

FLOWER ARRANGING AND DESIGN SUSSEX

England & Wales · Charity number 292377

Details

| | |
|-------------|---|
| Other names | SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES |
| Status | Registered |
| Legal form | Other |
| Registered | 1985-08-16 |
| Register | View on the Charity Commission register |

Contact

| | |
|---------|--|
| Address | 8 Holly Close West Chiltington Pulborough West Sussex RH20 2JR |
| Phone | 01798813712 |
| Email | treasurer@sussexareanafas.org.uk |
| Website | flowerarranginganddesignsussex.org.uk |

Activities

Objects: TO ADVANCE PUBLIC AWARENESS AND EDUCATION IN THE ART OF FLOWER ARRANGING AND RELATED SUBJECTS IN THE SUSSEX AREA AND TO FURTHER ANY OTHER CHARITABLE PURPOSE OR PURPOSES.

Activities: To advance public education in the art of flower arranging and related subjects in the SussexArea and to further any other charitable purpose or purposes.

Classification

- **How:** Makes Grants To Individuals, Sponsors Or Undertakes Research
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** THE SUSSEX AREA
- East Sussex
- West Sussex

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-09-30 | £41,035 | £40,186 | - | - |
| 2024-09-30 | £38,181 | £29,940 | - | - |
| 2023-09-30 | £38,508 | £34,930 | - | - |
| 2022-09-30 | £37,863 | £38,711 | - | - |
| 2021-09-30 | £29,422 | £42,141 | - | - |

Trustees

| Name | Role | Appointed |
|---------------------------|-------|------------|
| Gaenor Circus | Chair | 2022-11-21 |
| BRENDA BULL | | 2020-11-23 |
| Barbara Louise Caldecourt | | 2022-11-21 |
| DUNCAN WARD | | 2025-11-10 |
| Margaret Elizabeth Hayes | | 2024-11-11 |
| Margaret Moores | | 2022-11-21 |
| Marilyn Osborne | | 2025-11-10 |

FLOWER ARRANGING AND DESIGN SUSSEX

England & Wales - Charity number 292377

Accounts

THE SUSSEX AREA
OF THE
NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

Charity Number 292377

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30th SEPTEMBER 2025

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2025**

| Contents | Pages |
|--|--------------|
| Trustees' report | 1 - 5 |
| Independent Examiners Report | 6 |
| Statement of Financial Activity (SOFA) | 7 |
| Balance sheet | 8 |
| Notes to the financial statements | 9 - 11 |

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2025

Charity Name: Sussex Area of National Association of Flower Arrangement Societies operating under the name of Flower Arranging & Design Sussex

Registration No: 292377

Address Fox Hill, Westward Lane, West Chiltington, West Sussex RH20 2PA

Trustees : Gaenor Circus - Chairman
Brenda Bull, Vice Chairman and Treasurer
Barbara Caldecourt - Chairman of the JDS&E Committee
(Judges, Demonstrators, Speakers and Education)
VACANT - Secretary
Margaret Hayes - Ticketing Officer
Margaret Moores - Programme Secretary
VACANT - Media Officer

Structure, Governance & Management

The Executive Committee of Sussex Area is made up of individual volunteers voted onto the Executive by Council. As well as being the members of the Area Executive Committee, they are also the Trustees of the charity. Council consists of representatives from all member clubs throughout Sussex. The members of those clubs are affiliated to the national organisation, i.e. NAFAS (National Association of Flower Arrangement Societies).

After the Executive, the principal committee of Sussex Area is the JDS&E committee, the Chairman of which is an Executive Committee member and a trustee. The role of this committee is to be responsible for the education and training of members in respect of the various disciplines, i.e. Judges, Demonstrators, Speakers and Education.

Sub-committees can be set up to organise events such as flower festivals, competitions etc. which the general public are able to attend.

The objects of Sussex Area are to advance public awareness and education in the art of flower arranging and related subjects in the Sussex Area and to further any other charitable purpose or purposes.

Chairman's Report

Throughout my third year in office as Sussex Area Chairman, I have much enjoyed continuing to visit every club. It is with sadness though when I have had to report on the passing of long-standing members who have given so much to their clubs and our area.

We remember with affection Pat Wright (Little Common), Lyn Stratman (Burgess Hill), Christine Mitchell (Steyning), Judy Grout (West Bognor), Janice Smith (West Bognor), Joan Wright (West Bognor) and Sue Oliver (Horsham).

Club Closure:

It was with a heavy heart that Worthing flower club decided to close in January after 70 years. Unfortunately, there was no one who could take on any of the officer roles. Some of the

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2025

Area Days

We have held three Area Days this year, one being President's Day. These days continue to be very successful and well supported.

Area Show

This was our first Area Show since 2018 and was well attended with many members taking part in the competition. A wonderful demonstration in the afternoon was given by National demonstrator, Christopher White from Ireland. My thanks to Lesley Etherton (Competitions Secretary), Carol Lathleiff and Margaret Moores for all their help on the committee, to the Executive, members of Henfield Flower Club and many other members from other clubs who helped to make the show a success.

JDSE committee:

In October 2024, the committee continued the 5-week series of Beginner Classes, which had started in September. In November Christina Curtis and Linda Porrett ran a joint Christmas workshop.

A multi-discipline refresher day was held in March 2025 with Michael Bowyer. In April a workshop was led by Ellouise Hasler-Stott from Kent Floral Art at Broad Oak, and a second 5-week Beginners 2 series of classes in April / May with Barbara Hoy as tutor. In July, Linda Porrett led a Petite workshop in Thakeham.

Area Demonstrators

Three Sussex members passed their demonstrators' test in June. Congratulations to Brenda Bull, Mo Dorking and Duncan Ward.

National Judge

Congratulations to Linda Porrett who passed her National Judges' test in June.

National Show in Gloucester Cathedral – September 2025

Many congratulations to all our Sussex members who competed at this show, three of whom picked up major awards:

Linda Porrett

Best in Show and two 1st Awards

Stephen McDonnell-Daly – 1st Award in the Area Class

Very Highly Commended with Best Use of Colour Award

Ann Kennedy – Best Use of Creativity Award and 1st Award

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2025

Our other competitors were:

Barbara Hoy and Paula Richardson (Club Class)
Brenda Bull – 3rd
Sue Flight – Very Highly Commended
Maggie Hayes
Wendy Jacques
Jennifer Noble – Very Highly Commended
Wendy Parsons - Commended

Newsletter

Duncan, our newsletter editor, continues to produce colourful and interesting monthly digital newsletters for our members to enjoy.

Club Anniversaries

Three of our clubs celebrated anniversaries this year:

Crowborough – 45 years
Seaford Evening – 45 years
Steyping – 60 years

Club Officers' days

We tend to hold these twice a year - once in the spring and the other in the autumn, and they are well attended.

Disaffiliation

Following an earlier member meeting in June this year, we held an EGM in August at which member clubs voted by a wide margin for Sussex Area to disaffiliate from NAFAS. Notice was given to NAFAS following the decision at the EGM and we are now working towards a disaffiliation date of 31st December 2025.

The Sussex Kidney Trust

This is a charity which was founded in 1967 by the Sussex Area of NAFAS and it is still run by a voluntary committee of our Area. Although we are not in a position to give direct financial support, we do give them every encouragement whenever the opportunity arises.

In November, we say goodbye to Vanessa (Jeffries), our Flower Arranger Officer and Jenny (Foster-Smith), our Publications Officer who have both fully embraced their roles. We shall miss them very much as part of the team.

I would like to thank Ruth (Collingridge), our Area President, for the support and encouragement she has given me. My thanks also go to the Executive for their support – Brenda (Bull), Area Treasurer, Barbara (Caldecourt), JDS&E Chairman, Margaret (Moore), Area Programme Secretary, Maggie (Hayes), Ticket Officer, and also Christina (Curtis) for helping me with the Minutes at our Council meetings.

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2025

Duncan (Ward), the Editor of our Area Newsletter, does sterling work in producing a brilliant monthly digital newsletter for us all to enjoy. Thank you Duncan, and also for your support.

In particular, I would like to say how very much I appreciate the wise counsel of Barbara (Harris) who helped with the re-drafting of our Constitution, and also Jean (Plaskett).

And last, but certainly not least, a big thank you to all our members who have fully played their part in the processes surrounding our disaffiliation from NAFAS. And a special word of thanks to those clubs who did not vote for disaffiliation but have accepted the decision and wish to continue being involved in Sussex. I appreciate this very much and my thanks to you all for the support you have given me.

I know how much work you all put in to keeping your clubs active and it has been a pleasure visiting every club on my 'club crawls' this year and being invited to numerous Open evenings and special anniversary events which have all been so enjoyable.

I am sure as we all work towards a new independent Sussex in 2026, our great clubs and talented members will stand us in good stead

Reserves Policy

It is the policy of the charity to maintain reserves at a level that equates to approximately 18 months of expenditure. This provides sufficient funds to cover operating expenses related to planned events. The charity is generally looking forward 18 months to 2 years and hence maintains reserves to cover this period. The reserves and reserves policy are reviewed regularly.

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30th SEPTEMBER 2025**

Trustees' Responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year and to show a true and fair state of the affairs of the charity at the end of the financial period and of the incoming resources and application of the resources in the period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the board of Trustees
and signed on its behalf by

Gaenor Circus
Area Chairman

Date:

Charity Contact Address - Fox Hill, Westward Lane, West Chiltington, West Sussex RH20 2PA

INDEPENDENT EXAMINERS REPORT TO
THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES

This report is on the financial statements of the Sussex Area of the National Association of Flower Arrangement Societies for the year ended 30th September 2025.

