

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 2022

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

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FOREST SENSORY SERVICES

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 JULY 2022

The directors present their annual report and financial statements for the year ended 31 July 2022.

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.

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
Michael Amey

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.

FOREST SENSORY SERVICES

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 JULY 2022*

James Spiers

Dated: 11 January 2023

FOREST SENSORY SERVICES

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 31 JULY 2022

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 2022, which are set out on pages 5 to 17.

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: 11 January 2023

FOREST SENSORY SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2022

		Unrestricted funds	Designated funds	Restricted funds	Total 2022	Total 2021
	Notes	£	£	£	£	£
Income from:						
Charitable activities	3	24,190	-	42,216	66,406	80,263
Expenditure on:	4					
Charitable activities	5	25,344	-	45,460	70,804	47,671
Net gains on investments	8	(15)	-	-	(15)	102
Net (expenditure)/income for the year/ Net movement in funds		(1,169)	-	(3,244)	(4,413)	32,694
Fund balances at 1 August 2021		43,367	37,000	27,245	107,612	74,919
Fund balances at 31 July 2022		42,198	37,000	24,001	103,199	107,613

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 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	9		2,659		1,851
Investments	10		209		224
			<u>2,868</u>		<u>2,075</u>
Current assets					
Stocks	12	14,325		12,017	
Cash at bank and in hand		90,057		98,965	
		<u>104,382</u>		<u>110,982</u>	
Creditors: amounts falling due within one year	13	(4,051)		(5,444)	
Net current assets			100,331		105,538
Total assets less current liabilities			<u>103,199</u>		<u>107,613</u>
Income funds					
Restricted funds	14		24,001		27,246
<u>Unrestricted funds</u>					
Designated funds	15	37,000		37,000	
General unrestricted funds		42,198		43,367	
		<u>79,198</u>		<u>80,367</u>	
			<u>103,199</u>		<u>107,613</u>

FOREST SENSORY SERVICES

BALANCE SHEET (CONTINUED)

AS AT 31 JULY 2022

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 2022.

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 11 January 2023

James Spiers

Trustee

Company Registration No. 07441944

FOREST SENSORY SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2022

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, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 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.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2022

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 the statement of financial activities.

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.

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.

FOREST SENSORY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2022

1 Accounting policies

(Continued)

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.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2022

3 Charitable activities

	Voluntary income	Grant Income	Fundraising Income	Investment Income	Income from charitable activities	Total 2022	Total 2021
	2022 £	2022 £	2022 £	2022 £	2022 £	£	£
Sales within charitable activities	9,940	42,289	2,028	84	12,065	66,406	80,263
Analysis by fund							
Unrestricted funds	9,940	73	2,028	84	12,065	24,190	49,228
Restricted funds	-	42,216	-	-	-	42,216	31,035
	9,940	42,289	2,028	84	12,065	66,406	80,263

For the year ended 31 July 2021

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

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

4 Income

Voluntary income for the year ended 31 July 2022 includes donations and membership income, and also includes £nil (2021 - £19,439) income from legacies.

Fundraising income for the year ended 31 July 2022 includes £485 (2021 - £101) shop income.

Income from charitable activities for the year ended 31 July 2022 includes £4,579 (2021 - £1,129) income from groups and £6,326 (2021 - £1,437) equipment income and £1,160 (2021 - nil) hearing clinic income.

Restricted grants income is analysed in note 15.

5 Charitable activities

	2022 £	2021 £
Fundraising costs	916	629
Costs of charitable activities	68,586	45,644
Governance costs	1,302	1,398
	<u>70,804</u>	<u>47,671</u>
	<u>70,804</u>	<u>47,671</u>
Analysis by fund		
Unrestricted funds	25,344	38,632
Restricted funds	45,460	9,039
	<u>70,804</u>	<u>47,671</u>

Costs of charitable activities for the year ended 31 July 2022 includes staff costs (see note 7), group costs of £4,500 (2021 - £2,246), costs of purchases of equipment of £6,582 (2021 - £4,022), hearing clinic costs of £1,285 (2021-nil), volunteers expenses of £3,779 (2021 - £1,531), 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 2022

7 Employees

The average monthly number of employees during the year was:

2022 Number	2021 Number
2	2

No employees had emoluments over £60,000 (2021-none).

