



(A Company Limited by Guarantee)

Registered Charity Number: 1147615

Company Number: 7672809

# Report and Financial Statements

For the year ended 31st March 2021

## FINANCIAL STATEMENTS

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## **LEGAL AND ADMINISTRATIVE DETAILS**

### **Legal Structure**

The Charity is a company limited by guarantee incorporated in England and Wales.

**Patron:** Roger Osborne

### **Trustees / Directors**

R Couldridge  
K Richardson (Chairman) (left 18/03/2021)  
M Ledger  
C Bate  
N Stein (left 20/08/2020)  
M James  
P Bruce (appointed 19/11/2020)  
G Yates (appointed 20/8/2020)  
R Scott (Chairman) (appointed 15/10/2020)  
D Billson (appointed 18/03/2021)

### **Chief Executive**

J Stokes

**Company Number: 7672809**

**Registered Charity Number: 1147615**

### **Registered Office**

Brightspace  
160 Hadleigh Road  
Ipswich  
Suffolk  
England  
IP2 0HH

### **Bankers**

National Westminster Bank Plc  
2 Tavern Street  
Ipswich  
Suffolk  
IP1 3BD

## **THE REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021**

The Board presents its report and financial statements for the year ended 31 March 2021.

In setting objectives, developing strategies and undertaking activities, the Trustees have given careful consideration to the Charity Commission's guidance on public benefit.

The information on page 2 forms part of this report.

### **The objectives of the charity**

#### **Our Objectives:**

To promote and maintain the physical and mental health of individuals, families, carers and communities through the provision of support services, activities, health promotion, respite, education, training and practical advice, particularly focusing in areas of deprivation and on people mainly aged 45 years and over.

## **Chair of Trustees Report – Keith Richardson**

Well, ActivLives is used to a challenge, but this year has to be the most challenging one that we have ever experienced, especially in my eighth year as Chair of the Board of Trustees.

The Trustees and I have to commend the staff, freelance staff and volunteers for their resilience and flexibility in changing the way the organisation worked, more or less overnight. ActivLives is very much a face to face organisation, working with very vulnerable people, many living on their own and so through the lockdowns new activities and support mechanisms were developed to ensure members, volunteers and staff were kept updated and people connected. The Board of Trustees continued to focus on ensuring the sustainability of ActivLives and four new Trustees were recruited to strengthen the Trustee Board, welcome to Rachael Scott, Glenn Yates, Paul Bruce and Daniel Billson who will bring a wide range of skills to the Board including Project Management, Business Planning, Health, Law / Legal, IT and experience of the third sector.

During the year staff had to refocus their energies on keeping the organisation going, securing funding, developing an ActivLives Recovery / Restart Plan and an organisational Covid-19 Risk Assessment to ensure that staff and volunteers were following the Government's safety measures, to reduce the spread of the virus and keep everyone safe. The People's Community Garden and Chantry Walled Garden were able to keep running with a small team of dedicated volunteers and one member of staff at each site. Our amazing members, carers and volunteers also stepped up to make sure everyone was OK, that people had enough food, could get their prescriptions etc while they were in isolation. We would like to thank everyone who helped through the lockdowns and during a very worrying and anxious time - you are all community stars.

Unfortunately, we did lose members during 20 -21, not only to Covid-19, but the impact of the lockdowns, the loss of purpose and routine, the isolation and our thoughts are with them and their families. Some of our members have had to move into residential care again because of the impact of the lockdowns on their physical and mental health.

Due to the pandemic, along with many other Charities, we virtually lost all of our generated income overnight and had to seek emergency funding to help us survive. Unfortunately, we had to furlough and flexi-furlough some of our staff to help the organisation financially, but we would like to thank our existing funders, local, regional and national funders, particularly Ipswich & East Suffolk CCG, the National Lottery and Suffolk Community Foundation who awarded us emergency funding to enable us to continue to support our members and volunteers through the pandemic.

