

# UNSCENE SUFFOLK LIMITED

England & Wales · Charity number 1164019

## Details

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**Other names** UNSCENE SUFFOLK

**Status** Registered

**Legal form** Charitable company

**Company number** [08682519](#)

**Registered** 2015-10-19

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Basepoint Centre  
70-72 The Havens  
Ipswich  
IP3 9BF

**Phone** 07712006852

**Email** [email@unscenesuffolk.co.uk](mailto:email@unscenesuffolk.co.uk)

**Website** [www.unscenesuffolk.co.uk](http://www.unscenesuffolk.co.uk)

## Activities

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**Objects:** 1. THE PROMOTION OF SOCIAL INCLUSION FOR THE PUBLIC BENEFIT AMONGST PEOPLE WITH VISUAL IMPAIRMENT WHO ARE FACING SOCIAL EXCLUSION FROM SOCIETY OR ASPECTS OF SOCIETY BECAUSE OF THEIR IMPAIRMENT, BY PROVIDING THEM WITH OPPORTUNITIES TO PARTICIPATE IN CREATIVE ARTS, IN PARTICULAR DRAMA WORKSHOPS AND PERFORMANCES. 2. TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR VISUAL IMPAIRMENT WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.3. THE PROMOTION OF ART FOR THE PUBLIC BENEFIT IN PARTICULAR BY THE PROVISION OF PARTICIPATORY THEATRE WORKSHOPS AND PUBLIC THEATRICAL PERFORMANCES. 4. THE PROMOTION OF EQUALITY AND DIVERSITY FOR THE PUBLIC BENEFIT BY:A) ENCOURAGING INTERACTION BETWEEN DISABLED AND NON-DISABLED PEOPLEB) USING PUBLIC PERFORMANCES TO COMMUNICATE MESSAGES WHICH PROMOTE EQUALITY AND DIVERSITY, BOTH:I) THROUGH THE DIRECT, SCRIPTED CONTENT; ANDII) BY GIVING PEOPLE WITH DISABILITIES A PLATFORM ON WHICH THEY CAN DEMONSTRATE THEIR CREATIVE ABILITIES IN PUBLIC AND CHALLENGE STEREOTYPES WHICH DO NOT RECOGNISE THESE ABILITIES.”

**Activities:** THE PROMOTION OF SOCIAL INCLUSION FOR THE PUBLIC BENEFIT AMONGST PEOPLE WITH VISUAL IMPAIRMENT WHO ARE FACING SOCIAL EXCLUSION FROM SOCIETY OR ASPECTS OF SOCIETY BECAUSE OF THEIR IMPAIRMENT, BY PROVIDING THEM WITH OPPORTUNITIES TO PARTICIPATE IN CREATIVE ARTS, IN PARTICULAR DRAMA WORKSHOPS AND PERFORMANCES.

## Classification

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- **How:** Provides Services
- **What:** Disability, Arts/culture/heritage/science
- **Who:** People With Disabilities, The General Public/mankind

## Geography

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- Suffolk

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£7,929	£10,610	-	-
2023-12-31	£11,825	£18,554	-	-
2022-12-31	£7,502	£26,616	-	-
2021-12-31	£34,772	£25,124	-	-
2020-12-31	£8,188	£18,420	-	-

## Trustees

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Name	Role	Appointed
CLARE BURMAN		2015-10-19
Carolyn Allum		2015-10-19
GEORGINA CROOKES		2025-10-28
KELVIN SOLE		2015-10-19
STEPHEN GIDDINGS		2015-10-19

**UNSCENE SUFFOLK LIMITED**

England & Wales - Charity number 1164019

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# Accounts

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COMPANY REGISTRATION NUMBER: 08682519  
CHARITY REGISTRATION NUMBER: 1164019

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 December 2021**

**ADEPTA LIMITED**

Chartered Certified Accountants  
Suite 3, Crown Point Estate  
Kirby Road  
Kirby Bedon  
Norwich  
Norfolk  
NR14 7DU

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Financial Statements**  
**Year ended 31 December 2021**

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**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Trustees' Annual Report (Incorporating the Director's Report)**  
**Year ended 31 December 2021**

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2021.

