



KnightsLowe

Chartered Accountants & Business Advisers

Report of the Trustees and

Unaudited Financial Statements

for the Year Ended 31 March 2022

for

The Offshoot Foundation

Knights Lowe Chartered Accountants
Eldo House
Kempson Way
Suffolk Business Park
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The Offshoot Foundation

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for the Year Ended 31 March 2022

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The Offshoot Foundation

Report of the Trustees for the Year Ended 31 March 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity 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.

The objectives of the charity is to engage with disadvantaged people using creative media to:

- Teach the attendees technical and communication skills
- Build confidence
- Develop team leading skills
- Using people who have already completed courses to mentor new participants
- To build up the mentors work experience, to be included in their CVs and portfolios
- Can help encourage the mentor into further education in media courses or into work.

Significant activities

The prior year was affected by the global COVID pandemic with restrictions meaning not all courses could take place in person and access into schools was not possible. This financial year the restrictions were lifted meaning courses were free to take place again and access into schools was possible. The charity engaged with many Councils and Schools to provide courses mainly across the East Anglian region.

Public benefit

The main activities for the year are to provide film courses to disadvantaged people and children, help them build skills useful in a workplace environment as well as everyday life.

The key actions employed to achieve the Charity's objectives are to:

- Provide free film courses to people in disadvantaged areas in conjunction with local Councils.
- Gain access to Schools to also run film workshops.
- Involve previous participants of the courses to come back to help as Mentors to develop their skills and experience further.

In doing this the Trustees have had regard to the guidance provided by the Charities Commission on public benefit.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The charity was established on 25 August 2015 as a CIO and this is the current form it operates under. However the charity was initially established in 2008.

Paul Press is the Chief Executive of the charity and is involved in running many of the film courses himself. He has many useful contacts and has used these as well as other leads to generate a good level of interest in the film workshops both from Local Councils and Schools.

The level of the film workshops has grown in this financial year, partly due to the COVID restrictions ending, but more importantly as the courses have proved popular. This has allowed previous Participants of the courses to come back as Mentors more often and assist Paul in running these.

The charity continues to try and promote its film workshops further and is applying for grants and service level agreements to try and achieve this with a good level of success. However the trustees accept that the current economic outlook as it develops could impact the availability of funds to apply for.

The Offshoot Foundation

Report of the Trustees **for the Year Ended 31 March 2022**

FINANCIAL REVIEW

Financial position

The charity continues to attract income from providing film workshops mainly in the form of grants and the level of this has greatly improved this year. As a result income has improved greatly in the year rising to £96,159 compared to £43,460 the year before.

However there has also been a large increase in the expenses of providing these courses with more media equipment and staff required. As well as this there were also other expenses not previously incurred such as Room Hire, Computer Costs, and Accountancy fees for the first time. As a result expenses have risen by more than the increase in income resulting in the charity breaking-even this year with a small loss of -£225 compared to a profit of £11,672 the year before.

Total unrestricted funds at year-end were £9,855 compared to £10,080 the year before. There are no restricted funds.

Principal funding sources

The principal funding sources for the charity are grants to enable it to meet its charitable objectives. During the year these grants were chiefly from Norfolk County Council, Enfield Borough Council, Babergh District Council, Mid Suffolk District Council, Suffolk County Council, Academies, and Schools.

The charity does not carry out significant fundraising activities with the public.

Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. There are no material uncertainties about the charity's ability to continue operating. For this reason, the Trustees continue to adopt the going concern basis in preparing the financial statements.

FUTURE PLANS

The charity continues to apply for funding to provide creative media/film workshops. The idea is to maintain good coverage in the Suffolk and Norfolk area but also expand the coverage of these courses and ultimately the charity into new geographical locations. This will allow the charity to benefit more people.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

These accounts present the results for a full year of trading.

The financial statements have been prepared in accordance with the accounting policies set out herein and comply with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP 2015).

Charity constitution

The Offshoot Foundation became a Charitable Incorporated Organisation (CIO) with UK registered charity number 1163287 in August 2015 and is governed by its Constitution which was adopted on 25 August 2015.

The Offshoot Foundation

Report of the Trustees **for the Year Ended 31 March 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

As set out in the Constitution the Board of Trustees must comprise at least 3 and not more than 12 individuals. If the number falls below this minimum, the remaining trustees may act only to call a meeting of the charity trustees or appoint a new charity trustee. Trustees are appointed for a term of 3 years, and are selected based on their skills, knowledge, and experience, to provide the CIO with a broad skill set needed for its effective administration. Trustees who served during the year were:

A Cloke (appointed 1 January 2013)

P Nicholas (appointed 1 January 2013)

S Williams (appointed 1 January 2013)

P I Brown (appointed 1 December 2015)

J Heard (appointed 10 February 2021, resigned 1 March 2022)

Organisational structure

The Board of Trustees administer the CIO. The Board meets at least four times a year for a full Board meeting.

