

OFFSHOOT FOUNDATION

Unaudited Annual Report and
Financial Statements

31st March 2023

Charity Number 1163287

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The Trustees present their report and financial statement for the year ended 31 March 2023

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
James McKellar
Paul Brown (Treasurer)

CEO Paul Press

Bankers Lloyds Bank
Birmingham
30-90-91
69038768

**Offshoot Foundation
Trustees Annual Report
Year ended 31 March 2023**

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 that meets bi-monthly.

Paul Press is the lynchpin 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.

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 mentor's 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

The last year has seen a wonderful rise in workshops across East Anglia and continuing workshops across London and the West Midlands. We managed to secure funding to work with new students and made links in areas where we had never worked before. We employed our CEO on a permanent contract for the first time.

Activities currently offered:

Throughout the year we have worked with over 1200 young people on a variety of projects.

A summary of projects follows:

Gorseland Primary School, Ipswich, Film Workshop

Our 13th 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

We returned to continue working in our 14th year with 90 Year 2 pupils, making 3 films over a two-week period.

Trustees Annual Report Year ended 31 March 2023

Summer & Christmas Norfolk, West Suffolk and South Suffolk Healthy Activity Fund Film Workshop

We ran free school meal workshops over nine weeks in the Easter, summer and Christmas holidays of 2022. Numbers were sadly low in some venues as they are a difficult cohort to engage with and schools continue not to advertise for us. During the 4 days each week, we worked 10 am - 2 pm each day on movie trailers, music videos and animations.

Enfield Music Video Workshop

We returned in 2022 to Enfield and ran a music video workshop and a 4-day film-making workshop. They were a great success as ever.

Gainsborough's House

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

Sinfonia & Orchestra Live Filming

Following on from previous projects we worked with Sinfonia and OL at the National Horseracing Museum in Newmarket where we taught pupils how to film and they then presented a film about a local refugee from the 2nd World War.

Coronavirus Fund Workshops - Suffolk County Council Funding

We were successful in the previous year 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. This continued in this year.

Jubilant Workshop - Stowmarket

We were invited to work with students from Stowmarket High School on an arts and film project for a larger summer event in Stowmarket. We worked with 15 students on a 6-day project with many returning for HAF workshops held locally.

Suffolk Archives - Sudbury Market Film

Following on from the Newmarket Film we were then invited to make a film with young people in Sudbury about our 1000 yr old market. The film was screened to local residents to great acclaim. Completely written, filmed, presented, and edited by young people.

Kool Carers

Whilst working on a Sinfonia Live project we came across this young carers group who asked if we could deliver a film workshop for them. They provided 30 young people and we worked on movie trailers. They very much would like further workshops if we can find further funding.

Activities Unlimited Book

We were asked by the above to film someone to sign two books for deaf children. This we were more than happy to do. It also then led onto to chat about further funding which we managed to secure in the next financial year.

Offshoot Foundation

Trustees Annual Report Year ended 31 March 2023

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 disengaged young people
 - o Young offenders
 - o Young people in care
 - o Young carers

Financial Review

Incoming resources amounted to £169,873 After incurring costs of £141,064 the net incoming resources for the year amounted to £38,664. 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, West Suffolk Council, Babergh & Mid Suffolk District Council, Parents, Academies, Gorseland School, Devonshire School (Victoria Academies), School, Souter Charitable Trust, Jubilant, Sinfonia Viva, The Tudwick Foundation, Mrs LD Rope.

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

**Offshoot Foundation
Trustees Annual Report
Year ended 31 March 2023**

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 £30,000. At year-end the free reserves amounted to £38,664.00

Signed on behalf of the Trustees

**Paul Nicholas
Chair**

The Offshoot Foundation

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

3. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	6,435	12,728
Grants	163,438	83,431
	<u>169,873</u>	<u>96,159</u>

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

	2023	2022
	£	£
Norfolk County Council	81,260	28,817
Enfield Borough Council	4,475	6,385
Babergh District Council	10,030	6,437
Unity Schools Partnership	-	1,300
Stour Valley Community School	-	500
Community Action Suffolk	-	2,500
The Apex	-	2,960
Mid-Suffolk District Council	5,797	3,175
Victoria Acadamies	4,000	4,000
Gorseland Primary School	2,300	2,571
Hartismere School	-	1,000
Souter Charitable Trust	3,000	2,000
The Astor Foundation	-	1,000
Royal Shakespeare Company	-	500
Suffolk County Council	11,311	20,286
Ipswich Borough Council	7,586	-
Jubilant	1,500	-
Sinformia Viva	1,500	-
The Tudwick Foundation	2,280	-
West Suffolk County Council	26,399	-
Mrs LD Rope	2,000	-
	<u>163,438</u>	<u>83,431</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Providing courses	<u>97,989</u>	<u>43,075</u>	<u>141,064</u>

The Offshoot Foundation

Detailed Statement of Financial Activities
for the Year Ended 31 March 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	6,435	12,728
Grants	163,438	83,431
	<hr/>	<hr/>
	169,873	96,159
	<hr/>	<hr/>
Total incoming resources	169,873	96,159
 EXPENDITURE		
Charitable activities		
Media equipment purchases	16,086	12,761
Course providers & contractors	81,903	65,163
	<hr/>	<hr/>
	97,989	77,924
 Support costs		
Management		
Wages	10,500	-
Room hire	6,621	2,868
Rates and water	1,520	-
Insurance	289	315
Computer costs	784	1,144
Postage and stationery	2,048	897
Advertising	770	-
Sundries	2,726	2,813
Travel and subsistence	3,483	3,135
Plant & machinery depreciation	7,155	3,362
Subscriptions	1,680	926
	<hr/>	<hr/>
	37,576	15,460
 Governance costs		
Accountancy and legal fees	5,499	3,000
	<hr/>	<hr/>
Total resources expended	141,064	96,384
	<hr/>	<hr/>
Net income/(expenditure)	28,809	(225)
	<hr/>	<hr/>

This page does not form part of the statutory financial statements

**Offshoot Foundation
Trustees Annual Report
Year ended 31 March 2023**

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:

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

Paul Nicolas
Chair