Again I have to commend and thank all ActivLives staff, members, volunteers and local supporters who worked tirelessly, through a very challenging time, to keep the organisation afloat and I would particularly like to thank Julie Stokes, Susannah Robirosa, Cynthia Glinos and Alison Pearson for their continuous effort to secure funding during the pandemic, to support the different activities and initiatives that we had to developed very quickly, our Restart Plan and the re-opening of sessions and looking to the future post Covid-19.

I would like to thank all the staff, Trustees, volunteers and members for all their hard work, their loyalty, and commitment in developing our services and supporting the organisation, through this difficult and challenging time and the restrictions that were placed on our services. I have decided that this will be my last year as Chair of this amazing organisation. I feel confident to leave at this time, with such a strong and multi-skilled Trustee Board and a dedicated and passionate team of staff and volunteers that can grow and develop the organisation for many years to come. I have really enjoyed my time with ActivLives and have learnt a lot about the Voluntary and Charity Sector in Suffolk. I will miss everyone, but will certainly keep in touch and support where I can.

**Keith Richardson**  
***Chair of Trustees***



## Chief Executive Officer's Report – Julie Stokes

In my previous report 2019 – 2020 I said it had been an interesting year, but little did we know what 2020 was going to bring. It certainly brought challenges, financially, emotionally, practically and we didn't really know what the impact was going to be on our members, carers, volunteers and staff.

On March 23<sup>rd</sup> 2020 our lives changed and so did the organisation.

This year's Annual Report is about our 'Lockdown Journey', the ups and downs of the three lockdowns, re-opening and closing sessions, following Covid-19 Government Guidelines, working from home, the impact of the pandemic and how the team at ActivLives, kept going to make sure our members, carers and volunteers were OK.

So just a taster of what we did?

- We kept in touch with over 300 of our more vulnerable members and volunteers through regular befriending and welfare calls.
- We developed Activ@Home on our website/ Facebook page with exercise videos, weekly quizzes, singing videos and launched our 'That Reminds Me' reminiscence, arts and photography project.
- We set up WhatsApp groups, so that our members could keep in touch with each other.
- We held regular zoom social, exercise and ActivSinging sessions and organised singing sessions outdoors in people's gardens and in parks.
- Our two Community Gardens the People's Community Garden at Maidenhall and Chantry Walled Garden at Chantry Park were closed to the general public, but were maintained by a skeleton team of staff and dedicated volunteers.
- We set up our plant on-line sales and delivery service to enable people to access plants during lockdown and to link with people in the community.
- We developed the 'Out & About Project' funded by Active Suffolk / Sport England, which enabled us to encourage vulnerable members to go out for a 1 to 1 walk or in small groups of 6, as restrictions eased. The members who participated in this project said it was a 'life-line' during the lockdowns.
- For those people who didn't have access to the internet we printed hard copy exercise sheets, quiz booklets, produced a singing CD and hard copy songbooks, which were distributed to members to try and keep them connected.
- We partnered with other organisations such as Castle Hill Community Centre to get food parcels out to our members and carers.
- The Staff and Trustees met regularly via Zoom sessions.
- We submitted funding applications to local, regional and national funders and worked closely with existing funders.

Although, our focus changed dramatically through 2020, our plan remained the same:

- 1. To develop a three-year Strategy and Business Plan to ensure that ActivLives can continue to expand and provide high quality services for years to come.**

Through the lockdown we have been working hard to develop our three-year Strategy, which we will be launching soon and Trustees, staff and key partners are working

together to develop our Business Plan and opportunities locally, so that we can move forward and start developing new initiatives and our services again.

**2. To secure funding, commissions and to generate income, to ensure the organisation becomes sustainable, is financially sound and reserves increase as required by the Charity Commission.**

Susannah Robirosa, Cynthia Glinos, Alison Pearson and I worked very hard to secure emergency Covid-19 funding, to enable us to continue to support our members and volunteers, especially as we lost 60% of our generated income overnight and were unable to fundraise, due to the pandemic. You can see from our list of funders and supporters, who invested in our activities and services over the year. A big thank you goes to every one of them, as their funds enabled us to support younger and older people, people with disability and long-term health conditions, people with poor mental health, people with an intellectual disability and people living with Dementia, their carers and former carers.