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 sessions workers and the young people, as well as being the representative for the organisation with other professionals.

The Board is responsible for the employment and terms and conditions of the Chief Executive and general pay and remuneration terms of all employees.

Decision making

The board of trustees is the principal decision making body of the charity. Any decisions taken by the trustees in running of the charity are done so in regular meetings of the trustee board.

Induction and training of new trustees

There is an informal induction process for new Trustees, each one meeting with the Chairman of the Board prior to attending their first full board meeting. Copies of the CIO's Constitution, latest Annual Report and statement of accounts and are made available to the new trustee.

During the first Board meeting the new trustee will meet key employees and the other trustees. Trustees are also provided with a copy of the Charity Commission publication CC3 "The Essential Trustee". Further training opportunities are identified throughout the year and various trustees will attend seminars providing feedback at relevant board meetings.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1163287

Principal address

19 Kings Hill

Great Cornard

Sudbury

Suffolk

CO10 0EH

The Offshoot Foundation

Report of the Trustees
for the Year Ended 31 March 2022

Trustees

Paul Nicholas (Chair)
James Heard
Paul Irving Brown
Marie Talbot
Ann Cloke
Sarah Williams

Independent Examiner

Knights Lowe Chartered Accountants
Eldo House
Kempson Way
Suffolk Business Park
Bury St Edmunds
Suffolk
IP32 7AR

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements 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 charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Approved by order of the board of trustees on17.12.22..... and signed on its behalf by:



.....
Paul Nicholas - Trustee

**Independent Examiner's Report to the Trustees of
The Offshoot Foundation**

Independent examiner's report to the trustees of The Offshoot Foundation

I report to the charity trustees on my examination of the accounts of The Offshoot Foundation (the Trust) for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



J Knights ACA, BSc
Knights Lowe Chartered Accountants
Eldo House
Kempson Way
Suffolk Business Park
Bury St Edmunds
Suffolk
IP32 7AR

Date: 25.10.2022

The Offshoot Foundation

Statement of Financial Activities
for the Year Ended 31 March 2022

		2022	2021
		Unrestricted	Total
		fund	funds
		£	£
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	3	<u>96,159</u>	<u>43,460</u>
EXPENDITURE ON			
Charitable activities	4		
Providing courses		96,384	31,788
NET INCOME/(EXPENDITURE)		(225)	11,672
RECONCILIATION OF FUNDS			
Total funds brought forward		<u>10,080</u>	<u>(1,592)</u>
TOTAL FUNDS CARRIED FORWARD		<u>9,855</u>	<u>10,080</u>

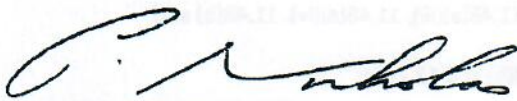
The notes form part of these financial statements

The Offshoot Foundation

**Balance Sheet
31 March 2022**

	Notes	2022 Unrestricted fund £	2021 Total funds £
FIXED ASSETS			
Tangible assets	8	9,394	1,236
CURRENT ASSETS			
Debtors	9	1,019	1,000
Cash at bank		21,752	20,676
		22,771	21,676
CREDITORS			
Amounts falling due within one year	10	(22,310)	(12,832)
NET CURRENT ASSETS		461	8,844
TOTAL ASSETS LESS CURRENT LIABILITIES		9,855	10,080
NET ASSETS		9,855	10,080
FUNDS	11		
Unrestricted funds		9,855	10,080
TOTAL FUNDS		9,855	10,080

The financial statements were approved by the Board of Trustees and authorised for issue on19.10.22..... and were signed on its behalf by:



Paul Nicholas - Trustee

The notes form part of these financial statements

The Offshoot Foundation

Notes to the Financial Statements
for the Year Ended 31 March 2022

1. GENERAL INFORMATION

These financial statements cover the individual charity; The Offshoot Foundation only.

All transactions are reported in £ Sterling, rounded to whole pounds only.

The financial statements comply with the provisions of SORP 2019.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows;
- the requirement of paragraph 3.17(d);
- the requirements of paragraphs 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of paragraph 33.7;
- the requirement of paragraph 24(b) of IFRS 6.