Respective responsibilities of Trustees and the Independent Examiner

The Charity's trustees are responsible for the preparation of the financial statements. The Charity's trustees consider that an audit is not required for this year (under section 145(1) of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements (under section 145(1) of the Act)
- to follow the guidelines laid down by the Guidance for Auditors and Independent Examiners (2012) given by the Charity Commission.
- to state whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the General Guidance given by the Charity Commissioners.

An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records with the financial statements. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required by an audit and consequently I do not express an audit opinion on the view given by the financial statements.

Independent examiners statement

In connection with my examination no matter has come to my attention

- (a) which gives me reasonable cause to believe that in any material respect the requirements to keep proper accounting records and to prepare financial statements which accord with the accounting records and comply with the 2011 Act have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached

Andrew Cunningham



Date: 7/11/2025

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30th SEPTEMBER 2025**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2025 £ | Total 2024 £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| <u>Incoming Resources</u> | | | | |
| Voluntary Income | - | - | - | 100 |
| Activities for Generating Funds | 26,594 | - | 26,594 | 27,708 |
| Investment Income | 648 | - | 648 | 145 |
| | <u>27,242</u> | - | <u>27,242</u> | <u>27,953</u> |
| Activities in furtherance of the Charity's objectives | 13,793 | - | 13,793 | 10,228 |
| Total Incoming Resources | <u>41,035</u> | - | <u>41,035</u> | <u>38,181</u> |
| <u>Resources Expended</u> | | | | |
| Cost of Generating Funds | | | | |
| Voluntary Income | - | - | - | - |
| Activities for generating funds | 19,472 | - | 19,472 | 16,174 |
| | <u>19,472</u> | - | <u>19,472</u> | <u>16,174</u> |
| Activities in furtherance of the charity's objectives | 17,414 | - | 17,414 | 11,171 |
| Support Costs | 1,983 | - | 1,983 | 1,200 |
| Governance Costs | 1,317 | - | 1,317 | 1,395 |
| Other Resources expended | - | - | - | - |
| Total Resources expended | <u>40,186</u> | - | <u>40,186</u> | <u>29,940</u> |
| Net Incoming/(Outgoing) resources (before transfers) | 849 | - | 849 | 8,241 |
| Gross Transfer between funds | | | | - |
| Net Incoming/(Outgoing) resources before other recognised gains/losses | 849 | - | 849 | 8,241 |
| Gains/losses (on revaluation/assets) | - | - | - | - |
| Net movement in funds | 849 | - | 849 | 8,241 |
| Total funds brought forward | 61,169 | - | 61,169 | 52,928 |
| Total funds carried forward | <u>62,018</u> | - | <u>62,018</u> | <u>61,169</u> |

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**BALANCE SHEET
AS AT 30th SEPTEMBER 2025**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2025 £ | Total 2024 £ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| Fixed Assets | 508 | - | 508 | 508 |
| Current Assets | | | | |
| Cash at bank | 10,093 | - | 10,093 | 11,421 |
| Cash on Deposit | 54,864 | - | 54,864 | 53,216 |
| Cash in hand | 230 | - | 230 | 167 |
| Stock in hand | 590 | - | 590 | 784 |
| | <u>65,777</u> | - | <u>65,777</u> | <u>65,588</u> |
| Creditors (amounts falling due within 1 year) | | | | |
| Affiliation fees in advance | - | - | - | 660 |
| Creditors | 4,267 | - | 4,267 | 4,267 |
| | <u>4,267</u> | - | <u>4,267</u> | <u>4,927</u> |
| Net Current Assets | <u>61,510</u> | - | <u>61,510</u> | <u>60,661</u> |
| Total Assets less Current Liabilities | <u>62,018</u> | - | <u>62,018</u> | <u>61,169</u> |
| represented by | | | | |
| Funds of the Charity | | | | |
| Balance brought forward | 61,169 | - | 61,169 | 52,928 |
| Surplus/(deficit) in the year | 849 | - | 849 | 8,241 |
| Balance carried forward | <u>62,018</u> | - | <u>62,018</u> | <u>61,169</u> |

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th SEPTEMBER 2025

1 Basis of Preparation

1a Basis of accounting

The financial statements have been prepared on the accruals basis and in accordance with applicable accounting standards as set out in the guidelines laid down by the Guidance for Auditors and Independent Examiners (2012) given by the Charity Commission.

1b Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1c Change to previous financial statements

There has been no change to the previous year's financial statements or their format.

1d Accounting policies

Unrestricted funds are available for the use at the discretion of the Trustees.

Income is recognised in the Statement of Financial of Activities (SOFA) on an accruals basis. Income for specific events is recognised as income when it is attributable to the event

Interest arising on the bank deposits is credited to the financial statements when it is received

All liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity resources.

Governance costs include costs of preparation and examination of the Statutory financial statements, the costs to pay out Trustees meeting and costs of any legal advice to the Trustees on governance or constitutional matters.

Support costs have not been allocated to activity cost categories.

1e Tangible fixed assets

Tangible fixed assets for the use by the Charity are capitalised where they can be used for more than one year and if their category cost is more than £500. They are valued at cost or, if gifted, at the value to the Charity of their cash in hand value, or probate value.

1f Stock

Stock is valued at the lower of cost or its realisable value.

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2025**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2025 £ | Total 2024 £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| 2 Incoming Resources | | | | |
| 2a Voluntary Income | | | | |
| Donations & Gifts - General | - | - | - | 100 |
| | - | - | - | 100 |
| 2b Activities for generation funds | | | | |
| Members Days | 12,724 | - | 12,724 | 13,418 |
| Affiliation Fees | 13,870 | - | 13,870 | 14,290 |
| | 26,594 | - | 26,594 | 27,708 |
| 2c Activities in furtherance of the Charity's objectives | | | | |
| Area Show | 3,797 | - | 3,797 | - |
| The Flower Arranger | 4,433 | - | 4,433 | 4,620 |
| J.D.S.E Training | 1,847 | - | 1,847 | 1,740 |
| J.D.S.E Workshop | 1,936 | - | 1,936 | 1,730 |
| Publications/Sales | 905 | - | 905 | 1,814 |
| Sales Table | 604 | - | 604 | - |
| Raffle | 271 | - | 271 | 324 |
| Sundries | - | - | - | - |
| | 13,793 | - | 13,793 | 10,228 |
| 2d Investment Income | | | | |
| Bank Interest | 648 | - | 648 | 145 |
| | 648 | - | 648 | 145 |
| 3 Resources Expended | | | | |
| 3a Voluntary Income | | | | |
| Donations and Gifts - General | - | - | - | - |
| 3b Activities for generating funds | | | | |
| Members Days | 9,069 | - | 9,069 | 5,539 |
| Affiliation Fees | 10,403 | - | 10,403 | 10,635 |
| | 19,472 | - | 19,472 | 16,174 |

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2025**

| | Unrestricted Funds | Restricted Funds | Total 2025 | Total 2024 |
|---|-----------------------|---------------------|---------------|---------------|
| 3c Activities in furtherance of the Charity's objectives | | | | |
| Chairman's Forum | 572 | - | 572 | 359 |
| Area Show | 5,391 | - | 5,391 | 793 |
| Workshops | 1,542 | - | 1,542 | 1,481 |
| The Flower Arranger | 4,418 | - | 4,418 | 4,924 |
| Competition Bursary | 1,421 | - | 1,421 | - |
| J.D.S.E Expenses | 676 | - | 676 | 470 |
| J.D.S.E Training | 2,021 | - | 2,021 | 858 |
| Media | 334 | - | 334 | 1,106 |
| Sales Table | 238 | - | 238 | - |
| Sales and Publications | 801 | - | 801 | 1,180 |
| | 17,414 | - | 17,414 | 11,171 |
| 4 Support Costs | | | | |
| Activities in furtherance of the Charity's objectives | | | | |
| Hire of halls | 697 | - | 697 | 510 |
| Council & AGM Expenses | 572 | - | 572 | - |
| Zoom | 156 | - | 156 | 156 |
| Storage | - | - | - | - |
| Insurance | 558 | - | 558 | 534 |
| | 1,983 | - | 1,983 | 1,200 |
| 5 Governance Costs | | | | |
| Executive Committee's Expenses | 647 | - | 647 | 307 |
| Independent Examiner's Fee | 400 | - | 400 | 400 |
| Printing, Stationery and Admin | 112 | - | 112 | 174 |
| Sundry Expenses | 158 | - | 158 | 514 |
| | 1,317 | - | 1,317 | 1,395 |

6 Gross Transfers between funds

During the year no amounts were transferred between funds

7 Gains and losses (on revaluation/assets)

There were no assets disposed of or revalued during the year

FLOWER ARRANGING AND DESIGN SUSSEX

England & Wales - Charity number 292377

Accounts

THE SUSSEX AREA
OF THE
NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

Charity Number 292377

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30th SEPTEMBER 2024

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2024**

| Contents | Pages |
|--|--------------|
| Trustees' report | 1 - 3 |
| Independent Examiners Report | 4 |
| Statement of Financial Activity (SOFA) | 5 |
| Balance sheet | 6 |
| Notes to the financial statements | 7 - 9 |

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2024

Charity Name: Sussex Area of National Association of Flower Arrangement Societies operating under the name of Flower Arranging & Design Sussex

Registration No: 292377

Address Fox Hill, Westward Lane, West Chiltington, West Sussex RH20 2PA

Trustees : Gaenor Circus - Chairman
Barbara Caldecourt - Vice Chairman and Chairman of the JDS&E Committee (Judges, Demonstrators, Speakers and Education)
Brenda Bull, Treasurer
VACANT - Secretary
Carol Lathleiff - Ticketing Officer
Margaret Moores - Programme Secretary
VACANT - Media Officer

Structure, Governance & Management

The Executive Committee of Sussex Area is made up of individual volunteers voted onto the Executive by Council. As well as being the members of the Area Executive Committee, they are also the Trustees of the charity. Council consists of representatives from all member clubs throughout Sussex. The members of those clubs are affiliated to the national organisation, i.e. NAFAS (National Association of Flower Arrangement Societies).

