,035	-	-	-	31,035	14,362
	26,962	49,834	891	10	2,566	80,263	50,395

For the year ended 31 July 2020

	Voluntary income	Grant Income	Fundraising Income	Investment Income	Income from charitable activities	Total 2020
	£	£	£	£	£	£
Sales within charitable activities	10,407	30,562	2,109	292	7,025	50,395
Analysis by fund						
Unrestricted funds	10,407	16,200	2,109	292	7,025	36,033
Restricted funds	-	14,362	-	-	-	14,362
	10,407	30,562	2,109	292	7,025	50,395

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

4 Income

Voluntary income for the year ended 31 July 2021 includes donations and membership income, and also includes £19,439 (2020-nil) income from legacies.

Fundraising income for the year ended 31 July 2021 includes £101 (2020 - £685) shop income.

Income from charitable activities for the year ended 31 July 2021 includes £1,129 (2020 - £4,894) income from groups and £1,437 (2020 - £2,131) equipment income.

Restricted grants income is analysed in note 15.

5 Charitable activities

	2021 £	2020 £
Fundraising costs	629	952
Costs of charitable activities	45,644	49,693
Governance costs	1,398	1,236
	<u>47,671</u>	<u>51,881</u>
	<u>47,671</u>	<u>51,881</u>
Analysis by fund		
Unrestricted funds	38,632	28,439
Restricted funds	9,039	23,442
	<u>47,671</u>	<u>51,881</u>

Costs of charitable activities for the year ended 31 July 2021 includes staff costs (see note 7), group costs of £2,246 (2020 - £3,377), costs of purchases of equipment of £4,022 (2020 - £3,353), and other premises costs and office costs.

6 Directors

None of the directors (or any persons connected with them) received any remuneration or benefits or expenses from the charity during the year.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

7 Employees

The average monthly number of employees during the year was:

2021 Number	2020 Number
2	2

No employees had emoluments over £60,000 (2020-none).

Staff costs for the year ended 31 July 2021 included £26,945 (2020 - £27,805) gross salaries, £0 (2020-£0) social security costs, and £591 (2020-£703) defined contribution employer pension contributions.

8 Net gains/(losses) on investments

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Gain/(loss) on sale of investments	102	(135)

9 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 August 2020	26,727
Additions	1,152
At 31 July 2021	27,879
Depreciation and impairment	
At 1 August 2020	24,908
Depreciation charged in the year	1,120
At 31 July 2021	26,028
Carrying amount	
At 31 July 2021	1,851
At 31 July 2020	1,819

10 Fixed asset investments

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

10	Fixed asset investments	(Continued)	
			Listed investments
			£
	Cost or valuation		
	At 1 August 2020		122
	Valuation changes		102
			<hr/>
	At 31 July 2021		224
			<hr/>
	Carrying amount		
	At 31 July 2021		224
			<hr/>
	At 31 July 2020		122
			<hr/>
11	Financial instruments	2021	2020
		£	£
	Carrying amount of financial assets		
	Instruments measured at fair value through profit or loss	224	122
		<hr/>	<hr/>
12	Stocks	2021	2020
		£	£
	Finished goods and goods for resale	12,017	12,672
		<hr/>	<hr/>
13	Debtors	2021	2020
		£	£
	Amounts falling due within one year:		
	Other debtors	-	914
		<hr/>	<hr/>
14	Creditors: amounts falling due within one year	2021	2020
		£	£
	Other taxation and social security	67	-
	Trade creditors	470	663
	Other creditors	3,563	18
	Accruals and deferred income	1,344	3,991
		<hr/>	<hr/>
		5,444	4,672
		<hr/>	<hr/>

FOREST SENSORY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Balance at 1 August 2019	Incoming resources	Resources expended	Balance at 1 August 2020	Incoming resources	Resources expended	Balance at 31 July 2021
	£	£	£	£	£	£	£
Garfield Weston	8,500	-	(8,500)	-	-	-	-
GlosCounty Council	337	-	(337)	650	-	(650)	-
PCC	-	1,300	(650)	-	-	-	-
Forest of Dean District Council	-	6,562	(6,562)	-	-	-	-
OWLS	-	4,000	-	4,000	-	(537)	3,463
Lions Club	500	-	(500)	-	-	-	-
Barnwood Trust	860	-	(860)	-	-	-	-
Barnwood Trust - furniture	800	-	(200)	600	-	(200)	400
GCC IT grant	-	-	-	-	6,800	(1,873)	4,927
RNIB Eco	3,333	2,500	(5,833)	-	2,500	(2,500)	-
NHS Gloucestersh ire Eco	-	-	-	-	7,965	(2,655)	5,310
Lottery	-	-	-	-	13,770	(624)	13,146
	<u>14,330</u>	<u>14,362</u>	<u>(23,442)</u>	<u>5,250</u>	<u>31,035</u>	<u>(9,039)</u>	<u>27,246</u>

The purpose of the restricted funds is to finance the expenditure to which the restricted income related.

FOREST SENSORY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

16 Designated funds

The income funds of the charity include the following designated unrestricted fund which has been set aside out of unrestricted funds for the purposes of ensuring that, in the event of a significant drop in funding, the charity will be able to continue its current activities whilst consideration is given to securing alternative funding:

Six months' expenditure plus potential redundancy costs - designated fund.

	Movement in funds		Transfers	Balance at 31 July 2021
	Incoming resources	Balance at 1 August 2020		
	£	£	£	£
Designated fund	-	34,000	3,000	37,000
	<hr/>	<hr/>	<hr/>	<hr/>
	-	34,000	3,000	37,000
	<hr/>	<hr/>	<hr/>	<hr/>

FOREST SENSORY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

17 Analysis of net assets between funds

	Unrestricted 2021 £	Designated 2021 £	Restricted 2021 £	Total 2021 £	Unrestricted 2020 £	Designated 2020 £	Restricted 2020 £	Total 2020 £
Fund balances at 31 July 2021 are represented by:								
Tangible assets	1,851	-	-	1,851	1,819	-	-	1,819
Investments	224	-	-	224	122	-	-	122
Current assets/(liabilities)	41,292	37,000	27,246	105,538	33,728	34,000	5,250	72,978
	<u>43,367</u>	<u>37,000</u>	<u>27,246</u>	<u>107,613</u>	<u>35,669</u>	<u>34,000</u>	<u>5,250</u>	<u>74,919</u>

FOREST SENSORY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) *FOR THE YEAR ENDED 31 JULY 2021*

18 Related party transactions

There were no disclosable related party transactions during the year (2020- none). Governance costs for the year ended 31 July 2021 includes amounts payable to the independent examiner of £900 (2020 - £900) for the independent examination and £498 (2020-£336) for payroll work and other work.