I would particularly like to thank Suffolk Community Foundation for their on-going support during the lockdowns, the National Lottery, Suffolk Family Carers who now fund our Elderflower Hub, located at the CRESS Pavilion and initiatives that support carers; the Ipswich & East Suffolk Clinical Commissioning Group for funding the Step by Step Falls Prevention Project and also enabling us to continue working with the Norfolk & Suffolk Foundation Trust and staff at the Woodlands Unit with our Bridging the Gap project; the North West Ipswich Big Local Trust who continues to support our Friday Friends Hub, for people living with Dementia and their carers.

I would also like to thank SCC Councillors - Locality Funding that funded 10 laptops, IBC Area Committees for equipment for ActivSheds and ActivSport project; East Suffolk Council and Felixstowe Town Council for their support of our Woodbridge, Walton and Felixstowe sessions and purchasing exercise equipment and Babergh District Council towards our Sudbury Garden Project.

Although we were not able to fundraise during the year, we did receive some donations, which we were extremely grateful for. These included, a £231 donation from Wherstead Road Residents Association and a £1,000 donation from a local couple for the People's Community Garden and a £227 donation in memory of James Wardley who previously attended the garden. A £2,250 donation in memory of Graham Dowe for Friday Friends; a general donation of £300 from ASDA Foundation and Sainsburys very kindly donated 100 boxes of mince pies for our older members at Christmas.

**3. To continue to develop our preventative services to reach and engage more people to help them improve their health and well-being, reduce loneliness and social isolation, remain independent and build stronger more resilient communities.**

We continue to work in partnership with many different organisations to widen our reach, improve access to our services and to develop services that keep people independent, active and connected in later life and also provide a wide range of opportunities for younger adults through activity, learning and volunteering.

What happened in March 2020 really did prove that the social networks and friendships established within our different groups, really did help to build resilient communities, who supported each other through the lockdowns and the pandemic.

In January we had to say goodbye to Sam Thurlow who moved on to pastures new. Sam was with us for 8 years, starting as a volunteer and then joined us to help us develop our brand, build and maintain our website and then designed all our lovely bright and colourful posters and publications, to promote our activities and services. We wish him every success in his new post.

We also had to say goodbye to Keith Richardson our Chairperson of 8 years. I would like to thank Keith for his commitment, support and generosity that he gave to ActivLives and the Trustee Board and his patience in trying to supervise me all that time. We will certainly miss him, particularly his love of dressing up at our events

We welcomed Clare Macdonald who joined us in November 2020 to lead the Step by Step Better Balance project. Although, not the best time to start a new post, Clare has settled in well and is now starting to develop the falls prevention services in Ipswich and East Suffolk.

This has been a very difficult and challenging year for everyone and I would like to thank all the volunteers who helped to maintain our community gardens, looked after our bees and kept in touch with our members to make sure they were OK. Also to ActivLives Trustees old and new and my fantastic team of staff, who managed to keep everything going through all three lockdowns. We survived!

Each year I say that I am looking forward to the next year. Well, this year I really am.

Julie Stokes  
Chief Executive Officer

## **Structure, Governance and Management**

### **Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 16th June 2011 and registered as a charity on 8th June 2012. The company was established under a Memorandum of Association, which sets out the objects and powers of the charitable company and is governed by its Articles of Association. In the event of the company being wound up, members are required to contribute an amount as may be required, not exceeding £10.00.

### **Recruitment and Appointment of Trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as the Board of Trustees.

The charity is working to ensure that a wide range of business skills are represented on the board.

### **Trustee induction and training**

All new Trustees complete an application form and provide two references. Where appropriate, prospective Trustees are interviewed by representatives of the Trustee Board and the Chief Executive Officer (CEO) regarding their experience and what skills they can bring to the organisation. Trustees receive information about their roles and are inducted into the organisation by the CEO and Office Manager. All Trustees are DBS checked and undergo mandatory training such as Safeguarding Children and Young People / Vulnerable Adults.



Away days are held as required to review the development of the organisation and agree its Business Plan and Strategies. Trustees are invited to take the lead for certain areas of development such as Finance & Fundraising, Marketing & Communication, Operations and Services.

