

SUFFOLK ARCHIVES FOUNDATION

England & Wales - Charity number 1170463

Details

Status Registered

Legal form CIO

Registered 2016-11-29

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

Contact

Address 57 Stratford Road
Ipswich
IP1 6EF

Phone 01473 745167

Email david.davies@suffolkarchivesfoundation.org.uk

Website <https://www.suffolkarchivesfoundation.org.uk/>

Activities

Objects: THE ADVANCEMENT OF EDUCATION FOR THE PUBLIC BENEFIT BY MEANS OF GRANTS, HUMAN RESOURCES, EDUCATIONAL SERVICES, ADVOCACY AND ADVICE TO PROMOTE, MAINTAIN AND IMPROVE THE ARCHIVE SERVICE IN SUFFOLK.

Activities: SAF has launched a grassroots fundraising campaign, called Make your Mark, to provide funds for the Hold and wider archive-related projects. It has initiated a programme of teacher engagement, now run by Suffolk Archives, and is developing a fundraising and sponsorship strategy. It collaborates with other charities with a view to supporting both the Hold and Suffolk Archives in general.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£1,436	£1,275	-	-
2023-09-30	£0	£6,821	-	-
2022-09-30	£246	£0	-	-
2021-09-30	£3,586	£0	-	-
2020-09-30	£4,413	£727	-	-

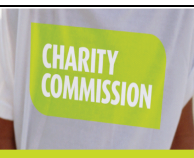
Trustees

Name	Role	Appointed
DAVID JAMES DAVIES		2016-11-29
Jayen Raithatha		2025-11-25
Paul Watling		2025-07-11
Peter Gray		2018-03-29

SUFFOLK ARCHIVES FOUNDATION

England & Wales - Charity number 1170463

Accounts



Trustees' Annual Report for the period

From	Period start date			T o	Period end date		
	Day 1	Month 10	Year 2023		Day 30	Month 09	Year 2024

October

Charity name	Suffolk Archives Foundation (SAF)
Other names charity is known by	
Registered charity number (if any)	1170463
Charity's principal address	57 Stratford Road
	Ipswich
	Postcode IP1 6EF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter Gray			SAF
2	David Davies	Treasurer		SAF
3				
4				
5				
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

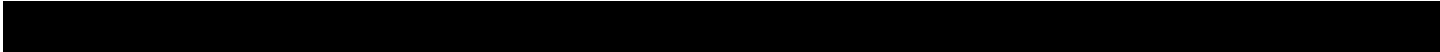
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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--



Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Trust Deed
How the charity is constituted <i>(eg. trust, association, company)</i>	CIO
Trustee selection methods <i>(eg. appointed by, elected by)</i>	<p>Apart from the first charity trustees, every appointed trustee will be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>In selecting individuals for appointment as appointed charity trustees, the charity trustees will have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Summary of the objects of the charity set out in its governing document

The advancement of education for the public benefit by means of grants, human resources, educational services, advocacy and advice to promote, maintain and improve the archive service in Suffolk.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Mission:

To undertake a wide range of activities ensuring the preservation, accessibility, and recovery of Suffolk's nationally and internationally significant archives.

Initial Focus:

The CIO (Charitable Incorporated Organisation) was initially established to provide grants supporting the construction and equipping of The Hold, a new archive and heritage centre in Ipswich. This facility was developed through a partnership between Suffolk County Council and the University of Suffolk. While the CIO operates independently of both institutions, it maintains close collaboration with the project. However, the CIO will not engage in activities related to the day-to-day operations of these organisations.

Fundraising & Collaboration:

Initial fundraising for The Hold was led by The Friends of Suffolk Record Office. Moving forward, the CIO will take the lead in fundraising for The Hold and future major projects essential to supporting Suffolk's archive service. This includes the transfer of existing funds raised, enabling The Friends of Suffolk Record Office to focus on their primary objective: acquiring at-risk archives relevant to the county.

The establishment of the CIO does not exclude The Friends of Suffolk Record Office or other local history charities from fundraising for the archive service. Instead, it aims to complement their efforts.

Future Role:

The CIO is expected to support future projects that enhance the facilities and services of the Suffolk Archive Service.