After the Executive, the principal committee of Sussex Area is the JDS&E committee, the Chairman of which is an Executive Committee member and a trustee. The role of this committee is to be responsible for the education and training of members in respect of the various disciplines, i.e. Judges, Demonstrators, Speakers and Education.

Sub-committees can be set up to organise events such as flower festivals, competitions etc. which the general public are able to attend.

The objects of Sussex Area are to advance public awareness and education in the art of flower arranging and related subjects in the Sussex Area and to further any other charitable purpose or purposes.

Chairman's Report

As I have continued for a second year to visit all our clubs throughout Sussex, it has come home to me how important it is to remember that our members are at the heart of our Area. That is why it is a very sad moment when we have to announce that members have passed away. Since my last report for the AGM, we have lost Maureen Jenner (Burwash), Mac Rae (Lewes), Marion Longhurst (Little Common), Pat MacDonald (West Bognor), Ilona Brockbank (Warnham), Ann Brookes (Hailsham), Pat Elliot (Lewes) and Jenny Coxhead (East Preston). We are very grateful for the support they gave to their clubs and to Area and we remember them with affection.

On a happier note, I am able to report that no clubs have closed since last November. And some clubs have celebrated major anniversaries – Worthing Flower Club 70 years and Little Common 35 years. Jose Allen, our Life Vice-President, celebrated her 100th birthday in December 2023.

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2024

High spots during the year included our three Area Days which continue to be very popular events. For the second year running, our October Area Day continued to run a highly popular Executive Christmas sales table. Last year's sales table generated over £700 in sales.

A change was made during the year to move from Chairmen's forums to Club Officers' forums as the former had become a little repetitive. Moving to Club Officers' forums enabled other club members to be involved giving them the opportunity to learn more about how Area works. The change has been very well received.

You will recall last November we held a floral art competition running alongside the Council meeting. This was very successful and brought in nearly 50 entries. The competition was partly run to gauge support for a possible Area Show in the future.

Following on from this, I am delighted to say that an Area Show entitled 'All Kinds of Everything' is being planned for Saturday 10th May 2025 at Henfield Hall to include a competition and an afternoon demonstration by National demonstrator, Christopher White from Ireland. The schedules are now available.

In September, I was able to join ten of our members in attending the 'Highland Fling' event in Glasgow, hosted by Liliias Hoskins, former National President. It was a very enjoyable occasion for us all.

In early November a few of us on the Executive visited Cheshire for the pre-National and National tests. It is amazing how much one can learn from attending such tests.

As we near the end of yet another eventful year, I am conscious of the enormous help and support I have enjoyed during that year. I am very grateful to Ruth Collingridge, our Area President for the support she has given me during this year. My thanks go to Barbara Caldecourt, Area Vice-Chairman, who is stepping down from this role due to family reasons. Barbara will continue in her role as JDS&E Chairman and I am sure everyone will join me in wishing her well for her continued involvement in Area. My sincere thanks also to Carol Lathleiff, Area Ticketing Officer, who is stepping down after serving 7 years in this role, a role which she has carried out with great distinction.

My thanks especially go to Brenda Bull (Area Treasurer), Christina Curtis (Minute Secretary), Jenny Foster-Smith (Publications administrator), Vanessa Jeffries (The Flower Arranger magazine administrator) Christine Purkess (Website administrator) and Duncan Ward (Editor of our Area Newsletter) for all their help this year. Also, my thanks go to Alison Hughes (Lindfield) for all her help with the signing-in register at Council meetings.

The help and support of all of you in Sussex Area over the year can be summed up as:

'Team work is dream work'.

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2024

Reserves Policy

It is the policy of the charity to maintain reserves at a level that equates to approximately 18 months of expenditure. This provides sufficient funds to cover operating expenses related to planned events. The charity is generally looking forward 18 months to 2 years and hence maintains reserves to cover this period. The reserves and reserves policy are reviewed regularly.

Trustees' Responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year and to show a true and fair state of the affairs of the charity at the end of the financial period and of the incoming resources and application of the resources in the period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the board of Trustees
and signed on its behalf by

Gaenor Circus
Area Chairman

Date:

Charity Contact Address - Fox Hill, Westward Lane, West Chiltington, West Sussex RH20 2PA

INDEPENDENT EXAMINERS REPORT TO
THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES

This report is on the financial statements of the Sussex Area of the National Association of Flower Arrangement Societies for the year ended 30th September 2024.

Respective responsibilities of Trustees and the Independent Examiner

The Charity's trustees are responsible for the preparation of the financial statements. The Charity's trustees consider that an audit is not required for this year (under section 145(1) of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements (under section 145(1) of the Act)
- to follow the guidelines laid down by the Guidance for Auditors and Independent Examiners (2012) given by the Charity Commission.
- to state whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the General Guidance given by the Charity Commissioners.

An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records with the financial statements. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required by an audit and consequently I do not express an audit opinion on the view given by the financial statements.

Independent examiners statement

In connection with my examination no matter has come to my attention

- (a) which gives me reasonable cause to believe that in any material respect the requirements to keep proper accounting records and to prepare financial statements which accord with the accounting records and comply with the 2011 Act have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached

Andrew Cunningham

Date:

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30th SEPTEMBER 2024**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2024 £ | Total 2023 £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| <u>Incoming Resources</u> | | | | |
| Voluntary Income | 100 | - | 100 | 511 |
| Activities for Generating Funds | 27,708 | - | 27,708 | 25,734 |
| Investment Income | 145 | - | 145 | - |
| | 27,953 | - | 27,953 | 26,245 |
| Activities in furtherance of the Charity's objectives | 10,228 | - | 10,228 | 12,263 |
| Total Incoming Resources | 38,181 | - | 38,181 | 38,508 |
| <u>Resources Expended</u> | | | | |
| Cost of Generating Funds | | | | |
| Voluntary Income | - | - | - | - |
| Activities for generating funds | 16,174 | - | 16,174 | 16,952 |
| Investment income | - | - | - | - |
| | 16,174 | - | 16,174 | 16,952 |
| Activities in furtherance of the charity's objectives | 11,171 | - | 11,171 | 14,311 |
| Support Costs | 1,200 | - | 1,200 | 1,166 |
| Governance Costs | 1,395 | - | 1,395 | 2,501 |
| Other Resources expended | - | - | - | - |
| Total Resources expended | 29,940 | - | 29,940 | 34,930 |
| Net Incoming/(Outgoing) resources (before transfers) | 8,241 | - | 8,241 | 3,578 |
| Gross Transfer between funds | | | | - |
| Net Incoming/(Outgoing) resources before other recognised gains/losses | 8,241 | - | 8,241 | 3,578 |
| Gains/losses (on revaluation/assets) | - | - | - | - |
| Net movement in funds | 8,241 | - | 8,241 | 3,578 |
| Total funds brought forward | 52,928 | - | 52,928 | 49,350 |
| Total funds carried forward | 61,169 | - | 61,169 | 52,928 |

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**BALANCE SHEET
AS AT 30th SEPTEMBER 2024**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2024 £ | Total 2023 £ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| Fixed Assets | 508 | - | 508 | 508 |
| Current Assets | | | | |
| Cash at bank | 11,421 | - | 11,421 | 41,418 |
| Deposit Account | 53,216 | - | 53,216 | 14,072 |
| Cash in hand | 167 | - | 167 | 143 |
| Stock in hand | 784 | - | 784 | 1,054 |
| | <u>65,588</u> | - | <u>65,588</u> | <u>56,687</u> |
| Creditors (amounts falling due within 1 year) | | | | |
| Affiliation fees in advance | 660 | - | 660 | - |
| Creditors | 4,267 | - | 4,267 | 4,267 |
| | <u>4,927</u> | - | <u>4,927</u> | <u>4,267</u> |
| Net Current Assets | <u>60,661</u> | - | <u>60,661</u> | <u>52,420</u> |
| Total Assets less Current Liabilities | <u>61,169</u> | - | <u>61,169</u> | <u>52,928</u> |
| represented by | | | | |
| Funds of the Charity | | | | |
| Balance brought forward | 52,928 | - | 52,928 | 49,350 |
| Surplus/(deficit) in the year | 8,241 | - | 8,241 | 3,578 |
| Balance carried forward | <u>61,169</u> | - | <u>61,169</u> | <u>52,928</u> |

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th SEPTEMBER 2024

1 Basis of Preparation

1a Basis of accounting

The financial statements have been prepared on the accruals basis and in accordance with applicable accounting standards as set out in the guidelines laid down by the Guidance for Auditors and Independent Examiners (2012) given by the Charity Commission.

1b Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1c Change to previous financial statements

There has been no change to the previous year's financial statements or their format.

1d Accounting policies

Unrestricted funds are available for the use at the discretion of the Trustees.

Income is recognised in the Statement of Financial of Activities (SOFA) on an accruals basis. Income for specific events is recognised as income when it is attributable to the event

Interest arising on the bank deposits is credited to the financial statements when it is received

All liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity resources.

Governance costs include costs of preparation and examination of the Statutory financial statements, the costs to pay out Trustees meeting and costs of any legal advice to the Trustees on governance or constitutional matters.

Support costs have not been allocated to activity cost categories.

1e Tangible fixed assets

Tangible fixed assets for the use by the Charity are capitalised where they can be used for more than one year and if their category cost is more than £500. They are valued at cost or, if gifted, at the value to the Charity of their cash in hand value, or probate value.

1f Stock

Stock is valued at the lower of cost or its realisable value.