### **Organisation**

The management of the charity is vested in the Board of Trustees ("the Board") consisting of a minimum of 4 members with no maximum number. The Board meets at least 6 times per year to determine the policy and organisational structure and to review and monitor the management of the charity.

Julie Stokes, CEO, is appointed by the Trustees to manage the day to day operations of the charity. To facilitate effective operations, the CEO, has delegated authority, within the terms of delegation approved by the Trustees, for operational matters including finance and employment.

The ActivLives staff team consists of one full time member of staff, and 11 part time employees, and is the key resource of the charity.

### **Risk Management**

The Board has, where appropriate, established systems and procedures to mitigate the risks the charity faces. Funding levels are under continual review to ensure the ongoing operation of the charity. Procedures are in place to ensure compliance with statutory health and safety obligations in respect of staff, volunteers, clients, and visitors.

### **Relationships with other groups, charities, and individuals**

ActivLives works in partnership with many different individuals, groups and other organisations to bring expertise, knowledge and funding to meet the aims of the organisation, to support and promote other local initiatives, share best practice and reduce duplication of services.

### **Reserves Policy**

The Trustees policy is that unrestricted funds held by the company should exceed 3 months budgeted expenditure. In the longer term the intention would be to increase reserves and lengthen this period but given current economic conditions and competition for funding the current policy is considered sensible and achievable, and is regularly reviewed.

### **Investment Policy**

At the present time the company's available cash is required to be available to meet its working capital requirements and there are no funds available for longer term investment. The company's funds are therefore held in instant access or short notice bank accounts. This policy is regularly reviewed by the Trustees, considering budgeted income and expenditure and available funds.

## **Treasurer's Financial Review – Mark Ledger**

### **Funders for 2020-21**

As others have mentioned already in this report, this last year has been a challenging one but one that we have come out at least as strong as we were before lockdown which is not something we expected when the pandemic started. The various Covid related grants supporting organisations in our sector has covered the loss of income and supported the costs we have continued to incur even with very little activities taking place.

Due to the exceptional circumstances of the last 16 months and the longer time period for lockdown than was anticipated when we received Covid related support funding, we have created a special restricted reserve fund called "Covid Recovery Fund" in order to spread the income from these grants over the period for which lockdown was effective. The practical effect of this was that events re-started later than expected, less people could attend them due to social distancing, it cost more to put these events on to comply with Covid guidelines, indoor events are only now restarting. Overall we do not expect to be back to normal event activity until September 2021. This fund will be used up in the year 2021/2022.

We are continuously grateful to our funders in supporting the valuable work we do. The organisations that helped provide this key funding in the current year were;

- ✓ National Lottery Community Fund
- ✓ Ipswich Borough Council
- ✓ Suffolk County Council
- ✓ East Suffolk Council
- ✓ Babergh District Council
- ✓ Felixstowe Town Council
- ✓ Suffolk Community Foundation – Frank Jackson Foundation Fund; RJB Fund; David and Jill Simpson Fund; Realising Ambitions East; Pargiter Trust Fund; Port Community Fund; I Will Grant; Suffolk Giving; Women's & Girls Fund; Joy Abbott Fund; West End; Reviving our community; Social Prescribing fund; Coronavirus Foundation; Martineau fund; Carers Hub; Coronavirus Staff Support Grant;
- ✓ Postcode Local Trust
- ✓ Groundwork UK/Tesco
- ✓ I&ES CCG
- ✓ North West Ipswich Big Local Trust
- ✓ Mrs L D Rope Third Charitable Settlement
- ✓ Special Olympics Suffolk
- ✓ Masonic Charitable Foundation
- ✓ Aviva Community Funds
- ✓ Lift Community Grant
- ✓ Leading Lives Community Benefit Fund
- ✓ CAF – Resilience fund
- ✓ Suffolk Family Carers
- ✓ Lord Belstead Charitable Trust
- ✓ Perrywood Garden Centre

In addition to this there has been hard work from all the staff within the organisation, looking after the gardens and promoting the cause of ActivLives, for which all the Trustees are very appreciative.

### **Going Concern**

The charity is in a strong position and considers there to be no going concern issues.