Income

All income is recognised in the Statement of Financial Activities once all of the following criteria have been met:

- The charity has entitlement to the funds
Any performance conditions attached to the items of income have been met or are fully within the
- control of the charity
- There is sufficient certainty that receipt of the income is considered probable
- The amount can be measured reliably

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and is classified by activity. The costs of each activity are made up of direct costs and shared costs, including support costs involved in undertaking each activity.

The Offshoot Foundation

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

2. ACCOUNTING POLICIES - continued

Expenditure

Direct costs attributable to a single activity are allocated directly to that activity.

Support costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between activities on a basis consistent with the use of the resources.

Central staff costs are allocated on the basis of time spent and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any support costs.

All expenditure is inclusive of irrecoverable VAT.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery - 33% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. The costs of raising and administering such funds are charged against the specific fund.

There are currently no restricted funds held in the charity.

Going concern

After making appropriate enquiries and taking into consideration future income streams, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they have adopted a going concern basis in preparing the financial statements.

Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value, with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

The Offshoot Foundation

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

3. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	12,728	1,808
Grants	83,431	41,652
	<u>96,159</u>	<u>43,460</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
Sundry Grants	-	1,299
Norfolk County Council	28,817	-
Enfield Borough Council	6,385	2,000
Babergh District Council	6,437	582
Unity Schools Partnership	1,300	-
Stour Valley Community School	500	1,000
Community Action Suffolk	2,500	-
The Apex	2,960	-
Mid-Suffolk District Council	3,175	-
Victoria Acadamies	4,000	-
Gorseland Primary School	2,571	-
Hartismere School	1,000	-
Souter Charitable Trust	2,000	-
The Astor Foundation	1,000	-
Royal Shakespeare Company	500	-
Suffolk County Council	20,286	6,150
Befriending Scheme	-	2,850
D C Moncreiff	-	500
Lord Belsted CT	-	1,500
National Lottery	-	9,336
Quay Theatre	-	9,425
Suffolk Community Foundation	-	6,260
The Annie Tranmer Grant	-	500
The Fritton Trust	-	250
	<u>83,431</u>	<u>41,652</u>

The Offshoot Foundation

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Providing courses	<u>77,924</u>	<u>18,460</u>	<u>96,384</u>

5. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Providing courses	<u>15,460</u>	<u>3,000</u>	<u>18,460</u>

Support costs, included in the above, are as follows:

	2022	2021
	Providing courses £	Total activities £
Room hire	2,868	-
Insurance	315	-
Computer costs	1,144	-
Postage and stationery	897	-
Advertising	-	1,692
Sundries	2,813	187
Travel and subsistence	3,135	1,297
Depreciation of tangible and heritage assets	3,362	-
Subscriptions	926	1,438
Accountancy and legal fees	3,000	-
	<u>18,460</u>	<u>4,614</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

One trustee (2021: Nil) was paid remuneration in relation to the provision of courses for the charity totalling £6,668 (2021: £Nil).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

The Offshoot Foundation

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	43,460
	<hr/>
EXPENDITURE ON	
Charitable activities	
Providing courses	31,788
NET INCOME	11,672
	<hr/>
RECONCILIATION OF FUNDS	
Total funds brought forward	(1,592)
	<hr/>
TOTAL FUNDS CARRIED FORWARD	10,080
	<hr/> <hr/>

8. TANGIBLE FIXED ASSETS

	Plant and machinery £
COST	
At 1 April 2021	10,845
Additions	11,520
	<hr/>
At 31 March 2022	22,365
	<hr/>
DEPRECIATION	
At 1 April 2021	9,609
Charge for year	3,362
	<hr/>
At 31 March 2022	12,971
	<hr/>
NET BOOK VALUE	
At 31 March 2022	9,394
	<hr/> <hr/>
At 31 March 2021	1,236
	<hr/> <hr/>

The Offshoot Foundation

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Prepayments	<u>1,019</u>	<u>1,000</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other creditors	<u>22,310</u>	<u>12,832</u>

11. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	10,080	(225)	9,855
TOTAL FUNDS	<u>10,080</u>	<u>(225)</u>	<u>9,855</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	96,159	(96,384)	(225)
TOTAL FUNDS	<u>96,159</u>	<u>(96,384)</u>	<u>(225)</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	(1,592)	11,672	10,080
TOTAL FUNDS	<u>(1,592)</u>	<u>11,672</u>	<u>10,080</u>