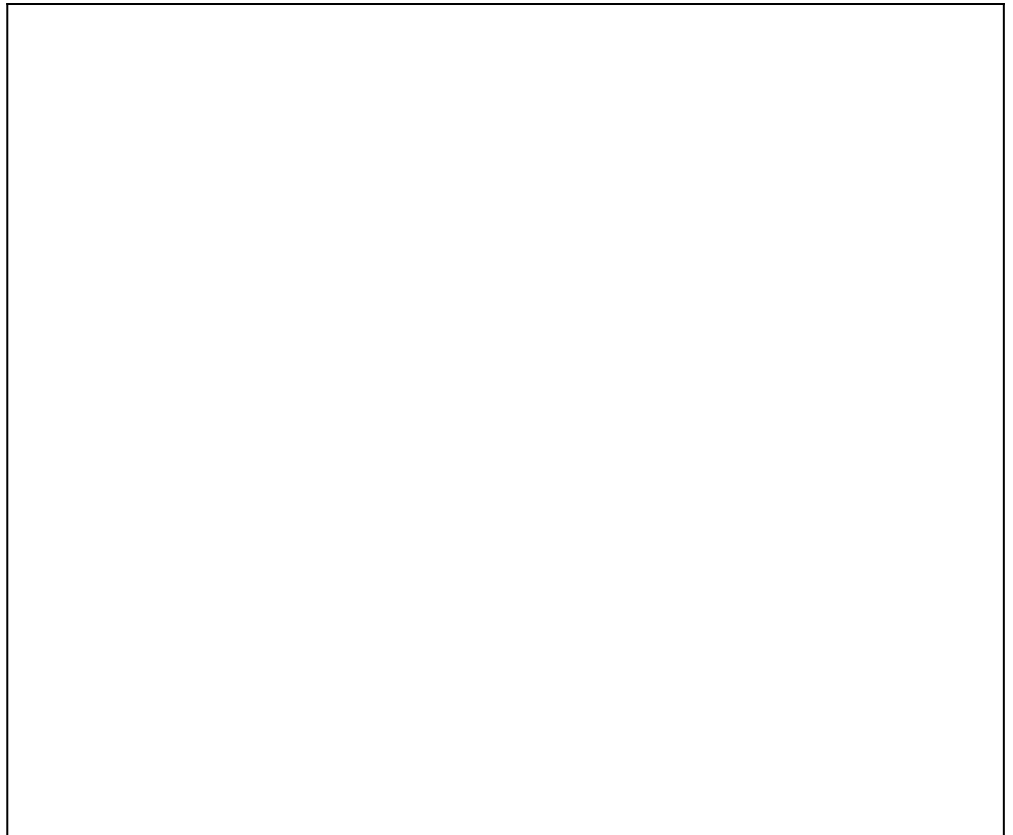
Governance & Expertise:

The CIO is governed by trustees with extensive experience in fundraising and the archive sector. It also benefits from professional advice provided by Suffolk County Council's qualified experts involved in The Hold project.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



Summary of the main achievements of the charity during the year

We were down to two trustees at the end of this financial year which limited our ability to make new decisions. We are actively recruiting for Trustees. We are liaising with Suffolk Archives with regard to transfer of funds raised for The John Blatchly Local Studies Library. We promoted all exhibitions held at The Hold via our website. We were also able to facilitate the transfer of funds from a local family history society to Suffolk Archives for the upkeep of their collection of records.

Brief statement of the charity's policy on reserves

Grants will be made periodically to Suffolk County Council to support the delivery of the Hold following any successful fund raising activity. Reserves of £5k will be retained to ensure funds available for fund raising activity.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

[Empty box for optional information]

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

D.J. Davies

Full name(s)

David James Davies

Position (eg Secretary, Chair, etc)

Trustee & Treasurer

Date

10th July 2025

Suffolk Archives Foundation		1170463			
Receipts and payments accounts					
For the period from	Period start date 1 October 2023	To	Period end date 30 September 2024	CC16a	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	-	1,436	-	1,436	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	-	1,436	-	1,436	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	1,436	-	1,436	-
A3 Payments					
Refund of Grants	-	-	-	-	3,252
Expenses	-	-	-	-	174
Grants to Suffolk Archives	-	1,275	-	1,275	3,395
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	1,275	-	1,275	6,821
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	1,275	-	1,275	6,821
Net of receipts/(payments)	-	161	-	161	- 6,821
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15	35,665	-	35,680	42,501
Cash funds this year end	15	35,826	-	35,841	35,680

