

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**

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FOR THE YEAR ENDED 30th SEPTEMBER 2022**

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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
	53,308	-	53,308	55,874
Creditors (amounts falling due within 1 year)				
Accruals	199	-	199	1,917
Creditors	4,267	-	4,267	4,267
	4,466	-	4,466	6,184
Net Current Assets	48,842	-	48,842	49,690
Total Assets less Current Liabilities	49,350	-	49,350	50,198
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	49,350	-	49,350	50,198

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 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
	<u>825</u>	<u>-</u>	<u>825</u>	<u>500</u>
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	-
	<u>23,248</u>	<u>-</u>	<u>23,248</u>	<u>1,774</u>
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
	<u>13,787</u>	<u>-</u>	<u>13,787</u>	<u>27,048</u>
2d Investment Income				
Other investment Income	3	-	3	100
	<u>3</u>	<u>-</u>	<u>3</u>	<u>100</u>
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
	<u>14,159</u>	<u>-</u>	<u>14,159</u>	<u>14,523</u>

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				