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2024**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2024 £ | Total 2023 £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| 2 Incoming Resources | | | | |
| 2a Voluntary Income | | | | |
| Donations & Gifts - General | 100 | - | 100 | 511 |
| | 100 | - | 100 | 511 |
| 2b Activities for generation funds | | | | |
| Members Days | 13,418 | - | 13,418 | 13,438 |
| Affiliation Fees | 14,290 | - | 14,290 | 12,296 |
| | 27,708 | - | 27,708 | 25,734 |
| 2c Activities in furtherance of the Charity's objectives | | | | |
| Area Show | - | - | - | 1,739 |
| Flower Arranger | 4,620 | - | 4,620 | 4,335 |
| Flora Magazine | - | - | - | 1,709 |
| J.D.S.E Training | 1,740 | - | 1,740 | 963 |
| J.D.S.E Workshop | 1,730 | - | 1,730 | 2,110 |
| Publications/Sales | 1,814 | - | 1,814 | 726 |
| Raffle | 324 | - | 324 | 406 |
| Sundries | - | - | - | 200 |
| Flowers for Lancing College | - | - | - | 75 |
| | 10,228 | - | 10,228 | 12,263 |
| 2d Investment Income | | | | |
| Other investment Income | 145 | - | 145 | - |
| | 145 | - | 145 | - |
| 3 Resources Expended | | | | |
| 3a Voluntary Income | | | | |
| Donations and Gifts - General | - | - | - | - |
| 3b Activities for generating funds | | | | |
| Members Days | 5,539 | - | 5,539 | 7,867 |
| Affiliation Fees | 10,635 | - | 10,635 | 9,085 |
| | 16,174 | - | 16,174 | 16,952 |

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2024**

| | Unrestricted Funds | Restricted Funds | Total 2024 | Total 2023 |
|---|-----------------------|---------------------|---------------|---------------|
| 3c Activities in furtherance of the Charity's objectives | | | | |
| Chairman's Forum | 359 | - | 359 | 324 |
| Area Show | 793 | - | 793 | 1,910 |
| Workshops | 1,481 | - | 1,481 | 2,229 |
| Flower Arranger & Flora magazines | 4,924 | - | 4,924 | 5,950 |
| Competition Bursary | - | - | - | 1,044 |
| J.D.S.E Expenses | 470 | - | 470 | 13 |
| J.D.S.E Training | 858 | - | 858 | 1,204 |
| Lancing College | - | - | - | 75 |
| Media | 1,106 | - | 1,106 | 1,072 |
| Sales and Publications | 1,180 | - | 1,180 | 490 |
| | 11,171 | - | 11,171 | 14,311 |
| 3d Investment Income | | | | |
| Bank Interest | - | - | - | - |
| Other Investment Income | - | - | - | - |
| | - | - | - | - |
| 4 Support Costs | | | | |
| Activities in furtherance of the Charity's objectives | | | | |
| Hire of halls | 510 | - | 510 | 567 |
| Zoom | 156 | - | 156 | 144 |
| Storage | - | - | - | 50 |
| Insurance | 534 | - | 534 | 505 |
| | 1,200 | - | 1,200 | 1,166 |
| 5 Governance Costs | | | | |
| Executive Committee's Expenses | 307 | - | 307 | 986 |
| Independent Examiner's Fee | 400 | - | 400 | 400 |
| Printing, Stationery and Admin | 174 | - | 174 | 511 |
| Sundry Expenses | 514 | - | 514 | 604 |
| | 1,395 | - | 1,395 | 2,501 |

6 Gross Transfers between funds

During the year no amounts were transferred between funds

7 Gains and losses (on revaluation/assets)

There were no assets disposed of or revalued during the year

FLOWER ARRANGING AND DESIGN SUSSEX

England & Wales - Charity number 292377

Accounts

THE SUSSEX AREA
OF THE
NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

Charity Number 292377

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30th SEPTEMBER 2023

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2023**

| Contents | Pages |
|--|--------------|
| Trustees' report | 1 - 3 |
| Independent Examiners Report | 4 |
| Statement of Financial Activity (SOFA) | 5 |
| Balance sheet | 6 |
| Notes to the financial statements | 7 - 9 |

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2023

Charity Name: Sussex Area of National Association of Flower Arrangement Societies operating under the name of Flower Arranging & Design Sussex

Registration No: 292377

Address Fox Hill, Westward Lane, West Chiltington, West Sussex RH20 2PA

Trustees : Gaenor Circus - Chairman
Barbara Caldecourt - Vice Chairman and Chairman of the JDS&E Committee (Judges, Demonstrators, Speakers and Education)
Brenda Bull, Treasurer
Lesley Etherton - Secretary
Carol Lathleiff - Ticketing Officer
Margaret Moores - Programme Secretaey
Susan Oliver - Media Officer

Structure, Governance & Management

The Executive Committee of Sussex Area is made up of individual volunteers voted onto the Executive by Council. As well as being the members of the Area Executive Committee, they are also the Trustees of the charity. Council consists of representatives from all member clubs throughout Sussex. The members of those clubs are affiliated to the national organisation, i.e. NAFAS (National Association of Flower Arrangement Societies).

After the Executive, the principal committee of Sussex Area is the JDS&E committee, the Chairman of which is an Executive Committee member and a trustee. The role of this committee is to be responsible for the education and training of members in respect of the various disciplines, i.e. Judges, Demonstrators, Speakers and Education.

Sub-committees can be set up to organise events such as flower festivals, competitions etc. which the general public are able to attend.

The objects of Sussex Area are to advance public awareness and education in the art of flower arranging and related subjects in the Sussex Area and to further any other charitable purpose or purposes.

Chairman's Report

At the November 2022 AGM of the Sussex Area of NAFAS, held at Plumpton village hall, I took over as Area Chairman, a three year term of office. At that AGM I made a promise to visit every club during my first year of office to offer my support. I also telephoned every Area Chairman to chat through key issues and see what help we could provide.

Area Days

We hold these three times a year at three different venues - The Windmill Theatre in Littlehampton, The Shoreham Community Centre and Plumpton Village Hall. These different venues ensure that all our members throughout East and West Sussex have ready access to Area events, as do members of the public.

The tickets for all three events this year (which included Presidents' Day) were virtually sold out which is extremely encouraging. Non-members can also attend, paying a slightly higher price for the tickets.

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2023

For our final Area Day this year in October, the Executive Committee organised a Christmas sales table which raised approximately £400 for Area funds.

Council meetings

We hold these quarterly – February, May, August and November – and they are well attended.

Chairmen's Forum

These are informal meetings held twice a year for Club Chairmen and an officer of their committee. This year we extended the invitation to a non-committee member of their club to encourage involvement of other members in the more detailed work of Area.

JDS&E Committee (Judges, Demonstrators, Speakers and Education)

The committee has held five workshops for all levels of expertise. The committee are planning to run three, five week flower arranging courses next year. A multi-discipline refresher day is also planned.

Area Newsletter

Our monthly digital newsletters continue to be very popular and are circulated to every club. They are also available on our Sussex Area website and a link is available on our Facebook page (600 followers to date). We also have an Instagram page (333 followers to date).

National Demonstrators' Test – Cheshire

Four members of the Executive committee attended this event in March.

National Show – Gloucester

Several of our members won awards at this show in May – one member winning the Best use of Colour award for Sussex Area, and another member winning her second Gold Ribbon (achieving three consecutive Firsts at a National show).

National Demonstrators' Test – York

Four members of the Executive committee attended this event in August.

Westminster Abbey

Two of our members arranged flowers for the Abbey's Carol service in December 2022 and another two members arranged flowers to mark the 450th anniversary of the opening of the Queen Elizabeth School earlier in 2023.

Clubs

Whilst some clubs continue to grow, sadly others had no alternative but to close. This year we have lost two clubs – Beaumont which was predominantly a craft club, and Ringmer which, whilst having a healthy membership, closed due to lack of members willing to take on essential committee positions. We now have 34 clubs within our area.

After Covid, we are once again fulfilling all aspects of our charitable remit

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2023

Reserves Policy

It is the policy of the charity to maintain reserves at a level that equates to approximately 18 months of expenditure. This provides sufficient funds to cover operating expenses related to planned events. The charity is generally looking forward 18 months to 2 years and hence maintains reserves to cover this period. The reserves and reserves policy are reviewed regularly.

Trustees' Responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year and to show a true and fair state of the affairs of the charity at the end of the financial period and of the incoming resources and application of the resources in the period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the board of Trustees
and signed on its behalf by

Gaenor Circus
Area Chairman

Date:

Charity Contact Address - Fox Hill, Westward Lane, West Chiltington, West Sussex RH20 2PA

**INDEPENDENT EXAMINERS REPORT TO
THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

This report is on the financial statements of the Sussex Area of the National Association of Flower Arrangement Societies for the year ended 30th September 2023.

Respective responsibilities of Trustees and the Independent Examiner

The Charity's trustees are responsible for the preparation of the financial statements. The Charity's trustees consider that an audit is not required for this year (under section 145(1) of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements (under section 145(1) of the Act)
- to follow the guidelines laid down by the Guidance for Auditors and Independent Examiners (2012) given by the Charity Commission.
- to state whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the General Guidance given by the Charity Commissioners.

An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records with the financial statements. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required by an audit and consequently I do not express an audit opinion on the view given by the financial statements.