**Reference and administrative details**

**Registered charity name** Unscene Suffolk Limited

**Charity registration number** 1164019

**Company registration number** 08682519

**Principal office and registered office** Basepoint  
70 The Havens  
Ipswich  
IP3 9BF

**The trustees**

Mr B Matthews  
Mr T Casement  
Ms C L Burman  
Mr K Crossley (Resigned 6 July 2022)  
Ms B E Golding  
Mr K G Sole  
Miss N Stapleton (Appointed 13 January 2021)  
Ms C M Allum  
Mr S D Giddings

**Independent examiner** Karl Jermyn, FCA  
Suite 3, Crown Point Estate  
Kirby Road  
Kirby Bedon  
Norwich  
Norfolk  
NR14 7DU

# Unscene Suffolk Limited

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

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#### **Structure, governance and management**

##### **Commencement of Activities**

Unscene Suffolk Limited has been operating since September 2013.

##### **Governing Document**

Memorandum and Articles of Association incorporated the company on 9 September 2013 and were amended by special resolution on 1 April 2015 and 22 September 2015 as registered at Companies House.

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

Unscene Suffolk's board of Trustees is made up of a combination of two service users and seven non-users. The Charity aims to maintain a balanced range of experience and expertise relevant to fulfilling its aims on the board. New Trustees may be appointed either by resolution of the Trustees, or by election at a general meeting following a nomination from a member entitled to vote at the meeting.

##### **Induction and Training of New Trustees**

New Trustees are issued with a Starter Pack containing our Code of Conduct, Privacy Notice and links to our Policy Handbook. They are required to sign a declaration stating their understanding of these documents, offered support to attend relevant training, and advised of the Charity Commission's guidance on the role and responsibilities of a Trustee.

During the year the board welcomed one new trustee.

##### **Organisational Structure**

Unscene Suffolk has no employees. The Trustees are responsible for appointing personnel on a project-by-project basis. During 2021 our key personnel were:

Caroline Roberts - Project Manager and Workshop Leader (drama).

Emma Bishton - Project Manager and Workshop Leader (singing).

A singing group workshop assistant was appointed towards the end of the year. A scriptwriter was appointed for the drama group production.

All paid personnel worked on a freelance basis, with fees negotiated with individuals taking into account the market value of the service provided and the Charity's budget.

##### **How The Charity Makes Decisions**

The Trustees are responsible for key decisions regarding governance, policy and how the charity can best fulfill its aims. The board meets quarterly to discuss any matters arising, or more frequently if required. A quorum of Trustees must be present at all meetings, and all decisions made are documented in our minutes.

# Unscene Suffolk Limited

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

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#### Objectives and activities

##### Objects and Aims

Unscene Suffolk has the following objectives:

1. The promotion of social inclusion for the public benefit amongst people with visual impairment who are facing social exclusion from society or aspects of society because of their impairment, by providing them with opportunities to participate in creative arts, in particular drama and singing workshops and performances.
2. To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their visual impairment with the object of improving their conditions of life.
3. The promotion of art for the public benefit in particular by the provision of participatory theatre workshops and public theatrical performances.
4. The promotion of equality and diversity for the public benefit by:
  - a. encouraging interaction between disabled and non-disabled people.
  - b. using public performances to communicate messages which promote equality and diversity, both:
    - i) through the direct, scripted content; and
    - ii) by giving people with disabilities a platform on which they can demonstrate their creative abilities in public and challenge stereotypes which do not recognise these abilities.

##### Public Benefit

The Charity's objectives were delivered through the provision of a participatory theatre project leading to public performances (more detail in the 'achievements and performance' section).

The Trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

##### Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

# Unscene Suffolk Limited

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

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#### **Achievements and performance**

Unscene Suffolk's key achievements in 2021 were:

During lockdown the drama group was able to adapt its script for The Mystery of Syleham Manor and rehearse online and do lots of work on characters and develop voices. In June, under strict covid guidelines the group recorded the live at Suffolk Archives' building 'The Hold' and an audio play was edited and created. Unscene hosted a live, online event to launch the audio play which was well attended and received positive and constructive feedback. It also aired on BBC Radio Suffolk and Norfolk and there were lots of opportunities for interviews on various radio stations which members of the group participated in.

The audio play was chosen by BBC Radio Suffolk for inclusion in the British Library Lockdown Upload Digital archive. This is a wonderful tribute to everyone involved and the willingness to adapt and to learn to work in different ways.

In the Autumn, the drama group was able to meet again in person for live drama workshops at a new venue, Gallery Studio Theatre in Ipswich, under strict covid guidelines.

The group welcomed six potential new members to the group in the Autumn. Three stayed on and another is hoping to return at a later stage when work commitments allow.