Section B Statement of assets and liabilities at the end of the period

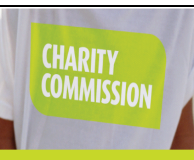
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays Bank plc	15	35,826	-
		-	-	-
		-	-	-
	Total cash funds	15	35,826	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-

				-	-		
				-	-		
	Details		Fund to which asset belongs	Cost (optional)	Current value (optional)		
B4 Assets retained for the charity's own use				-	-		
				-	-		
				-	-		
				-	-		
				-	-		
				-	-		
				-	-		
				-	-		
	Details		Fund to which liability relates	Amount due (optional)	When due (optional)		
B5 Liabilities				-			
				-			
				-			
				-			
Signed by one or two trustees on behalf of all the trustees					Date of approval		
	Signature		Print Name				

SUFFOLK ARCHIVES FOUNDATION

England & Wales - Charity number 1170463

Accounts



Trustees' Annual Report for the period

From	Period start date			T o	Period end date		
	Day 1	Month 10	Year 2022		Day 30	Month 09	Year 2023

October

Charity name	Suffolk Archives Foundation (SAF)
Other names charity is known by	
Registered charity number (if any)	1170463
Charity's principal address	57 Stratford Road
	Ipswich
	Postcode IP1 6EF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter Gray			SAF
2	Jane Riley			SAF
3	David Davies	Treasurer		SAF
4				
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

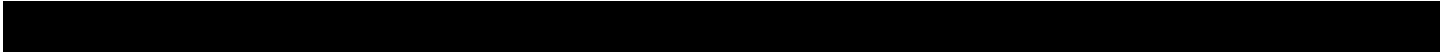
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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Trust Deed
How the charity is constituted <i>(eg. trust, association, company)</i>	CIO
Trustee selection methods <i>(eg. appointed by, elected by)</i>	<p>Apart from the first charity trustees, every appointed trustee will be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>In selecting individuals for appointment as appointed charity trustees, the charity trustees will have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Summary of the objects of the charity set out in its governing document

The advancement of education for the public benefit by means of grants, human resources, educational services, advocacy and advice to promote, maintain and improve the archive service in Suffolk.