Independent examiners statement

In connection with my examination no matter has come to my attention

- (a) which gives me reasonable cause to believe that in any material respect the requirements to keep proper accounting records and to prepare financial statements which accord with the accounting records and comply with the 2011 Act have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached

A. C. ———

Andrew Cunningham

Date: 3/11/2023

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30th SEPTEMBER 2023**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2023 £ | Total 2022 £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| <u>Incoming Resources</u> | | | | |
| Voluntary Income | 511 | - | 511 | 825 |
| Activities for Generating Funds | 25,734 | - | 25,734 | 23,248 |
| Investment Income | - | - | - | 3 |
| | 26,245 | - | 26,245 | 24,076 |
| Activities in furtherance of the Charity's objectives | 12,263 | - | 12,263 | 13,787 |
| Total Incoming Resources | 38,508 | - | 38,508 | 37,863 |
| <u>Resources Expended</u> | | | | |
| Cost of Generating Funds | | | | |
| Voluntary Income | - | - | - | - |
| Activities for generating funds | 16,952 | - | 16,952 | 14,159 |
| Investment income | - | - | - | - |
| | 16,952 | - | 16,952 | 14,159 |
| Activities in furtherance of the charity's objectives | 14,311 | - | 14,311 | 19,826 |
| Support Costs | 1,166 | - | 1,166 | 2,094 |
| Governance Costs | 2,501 | - | 2,501 | 2,632 |
| Other Resources expended | - | - | - | - |
| Total Resources expended | 34,930 | - | 34,930 | 38,711 |
| Net Incoming/(Outgoing) resources (before transfers) | 3,578 | - | 3,578 | (848) |
| Gross Transfer between funds | | | | - |
| Net Incoming/(Outgoing) resources before other recognised gains/losses | 3,578 | - | 3,578 | (848) |
| Gains/losses (on revaluation/assets) | - | - | - | - |
| Net movement in funds | 3,578 | - | 3,578 | (848) |
| Total funds brought forward | 49,350 | - | 49,350 | 50,198 |
| Total funds carried forward | 52,928 | - | 52,928 | 49,350 |

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**BALANCE SHEET
AS AT 30th SEPTEMBER 2023**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2023 £ | Total 2022 £ |
|--|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Fixed Assets | 508 | - | 508 | 508 |
| Current Assets | | | | |
| Cash at bank | 41,418 | - | 41,418 | 38,673 |
| Deposit Account | 14,072 | - | 14,072 | 14,072 |
| Cash in hand | 143 | - | 143 | - |
| Stock in hand | 1,054 | - | 1,054 | 563 |
| | <u>56,687</u> | - | <u>56,687</u> | <u>53,308</u> |
| Creditors (amounts falling due within 1 year) | | | | |
| Accruals | - | - | - | 199 |
| Creditors | 4,267 | - | 4,267 | 4,267 |
| | <u>4,267</u> | - | <u>4,267</u> | <u>4,466</u> |
| Net Current Assets | <u>52,420</u> | - | <u>52,420</u> | <u>48,842</u> |
| Total Assets less Current Liabilities | <u>52,928</u> | - | <u>52,928</u> | <u>49,350</u> |
| represented by | | | | |
| Funds of the Charity | | | | |
| Balance brought forward | 49,350 | - | 49,350 | 50,198 |
| Surplus/(deficit) in the year | 3,578 | - | 3,578 | (848) |
| Balance carried forward | <u>52,928</u> | - | <u>52,928</u> | <u>49,350</u> |

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th SEPTEMBER 2023

1 Basis of Preparation

1a Basis of accounting

The financial statements have been prepared on the accruals basis and in accordance with applicable accounting standards as set out in the guidelines laid down by the Guidance for Auditors and Independent Examiners (2012) given by the Charity Commission.

1b Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1c Change to previous financial statements

There has been no change to the previous year's financial statements or their format.

1d Accounting policies

Unrestricted funds are available for the use at the discretion of the Trustees.

Income is recognised in the Statement of Financial of Activities (SOFA) on an accruals basis. Income for specific events is recognised as income when it is attributable to the event

Interest arising on the bank deposits is credited to the financial statements when it is received

All liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity resources.

Governance costs include costs of preparation and examination of the Statutory financial statements, the costs to pay out Trustees meeting and costs of any legal advice to the Trustees on governance or constitutional matters.

Support costs have not been allocated to activity cost categories.

1e Tangible fixed assets

Tangible fixed assets for the use by the Charity are capitalised where they can be used for more than one year and if their category cost is more than £500. They are valued at cost or, if gifted, at the value to the Charity of their cash in hand value, or probate value.

1f Stock

Stock is valued at the lower of cost or its realisable value.

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2023**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2023 £ | Total 2022 £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| 2 Incoming Resources | | | | |
| 2a Voluntary Income | | | | |
| Donations & Gifts - General | 511 | - | 511 | 825 |
| | 511 | - | 511 | 825 |
| 2b Activities for generation funds | | | | |
| Members Days | 13,438 | - | 13,438 | 8,062 |
| Members Days (in advance) | - | - | - | 2,584 |
| Affiliation Fees | 12,296 | - | 12,296 | 12,602 |
| | 25,734 | - | 25,734 | 23,248 |
| 2c Activities in furtherance of the Charity's objectives | | | | |
| Area Show | 1,739 | - | 1,739 | 805 |
| Flower Arranger | 4,335 | - | 4,335 | 4,347 |
| Flora Magazine | 1,709 | - | 1,709 | 1,942 |
| J.D.S.E Training | 963 | - | 963 | 2,038 |
| J.D.S.E Workshop | 2,110 | - | 2,110 | 2,876 |
| Publications/Sales | 726 | - | 726 | 863 |
| Raffle | 406 | - | 406 | 211 |
| Sundries | 200 | - | 200 | 705 |
| Flowers for Lancing College | 75 | - | 75 | - |
| | 12,263 | - | 12,263 | 13,787 |
| 2d Investment Income | | | | |
| Other investment Income | - | - | - | 3 |
| | - | - | - | 3 |
| 3 Resources Expended | | | | |
| 3a Voluntary Income | | | | |
| Donations and Gifts - General | - | - | - | - |
| 3b Activities for generating funds | | | | |
| Members Days | 7,867 | - | 7,867 | 4,905 |
| Affiliation Fees | 9,085 | - | 9,085 | 9,254 |
| | 16,952 | - | 16,952 | 14,159 |

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2023**

| | Unrestricted Funds | Restricted Funds | Total 2023 | Total 2022 |
|---|-----------------------|---------------------|---------------|---------------|
| 3c Activities in furtherance of the Charity's objectives | | | | |
| Chairman's Forum | 324 | - | 324 | 161 |
| Area Show | 1,910 | - | 1,910 | 2,364 |
| Workshops | 2,229 | - | 2,229 | 2,908 |
| Flower Arranger & Flora magazines | 5,950 | - | 5,950 | 6,113 |
| Competition Bursary | 1,044 | - | 1,044 | - |
| J.D.S.E Expenses | 13 | - | 13 | 28 |
| J.D.S.E Training | 1,204 | - | 1,204 | 4,238 |
| Lancing College | 75 | - | 75 | 2,772 |
| Media | 1,072 | - | 1,072 | 498 |
| Sales and Publications | 490 | - | 490 | 744 |
| | 14,311 | - | 14,311 | 19,826 |
| 3d Investment Income | | | | |
| Bank Interest | - | - | - | - |
| Other Investment Income | - | - | - | - |
| | - | - | - | - |
| 4 Support Costs | | | | |
| Activities in furtherance of the Charity's objectives | | | | |
| Hire of halls | 567 | - | 567 | 593 |
| Zoom | 144 | - | 144 | - |
| Storage | (50) | - | (50) | 532 |
| Insurance | 505 | - | 505 | 969 |
| | 1,166 | - | 1,166 | 2,094 |
| 5 Governance Costs | | | | |
| Executive Committee's Expenses | 986 | - | 986 | 1,244 |
| Independent Examiner's Fee | 400 | - | 400 | 365 |
| Printing, Stationery and Admin | 511 | - | 511 | 203 |
| Sundry Expenses | 604 | - | 604 | 820 |
| | 2,501 | - | 2,501 | 2,632 |

6 Gross Transfers between funds

During the year no amounts were transferred between funds

7 Gains and losses (on revaluation/assets)

There were no assets disposed of or revalued during the year

FLOWER ARRANGING AND DESIGN SUSSEX

England & Wales - Charity number 292377

Accounts

THE SUSSEX AREA
OF THE
NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

Charity Number 292377

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30th SEPTEMBER 2022

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2022**

| Contents | Pages |
|--|--------------|
| Trustees' report | 1 - 3 |
| Independent Examiners Report | 4 |
| Statement of Financial Activity (SOFA) | 5 |
| Balance sheet | 6 |
| Notes to the financial statements | 7 - 9 |

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2022

Charity Name: Sussex Area of National Association of Flower Arrangement Societies operating under the name of Flower Arranging & Design Sussex

Registration No: 292377

Address 5.08 St John's 79 Marsham St, London, SW1P 4SB

Trustees : Jill Sarah Griffin, Chairman
Gaenor Circus, Vice Chairman
Brenda Bull, Treasurer
Lesley Etherton
Carol Lathleiff
Stephanie Jane Maynard

Structure, Governance & Management

Every Trustee and every member of sub-committees is a volunteer. The Trustees form the Executive Committee, members of which are voted for by Council. Council comprises representation from all the member clubs across East and West Sussex. Membership of the Sussex Area of NAFAS includes affiliated membership to the National Association of Flower Arrangement Societies (NAFAS), of which the Sussex Area is a member.

The powerhouse of the structure is the Judges, Demonstrators, Speakers & Education Committee (JDS&E), the chairman of which is a Trustee on the Executive. This sub-committee oversees the training and education of members in the art of flower arranging and floral design as well as in the four disciplines of judging floral art, demonstrating flower arranging, public speaking and teaching flower arranging. Ad hoc sub committees are set up to organise specific events, e.g. flower festivals, competitions, etc. which the general public attend.

The objects of the Association are to advance public awareness and education in the art of flower arranging and related subjects in the Sussex Area and to further any other charitable purpose or purposes.