The Offshoot Foundation

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

11. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	43,460	(31,788)	11,672
TOTAL FUNDS	<u>43,460</u>	<u>(31,788)</u>	<u>11,672</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	(1,592)	11,447	9,855
TOTAL FUNDS	<u>(1,592)</u>	<u>11,447</u>	<u>9,855</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	139,619	(128,172)	11,447
TOTAL FUNDS	<u>139,619</u>	<u>(128,172)</u>	<u>11,447</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

The Offshoot Foundation

Detailed Statement of Financial Activities
for the Year Ended 31 March 2022

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	12,728	1,808
Grants	83,431	41,652
	<u>96,159</u>	<u>43,460</u>
Total incoming resources	96,159	43,460
EXPENDITURE		
Charitable activities		
Media equipment purchases	12,761	1,740
Course providers & contractors	65,163	25,434
	<u>77,924</u>	<u>27,174</u>
Support costs		
Management		
Room hire	2,868	-
Insurance	315	-
Computer costs	1,144	-
Postage and stationery	897	-
Advertising	-	1,692
Sundries	2,813	187
Travel and subsistence	3,135	1,297
Plant & machinery depreciation	3,362	-
Subscriptions	926	1,438
	<u>15,460</u>	<u>4,614</u>
Governance costs		
Accountancy and legal fees	3,000	-
Total resources expended	96,384	31,788
Net (expenditure)/income	<u>(225)</u>	<u>11,672</u>

This page does not form part of the statutory financial statements

OFFSHOOT FOUNDATION

Unaudited Annual Report and Financial
Statements

31st March 2022

Charity Number 1163287

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Offshoot Foundation
Trustees Annual Report
Year ended 31 March 2022

The Trustees present their report and financial statement for the year ended 31 March 2022

Registered Charity Name	Offshoot Foundation
Charity Number	1163287
Registered Office	19 Kings Hill Great Cornard Sudbury Suffolk CO10 0EH
Trustees	Paul Nicholas (Chair) Ann Cloke (Vice Chair) Sarah Williams Marie Talbot Paul Brown (Treasurer)
CEO	Paul Press
Bankers	Lloyds Bank Birmingham 30-90-91

Offshoot Foundation

Trustees Annual Report

Year ended 31 March 2022

Structure, governance and management

Governing Document

The organisation is a Charitable Incorporated Organisation registered on 25th 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

Trustees Annual Report

Year ended 31 March 2022

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
 - Teach them technical skills and communication skills
 - Build confidence
 - Develop team leading skills

- Using people who have already completed our courses to mentor new participants
 - This will build up the mentors work experience, to be included in the CVs and portfolios
 - 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. Several 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 12th year working at this school, this project involved working with 60 children aged 10-11 years, over a 8-day period to make films based on writing from the young people. We made in total 13 films.

Devonshire Infant Academy, Sandwell, West Mids. Film Workshop

Following a break for a year due to covid re returned to continue working with 90 Year 2 pupils, making 3 films over a two-week period.

Summer & Christmas Norfolk Healthy Activity Fund Film Workshop

We ran free school meal workshops over seven weeks in the summer and Christmas holidays of 2021. Numbers were sadly low but hopefully these numbers will increase as we continue to work in these new locations in Norfolk. During the 4 days each week we worked 10-2 each day on movie trailers, music videos and animations.

Offshoot Foundation

Trustees Annual Report

Year ended 31 March 2022

Enfield Music Video Workshop

We returned in 2021 to Enfield and ran a music video workshop, a voiceover workshop and a 4-day film making workshop. The voice-over workshop was the least successful and needs rewriting for the future, but the other two were a great success as ever.

Befriending Scheme

Following our film last year, we sought funding from the National lottery and were successful in funding a 10-day workshop where the adults with learning difficulties made a film, taking on all the roles except editing. They loved the project and want to continue to work together.

Royal Shakespeare Company

Sudbury Ormiston who we have a good relationship with asked us to make a film that will be then put into a larger film for the company. We had assistance from 5 young people and the acting was all young person led.

Gainsborough's House

As the rebuild continues we were asked to film material for friends of the house.

The Name on the bag Film

We managed to seek funding to make a film about a flight bag belonging to a USSAF pilot who died defending our country, written by a local historian and filmed and edited by some of young filmmakers.

Hartismere school workshop

We ran a two-day film trailer project with a mix of ages and had great feedback with a request to work at the school in the future.

Sinfonia & Orchestra Live Filming

Following on from previous projects we worked with sinfonia and OL and several projects working with young carers and adults with Alzheimer's across the East of England.