The workshops in the Autumn were well attended and the group explored well-known stories, fairy tales and archetypal characters as the start of an ACE-funded Workshops Project. The group created some excellent theatre pieces through devising and improvisation which formed the basis of the project to be continued into 2022 towards a performance.

Number of workshops in 2021 leading up to Mystery of Syleham Manor audio recording and online launch:20

Number of workshops held in the Autumn 2021:9

Average number of regular participants in 2021:15

Regular volunteers for drama in 2021:1-2

#### **Singing**

We started the year as we finished the previous one, on Zoom. Sessions were held on Zoom fortnightly from January but due to a generous donation, returned to being held weekly from the beginning of April. As for singing groups across the country, we spent much of the time wondering when, if and how we would be able to resume meeting in person, but in the event continued on Zoom until the end of July. These sessions did still provide an opportunity for members to come together, and we were able to keep singing despite the limitations of online music - songs from Les Miserables being a particular theme at one point!

In September we were delighted to return to singing together in person, this time in our new venue, the NW2 studio at the Wolsey. The new venue is working well plus we have been able to introduce a tea break! As well as welcoming back some of the members who had not been able to join in online sessions, we have welcomed several new members and the group continues to grow in strength and sound. We now have around 20 people attending regularly. We have also, albeit with varying degrees of success on the tech front, had some members join us on Zoom when unable to attend in person,

# Unscene Suffolk Limited

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 December 2021

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and plan to continue offering this in future. We continue to follow Covid precautions, singing in masks and with the studio well-ventilated, and the necessary work required to ensure a safe return to live singing.

In September we were also pleased to welcome our new assistant, Georgina; she has been enormously helpful in making the sessions run smoothly as well as taking on much of the administration of the group and running Zoom during sessions. Our thanks to her and our two reliable, welcoming and very willing volunteers Barbara and Myra, who make a huge difference to the smooth running of the group, as well as enabling the group to grow safely.

We finished off the year with a (rather damp) carol sing outside Christchurch Mansion (followed of course by coffee and cake!), with the permission of Ipswich & Colchester Museums. Next year we hope to return to singing inside the Mansion!

#### **Witchfinder Project**

8 Unscene members, one volunteer and Emma Bishton took part in a very successful recording of this new production by Amy Mallett in Walpole Old Chapel in July, which was run by Cohere Arts. Before then, those participating proved themselves adaptable yet again as singing indoors for amateur groups was not permitted at that point, so twice met in Christchurch park to rehearse! The project (funded by ACE and Heritage Lottery) involved performing alongside another community choir, a children's choir and several professional singers and instrumentalists - another first for many of the singers and something we hope to do again in future.

#### **Wooden Roots West African Drumming Workshops**

Two sessions took place during 2021. The first, in August, was outside at the Wooden Roots site in Rendlesham. As well as a really enjoyable session of drumming (with a bit more challenge thrown in as many of those participating had been to one of the 2020 sessions!), it also provided an opportunity for those who had not done the Witchfinder project to come together in person. The second session was in October in NW2, in place of our usual singing session, and gave our new singers the opportunity to experience drumming. Almost all of the Unscene Singers have now attended one or two drumming workshops with Wooden Roots, and as a number are keen to do more, we hope to secure funds for a dedicated set of sessions in future.

# Unscene Suffolk Limited

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

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#### Financial review

Unscene Suffolk received funding in 2021 from grants, donations and ticket sales. The total incoming resources were £34,772 (2020: £8,188).

Grants were received during the year from Suffolk Community Foundation (Henry Smith County Grant Programme), Tesco and Arts Council England, for which the Trustees wish to acknowledge on the Charity's behalf. Without this funding, and carried forward funding from 2020 awards, Unscene Suffolk would not be able to implement its activities and offer the opportunities provided. Many thanks to Arts Council England and Barchester Charitable Foundation for allowing us to carry forward unspent funds, even though the original completion date had passed.

Outgoing resources were £25,124 (2020: £18,420) which were spent on the management and delivery of our workshops and performances, transport for participants, production expenses and overheads such as insurance, accounting and Zoom.

The total funds carried forward at the end of this accounting period were £35,463. In addition to some contingency, this consists of funds that were split over 2019/20 and funds specifically allocated to our drama project in 2020. Due to the pandemic, these funds have been carried forward again.

In addition to our generous funders and donors we are indebted to the support of numerous volunteers together with Sensing Change, the New Wolsey Theatre, and The Gallery Studio Theatre, without whom our work this year would not have been possible. We would also like to thank Community Action Suffolk for their help and advice during the year.