Chairman's Report

As we recovered from the hard work of organising, arranging flowers for and visiting our 60th Anniversary event, Flower Power, this year has been more about discovering the new normal after the pandemic. We've seen some of our clubs close, membership reduce and yet, our most active clubs have seen an increase in their member numbers. The Sussex Area of NAFAS is not seeing the same level of attendance at events as before lockdown. However, we continue to offer a range of opportunities to educate members and the general public in the art of flower arranging.

We still follow our infrastructure of Executive Committee Meetings (covering both operations and strategy), Council meetings and our supportive Club Chairmen's Forums to cascade information and good practice. To help with good governance of the charity, we have drafted Standing Orders based on our constitution, which covers roles, procedures, and policies. Council voted to allow non-members to come to our area events, and this will enable us to reach out to the general public more easily. I continued to represent our area at NAFAS's National Advisory Council meetings and reported back in detail to our members.

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2022

Our workshops continued to inspire, and teach participants new techniques. We also ran a series of beginners' classes tutored by Lyn Constable. This course was fully subscribed, and the Sussex Area was pleased to be in a position to subsidise it in fulfilment of our charitable remit. At their last lesson, it was exciting to see participants interpreting a title with their plant material so soon. Just starting is the follow-on course Moving On, which is equally as popular. We also ran a basic teaching workshop aimed at members wishing to run flower arranging classes in their own club.

Our monthly Area Newsletter, edited by Duncan Ward, goes from strength to strength, with contributed articles having to be held over to the next edition on occasion. The Newsletter, which member clubs forward to their members and which appears on our website too, gives everyone the opportunity to catch up with what is going on and what clubs are planning.

At the beginning of the year, the Sussex Area hosted a photoshoot for The Flower Arranger, the magazine of the National Association of Flower Arrangement Societies. Our top designers took part, and their superb designs will be seen in the winter edition of the publication. As well as offering The Flower Arranger at preferential rates to our members, we were pleased to offer members the choice of a second magazine, the highly-regarded Flora magazine.

In August, in collaboration with another charity, Friends of Lancing Chapel, 120 members staged contemporary exhibits in the neo-gothic chapel. It has been regarded as one of, if not the, best flower festival in the country. All credit and thanks to Linda Porrett, for her creativity and imagination in design, ably supported by Ann Kennedy and Wendy Parsons. Sue Seath was superb in her leadership of the committee (Lesley Etherton, Tricia Bridgman, Angie Hyde and Sheila Cheal) and liaising with Friends of Lancing Chapel. Photographs of the festival will feature in several editions of Flora Magazine next year, which has an international audience. Posts on social media were very active.

Being affiliated to NAFAS brings certain opportunities, one of which is arranging flowers at Westminster Abbey. Crowborough Flower Club, East Preston Flower Club and members of the Executive had the privilege of arranging flowers for national services. In addition, I was most honoured to be asked to arrange a pedestal for the funeral service of our late majesty, Queen Elizabeth II. To represent the Sussex Area at such a sorrowful, yet high-profile, occasion was a great distinction.

Now we look forward to our next major event in October: Seasonal Sensations, an Area Day incorporating our first Area Show since 2018, with 7 classes of competitive flower arranging, which includes a novice class for those who are new to flower arranging or competing.

Reserves Policy

It is the policy of the charity to maintain reserves at a level that equates to approximately 18 months of expenditure. This provides sufficient funds to cover operating expenses related to planned events. The charity is generally looking forward 18 months to 2 years and hence maintains reserves to cover this period. The reserves and reserves policy are reviewed regularly.

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2022

Trustees' Responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year and to show a true and fair state of the affairs of the charity at the end of the financial period and of the incoming resources and application of the resources in the period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the board of Trustees
and signed on its behalf by

Jill Griffin
Area Chairman

Date:

Charity Contact Address - 5.08 St John's, 79 Marsham St, London SW1P 4SB

INDEPENDENT EXAMINERS REPORT TO
THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES

This report is on the financial statements of the Sussex Area of the National Association of Flower Arrangement Societies for the year ended 30th September 2022.

Respective responsibilities of Trustees and the Independent Examiner

The Charity's trustees are responsible for the preparation of the financial statements. The Charity's trustees consider that an audit is not required for this year (under section 145(1) of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements (under section 145(1) of the Act)
- to follow the guidelines laid down by the Guidance for Auditors and Independent Examiners (2012) given by the Charity Commission.
- to state whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the General Guidance given by the Charity Commissioners.

An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records with the financial statements. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required by an audit and consequently I do not express an audit opinion on the view given by the financial statements.

Independent examiners statement

In connection with my examination no matter has come to my attention

- (a) which gives me reasonable cause to believe that in any material respect the requirements to keep proper accounting records and to prepare financial statements which accord with the accounting records and comply with the 2011 Act have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached

A C

Andrew Cunningham

Date: 5/11/2022

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30th SEPTEMBER 2022**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2022 £ | Total 2021 £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| <u>Incoming Resources</u> | | | | |
| Voluntary Income | 825 | - | 825 | 500 |
| Activities for Generating Funds | 23,248 | - | 23,248 | 1,774 |
| Investment Income | 3 | - | 3 | 100 |
| | 24,076 | - | 24,076 | 2,374 |
| Activities in furtherance of the Charity's objectives | 13,787 | - | 13,787 | 27,048 |
| Total Incoming Resources | 37,863 | - | 37,863 | 29,422 |
| <u>Resources Expended</u> | | | | |
| Cost of Generating Funds | | | | |
| Voluntary Income | - | - | - | - |
| Activities for generating funds | 14,159 | - | 14,159 | 14,523 |
| Investment income | - | - | - | - |
| | 14,159 | - | 14,159 | 14,523 |
| Activities in furtherance of the charity's objectives | 19,826 | - | 19,826 | 24,992 |
| Support Costs | 2,094 | - | 2,094 | 1,238 |
| Governance Costs | 2,632 | - | 2,632 | 1,388 |
| Other Resources expended | - | - | - | - |
| Total Resources expended | 38,711 | - | 38,711 | 42,141 |
| Net Outgoing/Incoming resources (before transfers) | (848) | 0 | (848) | (12,719) |
| Gross Transfer between funds | | | | - |
| Net Outgoing/Incoming resources before other recognised gains/losses | (848) | 0 | (848) | (12,719) |
| Gains/losses (on revaluation/assets) | - | - | - | - |
| Net movement in funds | (848) | 0 | (848) | (12,719) |
| Total funds brought forward | 50,198 | - | 50,198 | 62,917 |
| Total funds carried forward | 49,350 | - | 49,350 | 50,198 |

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**BALANCE SHEET
AS AT 30th SEPTEMBER 2022**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2022 £ | Total 2021 £ |
|--|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Fixed Assets | 508 | - | 508 | 508 |
| Current Assets | | | | |
| Cash at bank and in hand | 38,673 | - | 38,673 | 41,354 |
| Deposit Account | 14,072 | - | 14,072 | - |
| Prepayment | - | - | - | - |
| NSI Deposit account | - | - | - | 14,069 |
| Stock in hand | 563 | - | 563 | 451 |
| | <u>53,308</u> | - | <u>53,308</u> | <u>55,874</u> |
| Creditors (amounts falling due within 1 year) | | | | |
| Accruals | 199 | - | 199 | 1,917 |
| Creditors | 4,267 | - | 4,267 | 4,267 |
| | <u>4,466</u> | - | <u>4,466</u> | <u>6,184</u> |
| Net Current Assets | <u>48,842</u> | - | <u>48,842</u> | <u>49,690</u> |
| Total Assets less Current Liabilities | <u>49,350</u> | - | <u>49,350</u> | <u>50,198</u> |
| represented by | | | | |
| Funds of the Charity | | | | |
| Balance brought forward | 50,198 | - | 50,198 | 62,917 |
| Surplus/(deficit) in the year | (848) | - | (848) | (12,719) |
| Balance carried forward | <u>49,350</u> | - | <u>49,350</u> | <u>50,198</u> |

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th SEPTEMBER 2022

1 Basis of Preparation

1a Basis of accounting

The financial statements have been prepared on the accruals basis and in accordance with applicable accounting standards as set out in the guidelines laid down by the Guidance for Auditors and Independent Examiners (2012) given by the Charity Commission.

1b Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1c Change to previous financial statements

There has been no change to the previous year's financial statements or their format.

1d Accounting policies

Unrestricted funds are available for the use at the discretion of the Trustees.

Income is recognised in the Statement of Financial of Activities (SOFA) on an accruals basis. Income for specific events is recognised as income when it is attributable to the event

Interest arising on the bank deposits is credited to the financial statements when it is received

All liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity resources.

Governance costs include costs of preparation and examination of the Statutory financial statements, the costs to pay out Trustees meeting and costs of any legal advice to the Trustees on governance or constitutional matters.

Support costs have not been allocated to activity cost categories.

1e Tangible fixed assets

Tangible fixed assets for the use by the Charity are capitalised where they can be used for more than one year and if their category cost is more than £500. They are valued at cost or, if gifted, at the value to the Charity of their cash in hand value, or probate value.

1f Stock

Stock is valued at the lower of cost or its realisable value.