## THE REPORT OF THE TRUSTEES

### FOR THE YEAR ENDED 31 MARCH 2021

The Trustees are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Practice).

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of ActivLives and of the incoming resources and application of resources, including the income and expenditure, of the Charity for that year. In preparing those financial statements, Trustees 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, and
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of ActivLives and which enable them to ensure the financial statements 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.

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small entities.

In preparing this report the Trustees have reviewed the financial position of the Charity which is identified in pages 8 & 9 in relation to the Reserves Policy and Going Concern statement.

16th September

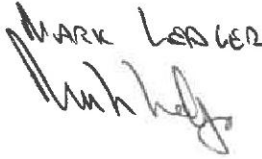
Approved by the Board of Trustees on

2021 and signed on its behalf by

NAME:  
Trustee

RACHAEL SCOTT  


NAME:  
Trustee

MARK LORGER  


**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**ACTIVLIVES**  
**CHARITY NO: 1147615**

I report on the accounts for the year ended 31 March 2021.

**Respective responsibilities of Trustees and Examiner**

The 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 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 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 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 the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
- to prepare accounts in accordance with the methods and principles set out in the Charities SORP

have not been met; or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated:

6 Sep 21

C L Bartram MAAT



## FINANCIAL STATEMENTS

### Statement of Financial Activities for the year ended 31 March 2021

	Note	Unrestricted Funds	Restricted Covid Recovery Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
<b>Incoming Resources</b>						
Grants & Donations	2	£6,833	£64,464	£276,976	£348,273	£323,792
Generated Income	2 & 3	£25,724	-	-	£25,724	£113,043
Investment Income	6	£1	-	-	£1	£1
<b>Total Incoming Resources</b>		<b>£32,558</b>	<b>£64,464</b>	<b>£276,976</b>	<b>£373,998</b>	<b>£436,836</b>
<b>Resources Expended</b>						
Charitable Activities		(£26,550)		(£221,222)	(£247,772)	(£319,276)
Costs of Generated Income		(£17,700)			(£17,700)	(£24,642)
Governance Costs		(£150)			(£150)	(£600)
<b>Total Resources Expended</b>	4	<b>(£44,400)</b>	<b>-</b>	<b>(£221,222)</b>	<b>(£265,622)</b>	<b>(£344,518)</b>
Net Incoming / (Outgoing) Resources		(£11,842)	£64,464	£55,754	£108,376	£92,318
<b>Net Movement of Funds in Year</b>		<b>(£11,842)</b>	<b>£64,464</b>	<b>£55,754</b>	<b>£108,376</b>	<b>£92,318</b>
<b>Reconciliation of Funds</b>						
Total Funds brought forward		£115,737		£76,335	£192,072	£99,754
<b>Total Funds carried forward</b>		<b>£103,895</b>	<b>£64,464</b>	<b>£132,089</b>	<b>£300,448</b>	<b>£192,072</b>

The statement of financial activities includes all gains & losses recognised in the year. All incoming resources & resources expended derive from continuing activities.

The notes on pages 14 to 18 form part of these accounts



# **Balance Sheet** **As at 31<sup>st</sup> March 2021**

	Note	2021	2020
<b>FIXED ASSETS</b>			
Tangible Assets	9	£12,336	£8,592
<b>CURRENT ASSETS</b>			
Debtors	10	£2,102	£452
Cash at Bank and in hand		<u>£286,010</u>	<u>£183,028</u>
		<u>£288,112</u>	<u>£183,480</u>
<b>CREDITORS:</b> Amounts falling due within one year	11	-	-
<b>NET CURRENT ASSETS</b>		<u>£288,112</u>	<u>£183,480</u>
<b>NET ASSETS</b>		<u><u>£300,448</u></u>	<u><u>£192,072</u></u>
<b>CAPITAL &amp; RESERVES</b>			
Restricted Funds	2	£132,089	£76,335
Restricted Covid Recovery Fund	2	<u>£64,464</u>	-
Total Restricted Funds		<u>£196,553</u>	<u>£76,335</u>
Unrestricted Funds	2	£103,895	£115,737
<b>TOTAL CHARITY FUNDS</b>	2	<u><u>£300,448</u></u>	<u><u>£192,072</u></u>

The notes on pages 14 to 18 form part of these accounts

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

### 1 ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

#### **Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Companies Act 2006.

#### **Fund Accounting**

General funds are unrestricted funds available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor.

