

# OFFSHOOT FOUNDATION

Unaudited Annual Report and  
Financial Statements

31<sup>st</sup> March 2021

Charity Number 1163287

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The Trustees present their report and financial statement for the year ended 31 March 2021

<b>Registered Charity Name</b>	Offshoot Foundation
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<b>Charity Number</b>	1163287
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<b>Registered Office</b>	19 Kings Hill Great Cornard Sudbury Suffolk CO10 0EH
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<b>Trustees</b>	Paul Nicholas (Chair) Ann Cloke (Vice Chair) Sarah Williams Marie Talbot Paul Brown (Treasurer) James Heard
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<b>CEO</b>	Paul Press
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<b>Bankers</b>	Lloyds Bank Birmingham 30-90-91 69038768
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# **Structure, governance and management**

## **Governing Document**

The organisation is a Charitable Incorporated Organisation registered on 25<sup>th</sup> August 2015.

## **Recruitment and Appointment of Trustees**

The Trustees are shown on page 3 and held office throughout the year. The charity aims to recruit trustees with a wide range of business and sector experience from which the charity will benefit.

## **Trustee Induction and Training**

New Trustees are provided with:

- The Charity's Constitution
- The latest accounts of the charity
- Details of the Charity Commission guidance notes CC3 "The Essential Trustee"

In addition, all Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities

## **Organisational Structure**

The Offshoot Foundation is managed on a day-to-day basis by Paul Press, Chief Executive. He reports to the Board of Trustees at their quarterly meetings. The Trustees are responsible for the strategic direction and overall policies of the charity. There is a fundraising sub-committee who meet bi-monthly.

Paul Press is the lynch pin between the Trustees, the sessional workers and the young people, as well as being the representative for the organisation with other professionals.

## **Risk Review**

The Trustees have conducted a review of the major risks to which the charity is exposed, and systems have been established to mitigate those risks.

## **Offshoot Foundation**

## **Objectives and Activities**

### **Mission Statement**

The **Offshoot Foundation** aims to **empower, enthuse** and **inspire** disadvantaged people to develop life skills and raise aspirations using a range of **creative media** in order to better equip them to reach their full potential

### **Aims of charity:**

- Engage with disadvantaged people using creative media to
  - o Teach them technical skills and communication skills
  - o Build confidence
  - o Develop team leading skills
- Using people who have already completed our courses to mentor new participants
  - o This will build up the mentors work experience, to be included in the CVs and portfolios
  - o Can help to encourage the mentors into further education in media courses or into work

### **Review of the Year**

During the last year the charity has been badly affected by the knock on effect of Covid – 19. A number of workshops were cancelled and funding was very difficult to obtain. As a result we worked with our lowest number of young people than ever before on a smaller variety of projects.

### **Activities currently offered:**

Throughout the year we have worked with over 155 young people on a variety of projects.

A summary of projects follows:

#### **Gorseland Primary School, Ipswich, Film Workshop**

Our 12<sup>th</sup> year working at this school, this project involved working with 60 children aged 10-11 years, over a 3-day period to make a film based on a poem written by a teacher and included some parts recorded at home by the young people themselves.

#### **Summer Online Film Workshop**

We were awarded some funding from Suffolk Community Foundation to run a 6-week online film course. We would run a 2-hour workshop at midday on a Monday and set a weekly challenge. We would then be online for the rest of the

week 10 - 4 to answer any questions, give advice, etc to anyone who wanted to contact us. Each weekend we judged the best films and gave a critique of each film the following week. Numbers were lower than anticipated but we worked with 60 people over the six weeks

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**Quay Theatre Online Content**

We were asked to provide crew and equipment to film small scale productions, bands etc at our local theatre and then upload them to their new online portal which aimed at generating donations to help the theatre to remain financially viable whilst closed due to the pandemic. Many young people assisted in a covid secure way for 3 months and enabled them to get valuable work experience when many in the Film/TV industry were unemployed.

**Enfield Music Video Workshop**

We returned in 2020 to run our first face to face workshop of the summer holidays. Due to covid, numbers were dramatically down with on average 16 people attending over the 3 days. Students were taught the history of music videos and discussions took place about what their favourite music videos are and why. Over the 3 days they had to make their own short video with no help, followed by feedback, a full video with no assistance and then finally a full video with professional assistance. On day 3 we invited a local singer to perform, and 3 groups filmed a short music video of her followed by a live streaming event in the afternoon. A great success.

**Harlow Video Workshop with Young Carers**

Following a cancellation from earlier in the year we were finally able to film with some young carers in Harlow over two days making music trailers and movie videos. We worked with 20 young people aged from 8 - 15 who all had anxiety issues.

**Healthy Summer Animation - Suffolk County Council**

We were asked by Suffolk County Council to produce a short animation with a couple of young people assisting and several providing voiceovers.

**Hospice Animation - Suffolk County Council**

We were asked by Suffolk County Council to produce a short animation with a couple of young people assisting and several providing voiceovers.

## **Gateway Partners - Suffolk County Council**

We were asked by Suffolk County Council to produce a short animation with 10 young people assisting from The Royal Hospital School, Ipswich over a six-week period.

## **Offshoot Foundation Trustees Annual Report Year ended 31 March 2021**

### **Befriending Scheme**

We were asked to work with some members of the Befriending Scheme to make a film about their new Care Farm in Assington, Sudbury. This film was then used to promote the venue to new potential members.

### **National Lottery - Befriending Scheme**

We jointly applied with the Befriending Scheme to run a 10-session filmmaking workshop which was to take place within a calendar of year. Due to Covid the project didn't take place until September - December 2021. We worked with 12 young people and adults with additional Needs on a lovely short film in which they all took an acting part and assisted in making the film.