Staff costs for the year ended 31 July 2022 included £39,782 (2021 - £26,945) gross salaries, £0 (2021 - £0) social security costs, and £563 (2021 - £591) defined contribution employer pension contributions.

There were no employees whose annual remuneration was more than £60,000.

8 Net gains/(losses) on investments

	Unrestricted funds	Unrestricted funds
	2022 £	2021 £
Gain/(loss) on sale of investments	(15)	102

9 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 August 2021	27,879
Additions	2,408
At 31 July 2022	30,287
Depreciation and impairment	
At 1 August 2021	26,027
Depreciation charged in the year	1,601
At 31 July 2022	27,628
Carrying amount	
At 31 July 2022	2,659
At 31 July 2021	1,851

10 Fixed asset investments

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

10	Fixed asset investments	(Continued)	
			Listed investments
			£
	Cost or valuation		
	At 1 August 2021		224
	Valuation changes		(15)
			<hr/>
	At 31 July 2022		209
			<hr/>
	Carrying amount		
	At 31 July 2022		209
			<hr/>
	At 31 July 2021		224
			<hr/>
11	Financial instruments	2022	2021
		£	£
	Carrying amount of financial assets		
	Instruments measured at fair value through profit or loss	209	224
		<hr/>	<hr/>
12	Stocks	2022	2021
		£	£
	Finished goods and goods for resale	14,325	12,017
		<hr/>	<hr/>
13	Creditors: amounts falling due within one year	2022	2021
		£	£
	Other taxation and social security	75	67
	Trade creditors	1,309	470
	Other creditors	1,322	3,563
	Accruals and deferred income	1,345	1,344
		<hr/>	<hr/>
		4,051	5,444
		<hr/>	<hr/>

FOREST SENSORY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2022

14 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 2020	Incoming resources	Resources expended	Balance at 1 August 2021	Incoming resources	Resources expended	Balance at 31 July 2022
	£	£	£	£	£	£	£
Glos Police	-	-	-	-	650	(650)	-
GlosCounty Council	650	-	(650)	-	-	-	-
OWLS	4,000	-	(537)	3,463	-	(3,463)	-
Barnwood Trust - furniture	600	-	(200)	400	-	(200)	200
GCC IT grant	-	6,800	(1,873)	4,927	-	(1,349)	3,578
RNIB Eclo	-	2,500	(2,500)	-	-	-	-
NHS Gloucestersh ire Eclo	-	7,965	(2,655)	5,310	-	(5,310)	-
Lottery	-	13,770	(624)	13,145	27,826	(26,915)	14,056
GCC classes	-	-	-	-	5,000	(2,919)	2,081
Carers Glos Legacy OWLS	-	-	-	-	2,500	(1,749)	751
Magnifiers	-	-	-	-	4,740	(2,345)	2,395
LWWSL	-	-	-	-	1,500	(560)	940
	<u>5,250</u>	<u>31,035</u>	<u>(9,039)</u>	<u>27,245</u>	<u>42,216</u>	<u>(45,460)</u>	<u>24,001</u>

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

15 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			
	Balance at 1 August 2020	Transfers	Balance at 1 August 2021	Balance at 31 July 2022
	£	£	£	£
Designated fund	34,000	3,000	37,000	37,000
	<u>34,000</u>	<u>3,000</u>	<u>37,000</u>	<u>37,000</u>

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2022

16 Analysis of net assets between funds

	Unrestricted 2022 £	Designated 2022 £	Restricted 2022 £	Total 2022 £	Unrestricted 2021 £	Designated 2021 £	Restricted 2021 £	Total 2021 £
Fund balances at 31 July 2022 are represented by:								
Tangible assets	2,659	-	-	2,659	1,851	-	-	1,851
Investments	209	-	-	209	224	-	-	224
Current assets/(liabilities)	39,330	37,000	24,001	100,331	41,292	37,000	27,246	105,538
	<u>42,198</u>	<u>37,000</u>	<u>24,001</u>	<u>103,199</u>	<u>43,367</u>	<u>37,000</u>	<u>27,246</u>	<u>107,613</u>

FOREST SENSORY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) *FOR THE YEAR ENDED 31 JULY 2022*

17 Related party transactions

There were no disclosable related party transactions during the year (2021- none). Governance costs for the year ended 31 July 2022 includes amounts payable to the independent examiner of £900 (2021 - £900) for the independent examination and £402 (2021-£498) for payroll work and other work.