#### **Incoming Resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated service and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable activities are accounted for when earned.
- Incoming resources from grants which are related to performance and specific deliverables are accounted for in the year the charity receives the grant but are then deferred until the period the charity earns the right to consideration by its performance.
- Incoming resources from trading activities are accounted for when earned.

#### **Resources Expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs incurred in generating voluntary income and fundraising generating costs.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those cost of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis, eg estimated usage as set out in Note 4.

**Fixed assets and depreciation**

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation has been provided for at 25% per annum on all assets, designed to write off the assets over their expected useful life, which in all cases is estimated as 4 years.

## 2. MOVEMENTS IN FUNDS

### Restricted Funds

	At 1st April 2020	Incoming Resources Received in year	Incoming Resources Allocated in year	Outgoing Resources	At 31st March 2021
Ipswich Borough Council					
- Cash Grants	-	£10,500	£10,500	£10,500	-
- Area Committees	-	£1,190	£1,190	£1,190	-
- Local Restrictions Grant		£19,907	-	-	£19,907
Suffolk County Council					
- Councillors Locality Funding	-	£6,640	£4,390	£4,390	£2,250
East Suffolk Council	-	£7,021	£7,021	£7,021	-
Babergh District Council		£3,000	£500	£500	£2,500
Felixstowe Town Council		£1,000	£1,000	£1,000	
Ipswich and East Suffolk CCG	-	£55,000	£10,000	£10,000	£45,000
National Lottery Community Fund		£95,815	£70,815	£70,815	£25,000
Masonic Charitable Foundation	£5,000	-	£5,000	£5,000	-
North West Ipswich Big Local Trust		£15,409	£15,409	£15,409	
Suffolk Community Foundation	£56,804	£61,968	£89,896	£89,896	£28,876
Groundwork UK/Tesco		£2,166	£666	£666	£1,500
Mrs L D Rope Third Charitable Settlement	£8,500	£3,000	£11,500	£11,500	
Lift Community Grant		£10,000	£10,000	£10,000	
Leading Lives Community Benefit fund		£3,000	£2,250	£2,250	£750
Sport England		£12,525	£12,525	£12,525	
Cheshire Community Fund		£4,520	£1,000	£1,000	£3,520
CAF Resilience Fund		£24,393	£24,393	£24,393	
Suffolk Family Carers		£1,600	£1,600	£1,600	
Lord Belstead Charitable Trust		£2,000	-	-	£2,000
Special Olympics Suffolk		£536	-	-	£536
Perrywood Garden Centre		£250	-	-	£250
Postcode Local Trust	£5,000		£5,000	£5,000	-
Aviva Community Funds	£1,031		£1,031	£1,031	-

<b>Total Restricted Funds</b>	<b>£76,335</b>	<b>£341,440</b>	<b>£285,686</b>	<b>£285,686</b>	<b>£132,089</b>
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Allocated to Restricted Funds	£276,976				
Allocated to Restricted Covid Recovery Funds	£64,464				£64,464
	<u>£341,440</u>				

### Unrestricted Funds

Grants & Donations	£6,833		£26,550		
Generated Income	£25,724		£17,850		
Investment Income	£1		-		
<b>Unrestricted Funds</b>	<b>£115,737</b>	<b>£32,558</b>	<b>-</b>	<b>£44,400</b>	<b>£103,895</b>

<b>Total Funds</b>	<b>£192,072</b>	<b>£373,998</b>	<b>£285,686</b>	<b>£330,086</b>	<b>£235,984</b>
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### 3. INCOMING RESOURCES - ACTIVITIES FOR GENERATING FUNDS

	Unrestricted	Restricted	2021	Total 2020
Produce & Plant Sales	£14,922		£14,922	£12,937
Placement & Training Services	£3,150		£3,150	£22,172
ActivHub Sessions	£7,032		£7,032	£75,309
Other	£620		£620	£2,625
<b>Total</b>	<b>£25,724</b>	<b>-</b>	<b>£25,724</b>	<b>£113,043</b>