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2022**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2022 £ | Total 2021 £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| 2 Incoming Resources | | | | |
| 2a Voluntary Income | | | | |
| Donations & Gifts - General | 825 | - | 825 | 500 |
| | 825 | - | 825 | 500 |
| 2b Activities for generation funds | | | | |
| Members Days | 8,062 | - | 8,062 | 1,774 |
| Members Days (in advance) | 2,584 | - | 2,584 | - |
| Affiliation Fees | 12,602 | - | 12,602 | - |
| | 23,248 | - | 23,248 | 1,774 |
| 2c Activities in furtherance of the Charity's objectives | | | | |
| Area Show | 805 | - | 805 | - |
| Flower Arranger | 4,347 | - | 4,347 | 5,537 |
| Flora Magazine | 1,942 | - | 1,942 | - |
| J.D.S.E Training | 2,038 | - | 2,038 | 2,535 |
| J.D.S.E Workshop | 2,876 | - | 2,876 | 1,440 |
| Publications/Sales | 863 | - | 863 | 650 |
| Raffle | 211 | - | 211 | - |
| Sundries | 705 | - | 705 | 111 |
| Leonardslee | - | - | - | 16,775 |
| | 13,787 | - | 13,787 | 27,048 |
| 2d Investment Income | | | | |
| Other investment Income | 3 | - | 3 | 100 |
| | 3 | - | 3 | 100 |
| 3 Resources Expended | | | | |
| 3a Voluntary Income | | | | |
| Donations and Gifts - General | - | - | - | - |
| 3b Activities for generating funds | | | | |
| Members Days | 4,905 | - | 4,905 | 1,523 |
| Affiliation Fees | 9,254 | - | 9,254 | 13,000 |
| | 14,159 | - | 14,159 | 14,523 |

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2022**

| | Unrestricted Funds | Restricted Funds | Total 2022 | Total 2021 |
|---|-----------------------|---------------------|---------------|---------------|
| 3c Activities in furtherance of the Charity's objectives | | | | |
| Chairman's Forum | 161 | - | 161 | 104 |
| Area Show | 2,364 | - | 2,364 | - |
| Workshops | 2,908 | - | 2,908 | 1,402 |
| Flower Arranger & Flora magazines | 6,113 | - | 6,113 | 5,604 |
| Flower Arranger Bursary | - | - | - | - |
| J.D.S.E Expenses | 28 | - | 28 | 88 |
| J.D.S.E Training | 4,238 | - | 4,238 | 828 |
| Leonardslee | - | - | - | 15,231 |
| Lancing College | 2,772 | - | 2,772 | - |
| Media | 498 | - | 498 | 1,164 |
| Sales and Publications | 744 | - | 744 | 571 |
| | 19,826 | - | 19,826 | 24,992 |
| 3d Investment Income | | | | |
| Bank Interest | - | - | - | - |
| Other Investment Income | - | - | - | - |
| | - | - | - | - |
| 4 Support Costs | | | | |
| Activities in furtherance of the Charity's objectives | | | | |
| Hire of halls | 593 | - | 593 | 156 |
| Storage | 532 | - | 532 | - |
| Insurance | 969 | - | 969 | 1,082 |
| | 2,094 | - | 2,094 | 1,238 |
| 5 Governance Costs | | | | |
| Executive Committee's Expenses | 1,244 | - | 1,244 | 598 |
| Independent Examiner's Fee | 365 | - | 365 | 365 |
| Printing, Stationery and Admin | 203 | - | 203 | 166 |
| Sundry Expenses | 820 | - | 820 | 259 |
| | 2,632 | - | 2,632 | 1,388 |

6 Gross Transfers between funds

During the year no amounts were transferred between funds

7 Gains and losses (on revaluation/assets)

There were no assets disposed of or revalued during the year

FLOWER ARRANGING AND DESIGN SUSSEX

England & Wales - Charity number 292377

Accounts

THE SUSSEX AREA
OF THE
NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

Charity Number 292377

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30th SEPTEMBER 2021

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2021**

| Contents | Pages |
|--|--------------|
| Trustees' report | 1 - 3 |
| Independent Examiners Report | 4 |
| Statement of Financial Activity (SOFA) | 5 |
| Balance sheet | 6 |
| Notes to the financial statements | 7 - 9 |

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2021

Charity Name: Sussex Area of National Association of Flower Arrangement
Societies operating under the name of Flower Arranging & Design
Sussex

Registration No: 292377

Address 5.08 St John's 79 Marsham St, London, SW1P 4SB

Trustees : Jill Sarah Griffin, Chairman
Gaenor Circus, Vice Chairman
Brenda Bull, Treasurer
Patricia Bridgman
Lesley Etherton
Margaret Elizabeth Hayes
Carol Lathleiff
Stephanie Jane Maynard

Structure, Governance & Management

Every Trustee and every member of sub-committees is a volunteer. The Trustees form the Executive Committee, members of which are voted for by Council. Council comprises representation from all the member clubs across East and West Sussex. Membership of the Sussex Area of NAFAS includes affiliated membership to the National Association of Flower Arrangement Societies (NAFAS), of which the Sussex Area is a member.

The powerhouse of the structure is the Judges, Demonstrators, Speakers & Education Committee (JDS&E), the chairman of which is a Trustee on the Executive. This sub-committee oversees the training and education of members in the art of flower arranging and floral design as well as in the four disciplines of judging floral art, demonstrating flower arranging, public speaking and teaching flower arranging. Ad hoc sub committees are set up to organise specific events, e.g. flower festivals, competitions, etc. which the general public attend.

The objects of the Association are to advance public awareness and education in the art of flower arranging and related subjects in the Sussex Area and to further any other charitable purpose or purposes.

Chairman's Report

As lockdown persisted at the start of our year, we continued to operate virtually. Our Executive meetings, sub-committee meetings, and Council meetings, which keep the Sussex Area functioning, were all held by Zoom. We held our first virtual AGM, at which were elected a new Treasurer and Programme Administrator. These undertook our trustee induction shortly afterwards. At our AGM, we also welcomed our new Area President.

Support to the flower clubs was provided by a Club Chairmen's Forum where Club Chairmen meet more informally and discuss common issues. We also ran a Club Officers' week giving advice and good practice to the different role holders on club committees. We also continued to cascade information received from the National Association.

Thanks to our careful fiscal policy, we had sufficient reserves to pay for the National Affiliation fees for all our members as well as waiving Area Affiliation fees. We must attempt to build back funds to enable us to cope with future crises and sustain financial resilience.

THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER ARRANGEMENT SOCIETIES

TRUSTEES' REPORT FOR THE YEAR ENDED 30th SEPTEMBER 2021

To meet our objects and the need for public benefit, the trustees are mindful of their obligations and oversee many activities to this end.

The Area Newsletters were reduced to monthly production, and clubs were superb in ensuring any of their members with no internet received a printed copy. These newsletters are also available on our website, and we know they have a national and international readership.

Despite the challenges of technology, we managed to run two virtual Members' Day events, with our usual speaker in the morning followed by a NAFAS Demonstrator in the afternoon showing us a variety of exhibits where we could learn new techniques and pick up tips.

The certificated NAFAS/OCN Level 2 in Flower Arranging classes restarted online before resuming in person. The Area subsidises this course. We have high hopes of a dozen people qualifying by the end of 2021.

Area Workshops started online and were much enjoyed by those who attended. We ran a free tutorial on competing in order to encourage participation in our virtual flower arranging competitions, the results of which appeared in our Area Newsletters as well as on our website and social media, broadening our reach to the general public.

We also ran a Basic Training Course, enabling two successful members to register on our Area List of Leisure Tutors. Three members qualified independently as a NAFAS Trainer. This increase in our tutor numbers will enable the Area to offer more educational classes and workshops across the Sussex Area in the future.

Five of our members represented the National Association at the RHS Chelsea Flower Show, achieving a gold medal. This show has such broad coverage in print, TV and online that we're confident that the appeal of this art form has been widened.

The pièce de resistance of the year was our celebration of the Sussex Area's 60th anniversary with an outdoor flower festival held at Leonardslee Lakes & Gardens. Two years in the planning, this show gave our members the opportunity to display their skills in floral art to thousands of members of the general public as well as the social benefit of meeting up with each other for the first time in eighteen months. We took the opportunity to promote our flower clubs offering non-members a goodie bag and a free visit to a club. The whole Association is grateful to and thanks the Flower Power committee for their dedication and hard work.

Members of our clubs are active in supporting charitable causes, not least the Sussex Kidney Trust, a charity in its own right, which the Sussex Area of NAFAS formed in 1967. The charity, still run by volunteer members of the Association, this year bought a further six recliner chairs for home dialysis at a cost of nearly £2,500. This brings the total expenditure on equipment to over one million pounds since its foundation.

When our activities return to normal, we look forward to resurrecting our mentorship programme for competitors and rolling it out to demonstrators, judges, speakers, and teachers as well as club officers. We will also be linking up with neighbouring associations for refresher days for demonstrators and judges.

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 30th SEPTEMBER 2021**

We are aware that the coronavirus will affect our clubs and members. Village and community halls are increasing their fees. Some members are still cautious about returning to clubs. Clubs are finding it difficult to fill committee roles. It is difficult to attract younger members. We fear that some clubs will have to close. However, we remain optimistic and passionate about our wonderful art form.

As our members become more confident about mixing socially, we look forward to resuming our activities to encourage education and awareness in the art of flower arranging with, hopefully, another flower festival and an area-wide flower arranging competition as well as our usual demonstrations, workshops, classes, and meetings.

Reserves Policy

It is the policy of the charity to maintain reserves at a level that equates to approximately 18 months of expenditure. This provides sufficient funds to cover operating expenses related to planned events. The charity is generally looking forward 18 months to 2 years and hence maintains reserves to cover this period. The reserves and reserves policy are reviewed regularly.

Trustees' Responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year and to show a true and fair state of the affairs of the charity at the end of the financial period and of the incoming resources and application of the resources in the period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the board of Trustees
and signed on its behalf by


Jill Griffin
Area Chairman

8th December 2021

Charity Contact Address - 5.08 St John's, 79 Marsham St, London SW1P 4SB

INDEPENDENT EXAMINERS REPORT TO
THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES

This report is on the financial statements of the Sussex Area of the National Association of Flower Arrangement Societies for the year ended 30th September 2021.