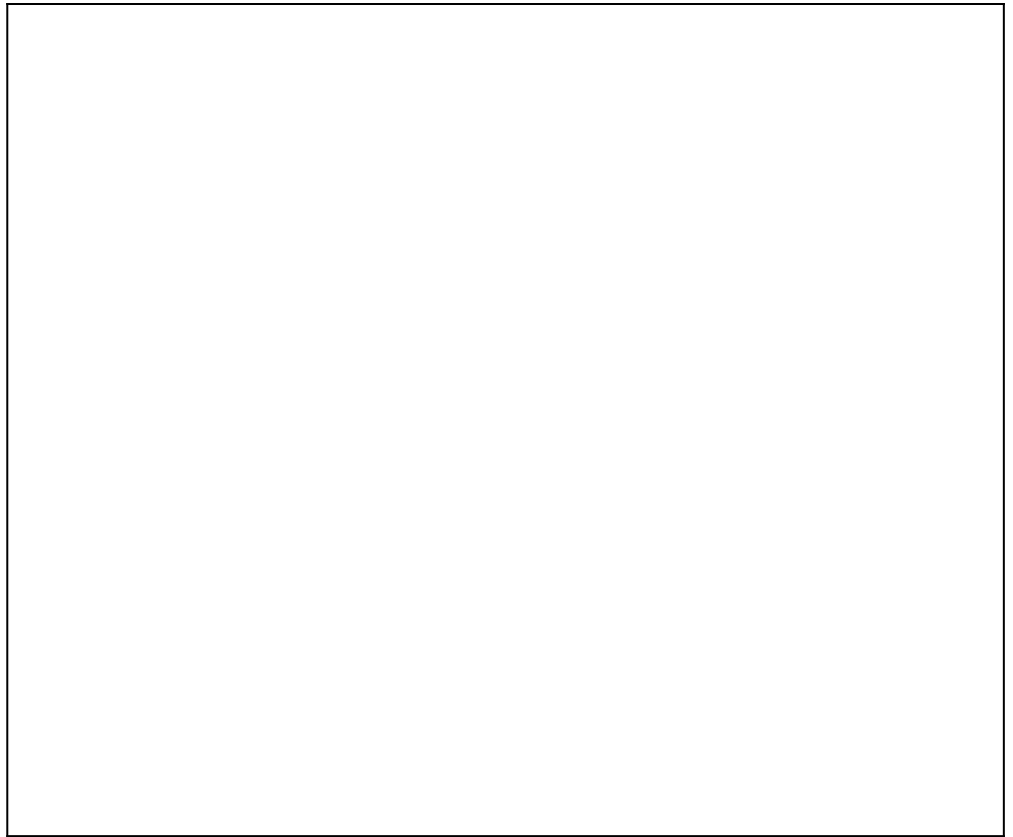
Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To undertake a wide range of activities to assure the preservation, accessibility and recovery of Suffolk's nationally and internationally significant archives. The CIO initially focused on providing grants to support the building and equipping of a new archive and heritage centre in Ipswich. This facility, is called 'The Hold' has been built through a partnership between the Suffolk County Council and the University of Suffolk. Although the CIO will be independent of both Suffolk County Council and The University of Suffolk, close liaison with the project is planned; however, the CIO will not undertake any activities in the furtherance of the running of these businesses. Initial fundraising for this project was begun by The Friends of Suffolk Record Office. The new CIO will now take the major role in fundraising for 'The Hold' and future significant projects of its type deemed necessary to support the archive service, beginning with the transfer of funds raised to date. This will allow The Friends of Suffolk Record Office to focus on their main objects; that being the purchase of at risk archives relevant to the county. The formation of the CIO is not intended to exclude the Friends of Suffolk Record Office or any other local history charity fundraising for the archive service. It is anticipated that the CIO is supporting future projects of this nature which aim to improve the facilities and services of all branches of the Suffolk Archive Service. The CIO is being run by trustees with a broad range of experience in both fundraising and the archive sector, and benefits from advice of the qualified professionals employed by Suffolk County Council on 'The Hold' project.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



Summary of the main achievements of the charity during the year

With The Hold now completed and open, an official opening of The John Blatchly Local Studies Library was held in July 2023. We are liaising with Suffolk Archives with regard to transfer of funds raised for this project. A grant was also made for an Optelec Viewer to be used at The Hold. We also looked at the purchase of a donation station to be located at The Hold so that donations to support the Archives can be made by visitors using bank cards. We promoted all exhibitions held at The Hold via our website.

Brief statement of the charity's policy on reserves

Grants will be made periodically to Suffolk County Council to support the delivery of the Hold following any successful fund raising activity. Reserves of £5k will be retained to ensure funds available for fund raising activity.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

[Empty box for optional information]

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

D.J. Davies

Full name(s)

David James Davies

Position (eg Secretary, Chair, etc)

Trustee & Treasurer

Date

15th May 2024

Suffolk Archives Foundation		1170463		
Receipts and payments accounts				
For the period from	Period start date 1 October 2022	To	Period end date 30 September 2023	CC16a

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	-	-	-	-	246
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total(Gross income for AR)	-	-	-	-	246
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	-	-	-	246
A3 Payments					
Refund of Grants	-	3,252	-	3,252	-
Expenses	-	174	-	174	-
Grant Optelec Viewer	-	3,395	-	3,395	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	6,821	-	6,821	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	6,821	-	6,821	-
Net of receipts/(payments)	-	- 6,821	-	- 6,821	246
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15	42,486	-	42,501	42,501
Cash funds this year end	15	35,665	-	35,680	42,747

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays Bank plc	15	35,665	-
		-	-	-
		-	-	-
	Total cash funds	15	35,665	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds

	Details		to nearest £		to nearest £		to nearest £
B2 Other monetary assets			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
	Details		Fund to which asset belongs		Cost (optional)		Current value (optional)
B3 Investment assets					-		-
					-		-
					-		-
					-		-
					-		-
	Details		Fund to which asset belongs		Cost (optional)		Current value (optional)
B4 Assets retained for the charity's own use					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
	Details		Fund to which liability relates		Amount due (optional)		When due (optional)
B5 Liabilities					-		
					-		
					-		
					-		
					-		
Signed by one or two trustees on behalf of all the trustees	Signature		Print Name			Date of approval	