### 4. TOTAL RESOURCING EXPENDED

	GENERATED INCOME	CHARITABLE ACTIVITIES	GOVERNANCE COSTS	TOTAL 2021	TOTAL 2020
<b>Costs directly allocated to activities</b>					
Staff Costs	£26,229	£83,025		£109,254	£135,678
Freelance costs		£16,090		£16,090	£42,533
Staff Travel & Expenses		£2,510		£2,510	£6,901
Volunteer Expenses		£1,112		£1,112	£2,705
Project Expenses	£9,357	£12,333		£21,690	£35,124
Venue Costs & Expense		£4,128		£4,128	£23,822
<b>Support Costs allocated to activities</b>					
Staff Costs	£8,665	£77,983		£86,648	£72,063
Office Expenses		£17,925		£17,925	£20,200
Travel					-
Communications		£2,004		£2,004	£2,028
Legal & Professional			£150	£150	£600
Depreciation		£4,112		£4,112	£2,864
<b>Total Resources Expended</b>	<b>£44,251</b>	<b>£221,222</b>	<b>£150</b>	<b>£265,622</b>	<b>£344,518</b>

### 5. NET (OUTGOING) / INCOMING RESOURCES

	Total 2021	Total 2020
This is stated after charging:		
Depreciation	£4,112	£2,864
Pension contributions	£10,559	£10,976

### 6. INVESTMENT INCOME

	Total 2021	Total 2020
Interest receivable	£1	£1

### 7. STAFF COSTS AND NUMBERS

	Total 2021	Total 2020
Gross Salaries	£179,361	£190,715
Employer's National Insurance	£5,982	£6,050
Pension Contributions	£10,559	£10,976
	<b>£195,902</b>	<b>£207,741</b>

#### Number of full time employees or full time equivalents "FTE":

The average number of FTE, excluding trustees & directors =	6.8	7.3
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There were no fees or other remuneration paid to any trustee.

There were no employees with emoluments over £60,000 per annum.



## 8. TAXATION

As a charity, ActivLives is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity

## 9. TANGIBLE FIXED ASSETS

	CABIN	POLYTUNNEL	EQUIPMENT	Total
<b>COST</b>				
At 31 March 2020	£14,422	£2,650	£17,860	£34,932
Additions	-		£7,856	£7,856
Disposals				-
At 31 March 2021	£14,422	£2,650	£25,716	£42,788
<b>DEPRECIATION</b>				
At 31 March 2020	£11,507	£2,650	£12,183	£26,340
Charge for the year	£729	-	£3,383	£4,112
Disposals				-
At 31 March 2021	£12,236	£2,650	£15,566	£30,452
<b>NET BOOK VALUE</b>				
At 31 March 2021	£2,186	-	£10,150	£12,336
At 31 March 2020	£2,915	-	£5,677	£8,592

## 10. DEBTORS

	Total 2021	Total 2020
Trade Debtors	£2,102	£452

## 11. CREDITORS

	Total 2021	Total 2020
Trade Creditors	-	-
Deferred Income		
Ipswich Borough Council - Local Restrictions	£19,907	-
National Lottery Community Fund	£25,000	-
Suffolk Community Foundation	£28,876	£17,964
Realising Ambitions East	-	£37,260
Post Code Local Trust	-	£5,000
Suffolk Carers Fund	-	£1,580
SCC Councillors Locality Funding	£2,250	-
Babergh District Council	£2,500	-
Groundworks/Tesco	£1,500	-
Leading Lives Benefit Fund	£750	-
Cheshire Community Fund	£3,520	-
Lord Belstead Trust	£2,000	-
Special Olympics	£536	-
Perrywood Garden Centre	£250	-
Mrs D L Rope Third Charitable Settlement	-	£8,500
Aviva Community Funds	-	£1,031
Masonic Charitable Foundation	-	£5,000
Ipswich and East Suffolk CCG	£45,000	-
	£132,089	£76,335
Total Creditors	£132,089	£76,335