Respective responsibilities of Trustees and the Independent Examiner

The Charity's trustees are responsible for the preparation of the financial statements. The Charity's trustees consider that an audit is not required for this year (under section 145(1) of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements (under section 145(1) of the Act)
- to follow the guidelines laid down by the Guidance for Auditors and Independent Examiners (2012) given by the Charity Commission.
- to state whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the General Guidance given by the Charity Commissioners.

An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records with the financial statements. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required by an audit and consequently I do not express an audit opinion on the view given by the financial statements.

Independent examiners statement

In connection with my examination no matter has come to my attention

- (a) which gives me reasonable cause to believe that in any material respect the requirements to keep proper accounting records and to prepare financial statements which accord with the accounting records and comply with the 2011 Act have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached



Andrew Cunningham

8th December 2021

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30th SEPTEMBER 2021**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2021 £ | Total 2020 £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| <u>Incoming Resources</u> | | | | |
| Voluntary Income | 500 | - | 500 | - |
| Activities for Generating Funds | 1,774 | - | 1,774 | 29,317 |
| Investment Income | 100 | - | 100 | 111 |
| | <u>2,374</u> | <u>-</u> | <u>2,374</u> | <u>29,428</u> |
| Activities in furtherance of the Charity's objectives | 27,048 | - | 27,048 | 13,805 |
| Total Incoming Resources | <u>29,422</u> | <u>-</u> | <u>29,422</u> | <u>43,233</u> |
| <u>Resources Expended</u> | | | | |
| Cost of Generating Funds | | | | |
| Voluntary Income | - | - | - | 50 |
| Activities for generating funds | 14,523 | - | 14,523 | 17,496 |
| Investment income | - | - | - | - |
| | <u>14,523</u> | <u>-</u> | <u>14,523</u> | <u>17,546</u> |
| Activities in furtherance of the charity's objectives | 24,992 | - | 24,992 | 18,670 |
| Support Costs | 1,238 | - | 1,238 | 1,666 |
| Governance Costs | 1,388 | - | 1,388 | 1,718 |
| Other Resources expended | - | - | - | - |
| Total Resources expended | <u>42,141</u> | <u>-</u> | <u>42,141</u> | <u>39,600</u> |
| Net Outgoing/Incoming resources (before transfers) | (12,719) | 0 | (12,719) | 3,633 |
| Gross Transfer between funds | - | - | - | - |
| Net Outgoing/Incoming resources before other recognised gains/losses | (12,719) | 0 | (12,719) | 3,633 |
| Gains/losses (on revaluation/assets) | - | - | - | - |
| Net movement in funds | (12,719) | 0 | (12,719) | 3,633 |
| Total funds brought forward | 62,917 | - | 62,917 | 59,284 |
| Total funds carried forward | <u>50,198</u> | <u>-</u> | <u>50,198</u> | <u>62,917</u> |

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**BALANCE SHEET
AS AT 30th SEPTEMBER 2021**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2021 £ | Total 2020 £ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| Fixed Assets | 508 | - | 508 | 508 |
| Current Assets | | | | |
| Cash at bank and in hand | 41,354 | - | 41,354 | 52,358 |
| Prepayment | - | - | - | - |
| NSI Deposit account | 14,069 | - | 14,069 | 13,969 |
| Stock in hand | 451 | - | 451 | 411 |
| | <u>55,874</u> | - | <u>55,874</u> | <u>66,738</u> |
| Creditors (amounts falling due within 1 year) | | | | |
| Accruals | 1,917 | - | 1,917 | 62 |
| Creditors | 4,267 | - | 4,267 | 4,267 |
| | <u>6,184</u> | - | <u>6,184</u> | <u>4,329</u> |
| Net Current Assets | <u>49,690</u> | - | <u>49,690</u> | <u>62,409</u> |
| Total Assets less Current Liabilities | <u>50,198</u> | - | <u>50,198</u> | <u>62,917</u> |
| represented by | | | | |
| Funds of the Charity | | | | |
| Balance brought forward | 62,917 | - | 62,917 | 59,284 |
| Surplus/(deficit) in the year | (12,719) | - | (12,719) | 3,633 |
| Balance carried forward | <u>50,198</u> | - | <u>50,198</u> | <u>62,917</u> |

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2021**

1 Basis of Preparation

1a Basis of accounting

The financial statements have been prepared on the accruals basis and in accordance with applicable accounting standards as set out in the guidelines laid down by the Guidance for Auditors and Independent Examiners (2012) given by the Charity Commission.

1b Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1c Change to previous financial statements

There has been no change to the previous year's financial statements or their format.

1d Accounting policies

Unrestricted funds are available for the use at the discretion of the Trustees.

Income is recognised in the Statement of Financial of Activities (SOFA) on an accruals basis. Income for specific events is recognised as income when it is attributable to the event

Interest arising on the bank deposits is credited to the financial statements when it is received

All liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity resources.

Governance costs include costs of preparation and examination of the Statutory financial statements, the costs to pay out Trustees meeting and costs of any legal advice to the Trustees on governance or constitutional matters.

Support costs have not been allocated to activity cost categories.

1e Tangible fixed assets

Tangible fixed assets for the use by the Charity are capitalised where they can be used for more than one year and if their category cost is more than £500. They are valued at cost or, if gifted, at the value to the Charity of their cash in hand value, or probate value.

1f Stock

Stock is valued at the lower of cost or its realisable value.

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2021**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2021 £ | Total 2020 £ |
|---|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| 2 Incoming Resources | | | | |
| 2a Voluntary Income | | | | |
| Donations & Gifts - General | 500 | - | 500 | - |
| | <u>500</u> | <u>-</u> | <u>500</u> | <u>-</u> |
| 2b Activities for generation funds | | | | |
| Members Days | 1,774 | - | 1,774 | 11,420 |
| Affiliation Fees | - | - | - | 17,897 |
| | <u>1,774</u> | <u>-</u> | <u>1,774</u> | <u>29,317</u> |
| 2c Activities in furtherance of the Charity's objectives | | | | |
| Area Show | - | - | - | - |
| Flower Arranger | 5,537 | - | 5,537 | 6,270 |
| J.D.S.E Training | 2,535 | - | 2,535 | 2,825 |
| J.D.S.E Workshop | 1,440 | - | 1,440 | 1,870 |
| Publications/Sales | 650 | - | 650 | 673 |
| Raffle | - | - | - | 223 |
| Sundries | 111 | - | 111 | 294 |
| Leonardslee | 16,775 | - | 16,775 | - |
| Lancing College | - | - | - | 1,650 |
| Workshops | - | - | - | - |
| | <u>27,048</u> | <u>-</u> | <u>27,048</u> | <u>13,805</u> |
| 2d Investment Income | | | | |
| Other investment Income | 100 | - | 100 | 111 |
| | <u>100</u> | <u>-</u> | <u>100</u> | <u>111</u> |
| 3 Resources Expended | | | | |
| 3a Voluntary Income | | | | |
| Donations and Gifts - General | - | - | - | 50 |
| 3b Activities for generating funds | | | | |
| Members Days | 1,523 | - | 1,523 | 4,225 |
| Affiliation Fees | 13,000 | - | 13,000 | 13,271 |
| | <u>14,523</u> | <u>-</u> | <u>14,523</u> | <u>17,496</u> |

**THE SUSSEX AREA OF THE NATIONAL ASSOCIATION OF FLOWER
ARRANGEMENT SOCIETIES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th SEPTEMBER 2021**

| | Unrestricted Funds | Restricted Funds | Total 2021 | Total 2020 |
|---|-----------------------|---------------------|---------------|---------------|
| 3c Activities in furtherance of the Charity's objectives | | | | |
| Chairman's Forum | 104 | - | 104 | 294 |
| Constitution | - | - | - | - |
| Designer of the Year | - | - | - | - |
| Downland Weald | - | - | - | - |
| Workshops | 1,402 | - | 1,402 | - |
| Flower Arranger | 5,604 | - | 5,604 | 6,221 |
| Flower Arranger Bursary | - | - | - | - |
| J.D.S.E Beyond Basic/A Step Further | - | - | - | 1,610 |
| J.D.S.E Expenses | 88 | - | 88 | 496 |
| J.D.S.E Training | 828 | - | 828 | 2,769 |
| Leonardslee | 15,231 | - | 15,231 | - |
| Lancing College | - | - | - | 3,511 |
| Media | 1,164 | - | 1,164 | 2,697 |
| NAFAS Blackpool | - | - | - | - |
| Sales and Publications | 571 | - | 571 | 968 |
| Malvern Spring Show | - | - | - | 104 |
| WAFA Elim Comp | - | - | - | - |
| | 24,992 | - | 24,992 | 18,670 |
| 3d Investment Income | | | | |
| Bank Interest | - | - | - | - |
| Other Investment Income | - | - | - | - |
| | - | - | - | - |
| 4 Support Costs | | | | |
| Activities in furtherance of the Charity's objectives | | | | |
| Hire of halls | 156 | - | 156 | 673 |
| Insurance | 1,082 | - | 1,082 | 993 |
| | 1,238 | - | 1,238 | 1,666 |
| 5 Governance Costs | | | | |
| Executive Committee's Expenses | 598 | - | 598 | 979 |
| Independent Examiner's Fee | 365 | - | 365 | 365 |
| Printing, Stationery and Admin | 166 | - | 166 | 126 |
| Sundry Expenses | 259 | - | 259 | 248 |
| | 1,388 | - | 1,388 | 1,718 |
| 6 Gross Transfers between funds | | | | |
| During the year no amounts were transferred between funds | | | | |
| 7 Gains and losses (on revaluation/assets) | | | | |
| There were no assets disposed of or revalued during the year | | | | |