### **Stour Valley Christmas Show**

Due to covid, parents were unable to watch the school's show and we were brought in to film the show and having young people assist us.

### **Woodhall Primary Christmas Show**

Due to covid, parents were unable to watch the school's show and we were brought in to film the show and having young people assist us.

## **Plans for the future**

- To work in additional schools
- To continue our holiday workshops
- To extend our reach to work within the heritage sector
- To develop our workshops to focus on certain aspects of the filmmaking industry
- To work in new areas such as Essex and Cambridgeshire
- To train further facilitators to run workshops
- Targeted participants include:
  - o Young people living in disadvantaged areas (to be identified in Suffolk through the Hidden Needs report), youth organisations and schools will be contacted in order to promote the workshops
  - o NEET young people up to 24 yrs, areas to be identified after consultation with Careers office, Suffolk County Council and Youth Workers

- o Young people with disabilities, to be identified through schools and Activities Unlimited
- o Pupil Referral Units, working with disengage young people
- o Young offenders
- o Young people in care
- o Young carers

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**Financial Review**

Incoming resources amounted to £43,459.40 After incurring costs of £31,788.08, the net incoming resources for the year amounted to £11,671.32 as shown on page 9. The Trustees consider the year-end financial position to be satisfactory.

**Principle Funding Sources**

The principle funding sources for the charity are grants to enable it to meet its charitable objectives. During the year these grants were chiefly from Enfield Borough Council, Babergh & Mid Suffolk District Council, Suffolk County Council, Parents, Academies, Essex Young Carers, Vitec, Gorseland School, Quay Theatre, Sudbury, Stour Valley Community School, Woodhall Primary School, DC Moncrieff, The Tudwick Foundation, Mrs LD Rope, James Heard, Tranmer Foundation, Befriending Scheme, Fitton Trust, Lord Belstead Charitable Trust, National Lottery. We are extremely grateful to these organisations for supporting us during the year.

**Reserves Policy**

Our reserves policy is set to meet the day-to-day operating requirements of the charity for a minimum of 6 months, currently this amounts to approximately £12,000. At year end the free reserves amounted to £10,079.61

**Signed on behalf of the Trustees**



**Paul Nicholas**



**Chair**

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Statement of financial activities (incorporating the income and  
expenditure account**

## Offshoot Foundation

### Income and Expenditure Account 1st April 2020 to 31st March 2021

<b>Income</b>	<b>2021</b>	<b>2020</b>
Babergh District Council	£ 582.00	
Befriending Scheme	£ 2,850.00	
D C Moncreiff	£ 500.00	
Enfield Borough Council	£ 2,000.00	
Lord Belsted CT (Camera Eui)	£ 1,500.00	
National Lottery (Befriend S)	£ 9,336.00	
Quay Theatre	£ 9,425.00	
Stour Valley Community School	£ 1,000.00	
Suffolk Community Foundation	£ 6,260.00	
Suffolk County Council	£ 6,150.00	
The Annie Tranmer Grant	£ 500.00	
The Fitton Trust	£ 250.00	
Grants =unlinked	£ 1,299.00	
Donations	£ 1,807.40	
<b>Total Income</b>	<b>£ 43,459.40</b>	<b>£ 91,389.00</b>
<b>Expenditure</b>		
Facilitator and Staff costs	£ 7,714.16	
Equipment hire & IT	£ 1,265.77	
Workshop expenses	£ 474.16	
<b>Total Expenditure</b>	<b>£ 9,454.09</b>	<b>£ 45,004.06</b>
<b>Gross Income/ (Expenditure)</b>	<b>£ 34,005.31</b>	<b>£ 46,384.94</b>
<b>Overhead costs</b>		
CEO Wages	£ 17,720.00	
Travel & Subsistence Costs	£ 1,297.25	
Marketing & Postage costs	£ 1,691.66	
General Expenses	£ 187.41	
Subscriptions	£ 1,437.67	
Depreication	£ 6,665.55	
<b>Total Overhead Costs</b>	<b>£ 22,333.99</b>	<b>£ 34,018.84</b>
<b>Net Income/ (Expenditure)</b>	<b>£ 11,671.32</b>	<b>£ 12,366.10</b>

## Balance Sheet as at 31st March 2021

### ASSETS

#### Current Assets

Cash in bank as at 31st March 2021	£ 20,675.58	
Accounts receivable	£ 1,000.00	
<b>Total Currents Assets</b>	<b>£ 21,675.58</b>	<b>£ 9,402.53</b>

#### Fixed Long Term Assets

Property, Plant & Equipment	£1,235.85	
<b>Total Long Term Assets</b>	<b>£ 1,235.85</b>	<b>£ 1,321.31</b>

<b>Total Assets</b>	<b>£ 22,911.43</b>	<b>£ 10,723.84</b>
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### LIABILITIES

#### Current Liabilities

Accounts payable in next 12 months	£ 12,831.82	
<b>Total Current Liabilities</b>	<b>£ 12,831.82</b>	<b>£ 5,650.00</b>

#### Long Term Liabilities

Long term debt	£ -	
<b>Total Long Term Liabilities</b>	<b>£ -</b>	<b>£ -</b>

### Equity

Reserves	£ 10,079.61	
<b>Total Equity</b>	<b>£ 10,079.61</b>	<b>£ 5,073.84</b>

<b>Total Liabilities &amp; Equity</b>	<b>£ 22,911.43</b>	<b>£ 10,723.84</b>
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Trustee responsibilities:

The Trustees have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

These financial statements were approved by members of the committee on 26<sup>th</sup> January 2022

And signed on their behalf by:

A handwritten signature in black ink, appearing to read 'P. Nicolas', written in a cursive style.

Paul Nicolas  
Chair