SUFFOLK ARCHIVES FOUNDATION

England & Wales - Charity number 1170463

Accounts



Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	Day 1	Month 10	Year 2021		Day 30	Month 09	Year 2022

Octo

Charity name Suffolk Archives Foundation (SAF)

Other names charity is known by

Registered charity number (if any) 1170463

Charity's principal address 57 Stratford Road

Ipswich

Postcode

IP1 6EF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter Gray	Chair		SAF
2	Jane Riley			SAF
3	David Davies	Treasurer		SAF
4	Paul Lopez		1-10-2021 - 28-1-2022	SAF
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19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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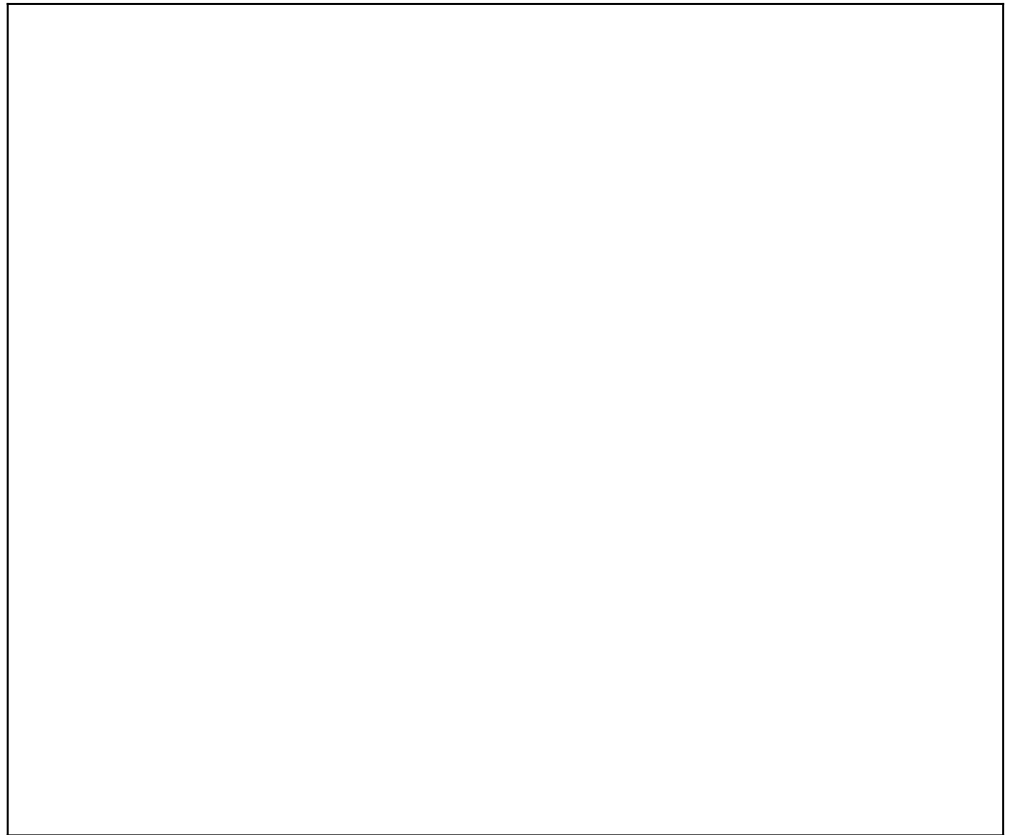
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Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



Summary of the main achievements of the charity during the year

Owing to CoVID-19 our activities have been curtailed during this financial year. The Hold is now completed and open and we are looking at how we can continue to support its operations going forward.

