



Trustees' Annual Report for the period

Period start date		Period end date	
From	1 April 2024	To	31 March 2025

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 Brandejs		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 Foundation

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:

The Foundation will undertake a variety of activities to advance the knowledge about the archaeology of Suffolk. The Foundation 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 the Foundation and offers public benefit. It is not the purpose of the Foundation to subsidise the core running costs of the Council. The archaeological service will need to formally apply for grants. The Trustees/Founder connected with the Council will not personally receive any money from the Foundation 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 the Foundation.

Section C

Objectives and activities

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

The object[s] of the CIO are:

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.

The SARF was founded and registered with the charity commission in January 2021. Since then and continuing into this financial year, the charity has focused on raising funds following a soft launch of the charity to the public. A small number of donations were received in this financial year totalling: £1275.92.

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)

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

During this financial year, the Trustees have focused on raising funds and the charity has received £1275.92 in small donations. No grants have been given by the charity, as the Trustees are focussing on building funds before being able to administer grants. The Trustees started planning for a launch and fundraising event to take place in June 2025 which will be reported on in the next financial year.

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.

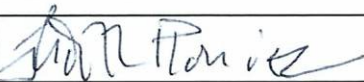
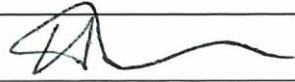
The foundation's source of funds are from small donations from the public and gift aid. There has been no expenditure in this financial year except for bank fees.

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)		
Full name(s)	JUDITH HELEN ROUVRIEZ	LANCE ALEXANDER
Position (eg Secretary, Chair, etc)	Treasurer	CHAIR
Date	9/1/26.	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Suffolk Archaeological Recording Foundation

Receipts and payments accounts

CC16a

For the period
from

01/04/2024

To

31/03/2025

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	1,078	-	-	1,078	672
Gift Aid	191	-	-	191	89
Interest on deposit account	7	-	-	7	6
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	1,276	-	-	1,276	766
A2 Asset and investment sales, (see table).					
n/a	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,276	-	-	1,276	766
A3 Payments					
Bank Charges	89	-	-	89	82
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	89	-	-	89	82
A4 Asset and investment purchases, (see table)					
n/a	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	89	-	-	89	82
Net of receipts/(payments)	1,187	-	-	1,187	684
A5 Transfers between funds					
A6 Cash funds last year end	3,103	-	-	3,103	2,420
Cash funds this year end	4,291	-	-	4,291	3,103

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 and Gift Aid	4,291	-	-
	Bank Interest	7	-	-

		-	-
Total cash funds	4,291	-	-
(agree balances with receipts and payments account(s))	OK	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
n/a	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

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

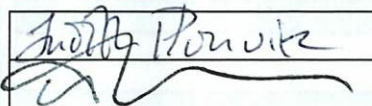
B4 Assets retained for the charity's own use

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

B5 Liabilities

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

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

Signature	Print Name	Date of approval
	JUDITH ROUVRIEZ	8/1/26
	C. RECAMPER	9/1/26