



Trustees' Annual Report for the period

Period start date			Period end date		
From	27	January 2021	To	31	March 2022

Section A Reference and administration details

Charity name

Suffolk Archaeological Recording Foundation

Other names charity is known by

SARF

Registered charity number (if any)

1193270

Charity's principal address

c/o Suffolk County Council Archaeological Service

Bury Resource Centre, Hollow Road

Bury St Edmunds

Postcode

IP32 7AY

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	Lance Jon Alexander	Chair	n/a	n/a
2	Keith Raymond Wade		n/a	n/a
3	Faye Marjorie Minter		n/a	n/a
4	Trevor Lawrence Southgate		n/a	n/a
5	Graham Bernard Brandeys		n/a	n/a
6	Judith Helen Plouviez	Treasurer	n/a	n/a

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

Name	Dates acted if not for whole year
n/a	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
n/a		

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

n/a

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Foundation Constitution dated 05/01/2021
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by the existing trustees.

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.

Appointed Trustees:

every appointed trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Ex-officio Trustees:

The Senior Archaeological Officer at Suffolk County Council Archaeological Service for the time being ("the office holders") shall automatically ("ex-officio") be a charity trustee, for as long as he or she holds that office. Their influence over the organisation is not excessive as there will be a quorum of 5 on all decision making.

Relationship with Suffolk County Council Archaeological Service:

SARF will undertake a variety of activities to advance the knowledge about the archaeology of Suffolk. SARF will fundraise for and advise on aspirational and additional activity to Suffolk County Council Archaeological Service's core service, where that activity meets the approved purposes of SARF and offers public benefit. It is not the purpose of SARF to subsidise the core running costs of the Council. The Archaeological Service will need to formally apply for grants. The Trustees connected with the Council will not personally receive any money from SARF for employment or services. If funds are granted to the Archaeological Service, these will be ringfenced by the Council for the express purposes agreed with SARF.

Section C

Objectives and activities

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

To advance education for the public benefit in the subject of archaeology by means of grants, advocacy and advice to promote, support and improve the archaeological record of Suffolk.

In particular but not exclusively, by directly or supporting others to engage in the recording, analysis and conservation of archaeology and archaeological objects to benefit and advance engagement with the local community in Suffolk. Thereby promoting and adding to the collective knowledge and understanding of Suffolk's historical past for all.

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)

SARF was founded and registered with the Charity Commission in January 2021. As a new charity, the foundation is not yet fully operating, therefore the initial focus was to lay the ground work in the following ways in preparation for raising funds:

- to create the following policies and procedures: Code of Conduct, Complaints Procedure, Conflict of Interest, Donations Acceptance, Equality and Diversity, Financial Controls, Privacy and GDPR.
- The financial mechanisms for receiving donations were set up, including a bank account with CAF Bank. A small number of donations were received totalling £226.

Additional details of objectives and activities (Optional information)

n/a

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

As a new charity, founded in January 2021, the Trustees have focused on setting up the policies and procedures for operation. A bank account with CAF bank was opened June 2021, the Foundation received £226 in small donations.

Section E Financial review

Brief statement of the charity's policy on reserves

The Foundation does not have a reserves policy.

Details of any funds materially in deficit

n/a

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.

The foundation's source of funds are from small donations from the public. There has been no expenditure in this financial year, as this is a new charity, except for bank fees.

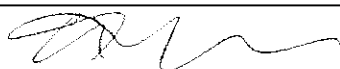
Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



F.M. Minter

Full name(s)

LANCE ALEXANDER

FAYE MINTER

Position (eg Secretary, Chair, etc)

CHAIR

SECRETARY

Date

10/01/2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Suffolk Archaeological Recording Foundation

Receipts and payments accounts

CC16a

For the period
from

27/01/2021

To

31/03/2022

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	226	-	-	226	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	226	-	-	226	-
A2 Asset and investment sales, (see table).					
n/a	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	226	-	-	226	-
A3 Payments					
Bank Charges	64	-	-	64	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	64	-	-	64	-
A4 Asset and Investment purchases, (see table)					
n/a	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	64	-	-	64	-
Net of receipts/(payments)	162	-	-	162	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	162	-	-	162	-

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	Donations	162	-	-
		-	-	-
		-	-	-
	Total cash funds	162	-	-

(agree balances with receipts and payments account(s))

OK

OK

OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	n/a	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	n/a		-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	n/a		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

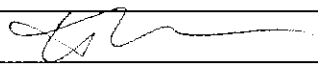
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	n/a		-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval


F.M. Minter

LANCE ALGANDER
FAYE MINTER

10/01/23
10/01/23