Mid Suffolk Creatives filming

Due to our good relationship with the council, we were asked to film short lectures from people in the creative industries.

Apex Half Term Workshop

We returned again to the Apex to work with 30 young people on short films that they wrote, filmed, acted and edited.

Coronavirus Fund Workshops – Suffolk County Council Funding

We were successful in gaining a large grant to run workshops across Suffolk as well as producing a 45-minute film with some of our ex-students who now work in the film and TV industry as well as purchasing new cameras.

Offshoot Foundation

Trustees Annual Report

Year ended 31 March 2022

Coronavirus Fund Workshops – Babergh & Mid Suffolk Funding

We were successful in gaining funding to run a workshop in Babergh and Mid Suffolk working with 60 young people on a 4-day workshop as well as purchasing PPE and a subscription to designing software.

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:
 - 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
 - NEET young people up to 24 yrs, areas to be identified after consultation with Careers office, Suffolk County Council and Youth Workers
 - Young people with disabilities, to be identified through schools and Activities Unlimited
 - Pupil Referral Units, working with disengage young people
 - Young offenders
 - Young people in care
 - Young carers

Financial Review

Incoming resources amounted to £96,159 After incurring costs of £96,384 the net incoming resources for the year amounted to £11,672. The Trustees consider the year-end financial position to be satisfactory.

Principle Funding Sources

The principal funding sources for the charity are grants to enable it to meet its charitable objectives. During the year these grants were chiefly from Norfolk County Council, Suffolk County Council, Enfield Borough Council, Babergh & Mid Suffolk District Council, Unity Schools Partnership, Parents, Academies, Vitec, Gorseland School, Devonshire School (Victoria Academies), Hartismere School, Souter Charitable Trust, The Astor Foundation, Royal Shakespeare Company, Befriending Scheme, DC Moncrieff, Lord Belstead Charitable Trust, National Lottery, Quay Theatre, Suffolk Community Foundation, The Annie Tranmer Trust, The Fitton Trust.

We are extremely grateful to these organisations for supporting us during the year.

Offshoot Foundation

Trustees Annual Report

Year ended 31 March 2022

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 £9,855.00

Signed on behalf of the Trustees

Paul Nicholas

Chair

Statement of financial activities (incorporating the income and expenditure account

The Offshoot Foundation

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

3. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	12,728	1,808
Grants	83,431	41,652
	<u>96,159</u>	<u>43,460</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
Sundry Grants	-	1,299
Norfolk County Council	28,817	-
Enfield Borough Council	6,385	2,000
Babergh District Council	6,437	582
Unity Schools Partnership	1,300	-
Stour Valley Community School	500	1,000
Community Action Suffolk	2,500	-
The Apex	2,960	-
Mid-Suffolk District Council	3,175	-
Victoria Acadamies	4,000	-
Gorseland Primary School	2,571	-
Hartismere School	1,000	-
Souter Charitable Trust	2,000	-
The Astor Foundation	1,000	-
Royal Shakespeare Company	500	-
Suffolk County Council	20,286	6,150
Befriending Scheme	-	2,850
D C Moncreiff	-	500
Lord Belsted CT	-	1,500
National Lottery	-	9,336
Quay Theatre	-	9,425
Suffolk Community Foundation	-	6,260
The Annie Tranmer Grant	-	500
The Fritton Trust	-	250
	<u>83,431</u>	<u>41,652</u>

The Offshoot Foundation

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2022**

	2022	2021
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	12,728	1,808
Grants	83,431	41,652
	<hr/>	<hr/>
	96,159	43,460
	<hr/>	<hr/>
Total incoming resources	96,159	43,460
EXPENDITURE		
Charitable activities		
Media equipment purchases	12,761	1,740
Course providers & contractors	65,163	25,434
	<hr/>	<hr/>
	77,924	27,174
Support costs		
Management		
Room hire	2,868	-
Insurance	315	-
Computer costs	1,144	-
Postage and stationery	897	-
Advertising	-	1,692
Sundries	2,813	187
Travel and subsistence	3,135	1,297
Plant & machinery depreciation	3,362	-
Subscriptions	926	1,438
	<hr/>	<hr/>
	15,460	4,614
Governance costs		
Accountancy and legal fees	3,000	-
	<hr/>	<hr/>
Total resources expended	96,384	31,788
	<hr/>	<hr/>
Net (expenditure)/income	(225)	11,672
	<hr/>	<hr/>

Offshoot Foundation

Trustees Annual Report

Year ended 31 March 2022

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 13th December 2022

And signed on their behalf by:

Paul Nicolas

Chair