Brief statement of the charity's policy on reserves

Grants will be made periodically to Suffolk County Council to support the delivery of the Hold following any successful fund raising activity. Reserves of £5k will be retained to ensure funds available for fund raising activity.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

[Empty box for optional information]

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

D.J. Davies

Full name(s)

David James Davies

Position (eg Secretary, Chair, etc)

Trustee & Treasurer

Date

14th July 2023

Suffolk Archives Foundation		1170463		
Receipts and payments accounts				
For the period from	Period start date 1 October 2021	To	Period end date 30 September 2022	CC16a

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	-	246	-	246	3,586
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	-	246	-	246	3,586
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	246	-	246	3,586
A3 Payments					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	-	-	-	-
Net of receipts/(payments)	-	246	-	246	3,586
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15	42,240	-	42,255	38,669
Cash funds this year end	15	42,486	-	42,501	42,255

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays Bank plc	15	42,486	-
		-	-	-
	Total cash funds	15	42,486	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds

	Details		to nearest £		to nearest £		to nearest £
B2 Other monetary assets			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
	Details		Fund to which asset belongs		Cost (optional)		Current value (optional)
B3 Investment assets					-		-
					-		-
					-		-
					-		-
					-		-
	Details		Fund to which asset belongs		Cost (optional)		Current value (optional)
B4 Assets retained for the charity's own use					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
					-		-
	Details		Fund to which liability relates		Amount due (optional)		When due (optional)
B5 Liabilities					-		
					-		
					-		
					-		
					-		
Signed by one or two trustees on behalf of all the trustees	Signature		Print Name			Date of approval	

SUFFOLK ARCHIVES FOUNDATION

England & Wales - Charity number 1170463

Accounts



Trustees' Annual Report for the period

From: 1st October 2020 to 30th September 2021

Charity name: Suffolk Archives Foundation (SAF)

Charity registration number: 1170463

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The advancement of education for the public benefit by means of grants, human resources, educational services, advocacy and advice to promote, maintain and improve the archive service in Suffolk.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>To undertake a wide range of activities to assure the preservation, accessibility and recovery of Suffolk's nationally and internationally significant archives.</p> <p>The CIO initially focused on providing grants to support the building and equipping of a new archive and heritage centre in Ipswich. This facility, is called 'The Hold' has been built through a partnership between the Suffolk County Council and the University of Suffolk. Although the CIO will be independent of both Suffolk County Council and The University of Suffolk, close liaison with the project is planned; however, the CIO will not undertake any activities in the furtherance of the running of these businesses.</p> <p>Initial fundraising for this project was begun by The Friends of Suffolk Record Office. The new CIO will now take the major role in fundraising for 'The Hold' and future significant projects of its type deemed necessary to support the archive service, beginning with the transfer of funds raised to date. This will allow The Friends of Suffolk Record Office to focus on their main objects; that being the purchase of at risk archives relevant to the county. The formation of the CIO is not intended to exclude the Friends of Suffolk Record Office or any other local history charity fundraising for the archive service.</p> <p>It is anticipated that the CIO is supporting future projects of this nature which aim to improve the facilities and services of all branches of the Suffolk Archive Service.</p> <p>The CIO is being run by trustees with a broad range of experience in both fundraising and the archive sector, and benefits from advice of the qualified professionals employed by Suffolk County Council on 'The Hold' project.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Supporting grant applications led by Suffolk County Council, collaborating with FoSRO 'John Blatchly Local Studies Library' campaign' and preparing for 2019 fund-raising activity.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£3,586 funds raised. Nothing spent.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Grants will be made periodically to Suffolk County Council to support the delivery of the Hold following any successful fund raising activity. Reserves of £5k will be retained to ensure funds available for fund raising activity.
Amount of reserves held	Para 1.22	£42,255
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Apart from the first charity trustees, every appointed trustee will be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>In selecting individuals for appointment as appointed charity trustees, the charity trustees will have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>

Reference and Administrative details

Charity name	Suffolk Archives Foundation
Other name the charity uses	
Registered charity number	1170463
Charity's principal address	15 Elsmere Road Ipswich IP1 3SZ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter Gray	Chair		SAF
3	Jane Riley			SAF
4	David Davies			SAF
5	Paul Lopez	Treasurer		SAF

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Paul Lopez	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	10/4/2022	



Receipts and payments accounts

For the period from	10/1/2019	To	9/30/2020
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
		3,586	-	3,586
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	-	3,586	-	3,586
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	-	3,586	-	3,586
A3 Payments				
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	-	-	-	-
Net of receipts/(payments)	-	3,586	-	3,586
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	15	38,654	-	38,669
Cash funds this year end	15	42,240	-	42,255