The board would like to say a huge thank you to our drama and singing leads and assistants for their dedication, commitment and ingenuity throughout this strange and unprecedented period. Without them, many participants and others would have potentially struggled with fewer social opportunities and very likely, increased isolation.

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***  
**Year ended 31 December 2021**

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**Trustees' responsibilities statement**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to Charities in England and Wales requires the charity trustees to prepare financial statements for each 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, of the charity for that period.

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- 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 that 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 applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

The trustees' annual report and the strategic report were approved on 30 September 2022 and signed on behalf of the board of trustees by:

Mr K G Sole  
Trustee

# Unscene Suffolk Limited

## Company Limited by Guarantee

### Independent Examiner's Report to the Trustees of Unscene Suffolk Limited

Year ended 31 December 2021

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I report to the trustees on my examination of the financial statements of Unscene Suffolk Limited ('the charity') for the year ended 31 December 2021.

#### Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

# **Unscene Suffolk Limited**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of Unscene Suffolk Limited** *(continued)*

**Year ended 31 December 2021**

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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.

Karl Jermyn, FCA  
Independent Examiner

Suite 3, Crown Point Estate  
Kirby Road  
Kirby Bedon  
Norwich  
Norfolk  
NR14 7DU

30 September 2022

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Statement of Financial Activities**  
**(including income and expenditure account)**  
**Year ended 31 December 2021**

		<b>2021</b>		2020	
	Note	Unrestricted funds £	Restricted funds £	<b>Total funds £</b>	Total funds £
<b>Income and endowments</b>					
Charitable activities	5	6,058	28,714	34,772	8,188
<b>Total income</b>		<u>6,058</u>	<u>28,714</u>	<u>34,772</u>	<u>8,188</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of other trading activities	6	1,203	23,921	25,124	18,420
<b>Total expenditure</b>		<u>1,203</u>	<u>23,921</u>	<u>25,124</u>	<u>18,420</u>
<b>Net income/(expenditure) and net movement in funds</b>					
		<u>4,855</u>	<u>4,793</u>	<u>9,648</u>	<u>(10,232)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		7,649	18,165	25,814	36,046
<b>Total funds carried forward</b>		<u>12,504</u>	<u>22,958</u>	<u>35,462</u>	<u>25,814</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 12 to 16 form part of these financial statements.

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Statement of Financial Position**  
**31 December 2021**

	Note	2021 £	2020 £
<b>Current assets</b>			
Debtors	10	–	221
Cash at bank and in hand		37,047	26,425
		<u>37,047</u>	<u>26,646</u>
<b>Creditors: amounts falling due within one year</b>	11	1,585	832
<b>Net current assets</b>		35,462	25,814
<b>Total assets less current liabilities</b>		35,462	25,814
<b>Net assets</b>		<u>35,462</u>	<u>25,814</u>
<b>Funds of the charity</b>			
Restricted funds		22,958	18,165
Unrestricted funds		12,504	7,649
<b>Total charity funds</b>	12	<u>35,462</u>	<u>25,814</u>

For the year ending 31 December 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 30 September 2022, and are signed on behalf of the board by:

Mr B Matthews  
Trustee

The notes on pages 12 to 16 form part of these financial statements.

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements**  
**Year ended 31 December 2021**

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**1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Basepoint, 70 The Havens, Ipswich, IP3 9BF.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

There are no material uncertainties about the charity's ability to continue.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 December 2021**

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**3. Accounting policies** *(continued)*

**Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**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 classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

**4. Limited by guarantee**

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £nil towards the assets of the charity in the event of liquidation.

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 December 2021**

**5. Charitable activities**

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2021 £</b>
Donations and legacies	4,460	–	4,460
Charitable activities	–	5,980	5,980
Workshop fees and ticket sales	1,598	–	1,598
Grants receivable	–	22,734	22,734
	<u>6,058</u>	<u>28,714</u>	<u>34,772</u>

  

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2020 £</b>
Donations and legacies	1,143	–	1,143
Charitable activities	–	–	–
Workshop fees and ticket sales	1,395	–	1,395
Grants receivable	–	5,650	5,650
	<u>2,538</u>	<u>5,650</u>	<u>8,188</u>

**6. Costs of other trading activities**

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2021 £</b>
Advertising and publicity	–	550	550
Production costs including freelance fees	–	6,930	6,930
Project manager and workshop leader	650	4,595	5,245
Venue hire	–	1,158	1,158
Insurance	–	221	221
Motor and travel	–	647	647
Office costs	553	8,913	9,466
Accountancy	–	907	907
	<u>1,203</u>	<u>23,921</u>	<u>25,124</u>

