



Charity Commission Annual Return 2017

SUFFOLK ARCHIVES FOUNDATION

Charity registration number: 1170463

30 July 2018 Deadline

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2017.

THIS DOCUMENT IS A DRAFT AND HAS NOT YET BEEN SUBMITTED.

Do not send a printed copy of this document to the Charity Commission.

PART A - Charity information

Financial period

Financial period start date

29/11/2016

Financial period end date

30/09/2017

When is your next financial period end date after this one?

30/09/2018

Income and spending

Income £

£11,224

Spending £

£0

Operating outside England and Wales

Did your charity operate outside England and Wales during the financial period covered by this annual return?

No, the charity did not operate outside England and Wales in this financial period

Charity governance

How many UK volunteers, excluding trustees, did the charity have during this financial period?

0

Does your charity own or lease any land or buildings?

No, the charity does not own or lease any land or buildings

We currently have no active linked (subsidiary or constituent) charities associated with this charity. If this is incorrect please see our guidance on linking charities for administrative purposes.

Policies

Does the charity have a risk management policy?

No

Does the charity have a written investment policy?

Not applicable

Does the charity have a written safeguarding policy?

No

Does the charity have a conflict of interest policy?

No

Does the charity have a policy for managing volunteers?

Not applicable

Does the charity have written policies in handling complaints?

No

Does the charity have written policies on paying staff?

Not applicable

Has your charity reviewed its financial controls during the reporting year?

Yes, your charity has reviewed its financial controls during the reporting year

Regulators

Is your charity regulated by any of the following regulator(s) and/or registered with any of the following registrars?

No

Please tick any organisations in the following list which you are registered with or regulated by

Finance and funding

During the financial period of this annual return, how much did the charity receive from:

Contracts from central or local government to deliver services £

£0

Grants from central or local government £

£0

Does your charity raise funds from the public?

Yes, the charity raises funds from the public

Does the charity work with a commercial participator?

No, the charity does not work with a commercial participator

Was your charity recognised by HMRC for Gift Aid during the last 12 months?

Yes, the charity was recognised by HMRC for Gift Aid

Does the charity have a trading subsidiary?

No, the charity does not have a trading subsidiary

Is grant making the main way your charity carries out its purposes?

Yes, grant making is the main way the charity carries out its purposes

Does the charity pay one or more of its trustees for acting as a trustee of the charity?

No, the charity does not pay any trustees for acting as a trustee of the charity

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Send Trustees' Annual Report and accounts

You are required to submit your Trustees' Annual Report and accounts for this financial period.

Do you want to do this now?

No

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Any information you give us will be held securely and processed only in accordance with the rules on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals. As a 'data controller' under the Act, the Charity Commission must comply with it.

Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form. Please check back frequently to see any updates or changes to our privacy policy.

Declaration

This annual return has not been submitted and no Declaration has been made

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Suffolk Archives Foundation 1170462

Receipts and payments accounts

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For the period from 29/11/2016 To 30/09/2017

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
	12	11,212	-	11,224	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	12	11,212	-	11,224	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	12	11,212	-	11,224	-
A3 Payments					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	-	-	-	-
Net of receipts/(payments)	12	11,212	-	11,224	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	12	11,212	-	11,224	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays bank account	12	11,212	-
		-	-	-
		-	-	-
	Total cash funds	12	11,212	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Chairman	Peter Gray	28/04/2020	
	Treasurer	Paul Lopez		