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Barclays bank plc	15	42,240
		-	-
		-	-
	Total cash funds	15	42,240
	(agree balances with receipts and payments account(s))	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Categories	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

Categories	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-

Categories	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name
	Peter Gray
	Paul Lopez

CC16a



Last year
to the nearest £

-
-
-
-
-
-
-
-
-
-
-

-
-
-

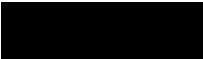
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Endowment funds

to nearest £

-
-
-
-

OK

Endowment funds

to nearest £

-
-
-
-
-
-

Current value (optional)

-
-
-
-
-

Current value (optional)

-
-
-
-
-
-
-
-
-

When due (optional)

Date of approval

4/10/2022

4/10/2022

SUFFOLK ARCHIVES FOUNDATION

England & Wales - Charity number 1170463

Accounts



Trustees' Annual Report for the period

From: 1st October 2019 to 30th September 2020

Charity name: Suffolk Archives Foundation (SAF)

Charity registration number: 1170463

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The advancement of education for the public benefit by means of grants, human resources, educational services, advocacy and advice to promote, maintain and improve the archive service in Suffolk.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>To undertake a wide range of activities to assure the preservation, accessibility and recovery of Suffolk's nationally and internationally significant archives.</p> <p>The CIO initially focused on providing grants to support the building and equipping of a new archive and heritage centre in Ipswich. This facility, is called 'The Hold' has been built through a partnership between the Suffolk County Council and the University of Suffolk. Although the CIO will be independent of both Suffolk County Council and The University of Suffolk, close liaison with the project is planned; however, the CIO will not undertake any activities in the furtherance of the running of these businesses.</p> <p>Initial fundraising for this project was begun by The Friends of Suffolk Record Office. The new CIO will now take the major role in fundraising for 'The Hold' and future significant projects of its type deemed necessary to support the archive service, beginning with the transfer of funds raised to date. This will allow The Friends of Suffolk Record Office to focus on their main objects; that being the purchase of at risk archives relevant to the county. The formation of the CIO is not intended to exclude the Friends of Suffolk Record Office or any other local history charity fundraising for the archive service.</p> <p>It is anticipated that the CIO is supporting future projects of this nature which aim to improve the facilities and services of all branches of the Suffolk Archive Service.</p> <p>The CIO is being run by trustees with a broad range of experience in both fundraising and the archive sector, and benefits from advice of the qualified professionals employed by Suffolk County Council on 'The Hold' project.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Supporting grant applications led by Suffolk County Council, collaborating with FoSRO 'John Blatchly Local Studies Library' campaign' and preparing for 2019 fund-raising activity.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£3.326 funds raised. Nothing spent.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Grants will be made periodically to Suffolk County Council to support the delivery of the Hold following any successful fund raising activity. Reserves of £5k will be retained to ensure funds available for fund raising activity.
Amount of reserves held	Para 1.22	£35,003
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Apart from the first charity trustees, every appointed trustee will be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>In selecting individuals for appointment as appointed charity trustees, the charity trustees will have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>

Reference and Administrative details

Charity name	Suffolk Archives Foundation
Other name the charity uses	
Registered charity number	1170463
Charity's principal address	15 Elsmere Road Ipswich IP1 3SZ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter Gray	Chair		SAF
2	Paul Lopez	Treasurer		SAF
3	Jane Riley			SAF
4	David Davies			SAF
5				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Paul Lopez	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	Draft	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Suffolk Archives Foundation 1170462

Receipts and payments accounts

CC16a

For the period from 01/10/2019 To 30/09/2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
	3	4,410	-	4,413	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	3	4,410	-	4,413	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3	4,410	-	4,413	-
A3 Payments					
Domain costs	-	67	-	67	-
MYM Design costs	-	160	-	160	-
MYM Binding costs	-	500	-	500	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	727	-	727	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	727	-	727	-
Net of receipts/(payments)	3	3,683	-	3,686	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	12	34,971	-	34,983	-
Cash funds this year end	15	38,654	-	38,669	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays bank plc	15	38,653	-
		-	-	-
		-	-	-
	Total cash funds	15	38,653	-
	(agree balances with receipts and payments account(s))	OK	Agreement Error	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Peter Gray Paul Lopez	04/03/2021	