  

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2020 £</b>
Advertising and publicity	–	–	–
Production costs including freelance fees	521	3,900	4,422
Project manager and workshop leader	1,322	6,858	8,180
Venue hire	–	997	997
Insurance	–	221	221
Motor and travel	50	373	423
Office costs	347	1,640	1,987
Accountancy	1,811	380	2,190
	<u>4,051</u>	<u>14,369</u>	<u>18,420</u>

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 December 2021**

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**7. Independent examination fees**

	<b>2021</b>	2020
	<b>£</b>	<b>£</b>
Fees payable to the independent examiner for: Independent examination of the financial statements	480	480
	<u>          </u>	<u>          </u>

**8. Staff costs**

The total staff costs and employee benefits for the reporting period are analysed as follows:

	<b>2021</b>	2020
	<b>£</b>	<b>£</b>
Wages and salaries	5,245	8,180
	<u>          </u>	<u>          </u>

The average head count of employees during the year was Nil (2020: Nil).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

**9. Trustee remuneration and expenses**

No Trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

**10. Debtors**

	<b>2021</b>	2020
	<b>£</b>	<b>£</b>
Prepayments and accrued income	–	221
	<u>          </u>	<u>          </u>

**11. Creditors: amounts falling due within one year**

	<b>2021</b>	2020
	<b>£</b>	<b>£</b>
Trade creditors	1,105	352
Accruals and deferred income	480	480
	<u>          </u>	<u>          </u>
	<u>1,585</u>	<u>832</u>

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 December 2021**

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**12. Analysis of charitable funds**

**Unrestricted funds**

	At 1 January 20 21	Income £	Expenditure £	At 31 December r 2021 £
General funds	7,649	6,058	(1,203)	12,504

	At 1 January 20 20	Income £	Expenditure £	At 31 December 2020 £
General funds	9,162	2,538	(4,051)	7,649

**Restricted funds**

	At 1 January 20 21	Income £	Expenditure £	At 31 December r 2021 £
Restricted Fund	18,165	28,714	(23,921)	22,958

	At 1 January 20 20	Income £	Expenditure £	At 31 December 2020 £
Restricted Fund	26,884	5,650	(14,369)	18,165

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Management Information**  
**Year ended 31 December 2021**

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**The following pages do not form part of the financial statements.**

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Detailed Statement of Financial Activities**  
**Year ended 31 December 2021**

	2021 £	2020 £
<b>Income and endowments</b>		
<b>Charitable activities</b>		
Donations and legacies	4,460	1,143
Charitable activities	5,980	–
Workshop fees and ticket sales	1,598	1,395
Grants receivable	22,734	5,650
	<u>34,772</u>	<u>8,188</u>
<b>Total income</b>	<u>34,772</u>	<u>8,188</u>
<b>Expenditure</b>		
<b>Costs of other trading activities</b>		
Purchases	6,930	4,422
Wages and salaries	5,245	8,180
Rent	1,158	997
Insurance	221	221
Vehicle leasing/hire	647	423
Legal and professional fees	550	–
Telephone	9,466	1,987
DetailedSOFAExpenditureOnOtherTradingActivitiesType1H	907	2,190
	<u>25,124</u>	<u>18,420</u>
<b>Total expenditure</b>	<u>25,124</u>	<u>18,420</u>
<b>Net income/(expenditure)</b>	<u>9,648</u>	<u>(10,232)</u>

# Unscene Suffolk Limited

## Company Limited by Guarantee

### Notes to the Detailed Statement of Financial Activities

Year ended 31 December 2021

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	2021	2020
	£	£
<b>Costs of other trading activities</b>		
<b>Costs of other trading activities - Advertising and publicity</b>		
Advertising and publicity	550	—
	<u>550</u>	<u>—</u>
<b>Costs of other trading activities - Other activity 1</b>		
Production costs including freelance fees	6,930	4,422
Project manager and workshop leader	5,245	8,180
Venue hire	1,158	997
Insurance	221	221
Motor and travel	647	423
Office costs	9,466	1,987
Accountancy	907	2,190
	<u>24,574</u>	<u>18,420</u>
	<u>24,574</u>	<u>18,420</u>
<b>Costs of other trading activities</b>	<u>25,124</u>	<u>18,420</u>

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