

**COMPANY REGISTRATION NUMBER: 03666606**  
**CHARITY REGISTRATION NUMBER: 1073101**

**Mid Suffolk Voluntary Organisations Forum**  
**Company Limited by Guarantee**  
**Unaudited financial statements**  
**31 March 2020**

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Financial statements**

**Year ended 31 March 2020**

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	<b>Pages</b>
Trustees' annual report (incorporating the directors' report)	<b>1 to 14</b>
Independent examiner's report to the trustees	<b>15</b>
Statement of financial activities (including income and expenditure account)	<b>16</b>
Balance sheet	<b>17</b>
Notes to the financial statements	<b>18 to 29</b>

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report)**

#### **Year ended 31 March 2020**

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The Board of management, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 March 2020

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##### Chairman's report

2019 has been an interesting year with continued growth. We were sorry to see the departure of Martyn Burnside as manager in December but pleased to welcome Robert Horn to the role following an interim period to allow for any additional candidates for the post. Robert was previously the Assistant Manager. The post of Assistant Manager was advertised to the public and had over 30 applicants and following several rounds of interviews and skill analysis we were pleased to appoint Colin Lay who was the strongest candidate for the post. Colin resigned his position as Trustee. We continue to look for people that can bring additional skills.

It is critical that we continue to work diligently towards achieving our shared vision 'of charitable organisations and communities flourishing across Mid Suffolk making significant differences to the quality of people's lives and wellbeing.' To that end we are continuing to develop Red Gables as a Wellbeing Hub.

Significant successes in the financial year include:

- i. Excellent teamwork displayed by the management team, staff and volunteers supported by Trustees.
- ii. Full room occupancy in Red Gables
- iii. Continued funding successes
- iv. Additional improvements for Red Gables to provide a welcoming approach to clients
- v. Tremendous support from our sponsors including Oddfellows, Stowmarket Town Council and Tesco, for which we are extremely thankful
- vi. Red Gables brand becoming more widely known
- vii. Another successful Volunteering day which attracted many visitors and resulted in new volunteers
- viii. Most projects such as the Garden Project, the Dementia Music Cafe, the Lunch Club and Cancer Support Group are continuing to make a positive impact thanks to the efforts of the volunteers.
- ix. Successful events organised such as the Under the Redwoods 2 (music and arts festival), Volunteering event etc.
- x. Participation in key partnerships (Dementia Action Alliance & Stow Volunteers through the Town Council)

I would like to thank all our Trustees who give their time freely, usually meeting every other month and working very closely with Martyn, Robert, Colin and Jackie.

Finally, on behalf of all the Trustees, I would pay tribute like to thank Martyn for his tremendous work in managing Red Gables helping it to grow and continuing to develop projects to positively support the community. Martyn retired in December 2019. The spirit of his leadership lives on as Robert, Colin and Jackie and all of the volunteers work towards strengthening the role of Red Gables in supporting people and local groups in Stowmarket and the surrounding area.

Lawrence Reekie  
Chair of Trustees

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2020**

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#### **Reference and administrative details**

<b>Registered charity name</b>	Mid Suffolk Voluntary Organisations Forum
<b>Charity registration number</b>	1073101
<b>Company registration number</b>	03666606
<b>Principal office and registered office</b>	Red Gables Ipswich Road Stowmarket Suffolk IP14 1BE

#### **The trustees**

The trustees who served during the year and at the date of approval were as follows:

L Reekie (Chair)  
C Biginton (Appointed 18 July 2019)  
M Coburn  
S Hollands  
B Sharma (Treasurer)  
S Vincent  
C Lay (Resigned 28 February 2020)  
M Calver (Appointed 19 Sept 2019)  
S Weston (Resigned 2 September 2019)

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 March 2020

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##### Membership including Tenants & Volunteers

Trustee/Directors of Mid Suffolk Voluntary Organisations Forum	Mid Suffolk Board Game Club
Achieving Aspirations	Mid Suffolk District Council
Adult & Community Services	MoreLife (UK)
Age UK Suffolk	MT CIC
Alzheimer's Society	Music in our Bones
Apricot Centre CIC	Open Studio Suffolk
BMSDC Central Suffolk Unison	Norfolk & Suffolk Foundation Trust
BSEVC	Oddfellows Gipping Branch
Business Support Suffolk	QES Ltd
Children in Divorce & Separation	Regional Foster Placements
Community Action Suffolk	Sign Language Group
Counselling Training	Stampin' Up
CYP Asopt Fost RAM	Starlight Therapy
Dance Group	Stowmarket Operatic & Dramatic Society
David Tombs Photography	Stowmarket ASD Saturday Club
East Anglian Postal History	Stowmarket Beekeepers
East Anglian Traditional Music	Stowmarket Dementia Action Alliance
Enigma	Stowmarket Strummers
Exercise Class (Maureen Cooling)	Stowmarket U3A
Folk Dancing Group	Stowmarket WI Craft Group
Gipping Valley LETS	Suffolk Artlink
Groundwork UK	Suffolk Axis
Home-Start Mid & West Suffolk	Suffolk County Council Children & Young Peoples Services
Lapwing Education	Suffolk Family Carers
Lightbowl Healing	Suffolk Red Cross Link Group
Light-Heart Meditation School	The Mix
LivingIT	T Knights Yoga
Macmillan Cancer Support	West Suffolk Sight
Mencap	Yoga in the Earth

##### Red Gables Tenants

ACE (Anglia) Ltd	Parents Consultation Trust (PACT)
Achieving Aspirations	RSVP Trust
Apricot Centre CIC	Sammy's Nail & Beauty
BSEVC Community Transport Services	Mid Suffolk Axis
Gables Therapies	Synthesis Media
Mari Green Counselling	Vallant Ltd
New Heritage Solutions CIC	VoiceAbility

##### Red Gables Volunteers

H Carless  
J Kennedy  
B Spencer

##### Red Gables Volunteers with Projects

Alive'n' Singing	Cake, Cancer & Coffee
Dementia Music Cafe	Garden Project
Redwoods Lunch Club	Volunteer Project - Over 30 volunteers in total

# **Mid Suffolk Voluntary Organisations Forum**

**Company Limited by Guarantee**

**Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2020**

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<b>Solicitors</b>	Prettys Elm House 25 Elm Street Ipswich IP1 2AD
<b>Independent examiner</b>	L Thurston FCCA Lovewell Blake LLP Chartered accountants First Floor Suite 2 Hillside Business Park Bury St Edmunds IP32 7EA
<b>Bankers</b>	TSB 7 Market Street Stowmarket IP14 1DY

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2020**

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##### **Objectives and activities**

Red Gables has had a successful year prior to the arrival of the global pandemic. 2019 saw a busy summer and autumn with the fundraising events both indoors and outdoors.

Red Gables continues to grow as a Wellbeing Hub with the variety of services available in the main building and also in Redwoods. All of the rooms are currently let, apart from Room 23 which is used for meetings or single day bookings. We have fourteen organisations accommodated in the 21 rooms in Red Gables. More than 60 organisations and groups, including tenants, are using our meeting and activity space in Redwoods and we also have five wellbeing focused projects that are being well received. The support from trustees and staff has been considerable. The volunteers, who number over 35 now, are a fantastic asset and I thank them all.

The profile of Red Gables is being raised in the local area as more people find out about the services and wellbeing support available. Colin L has taken very quickly to his new role and Helen C continue to support our online presence and work with Sue H on the Volunteering Project. Jackie C, our Finance & Admin Officer has also worked tirelessly throughout the year, keeping our administrative and financial records up to date. We have sadly had to say goodbye to Marion M and Keith H after many years of hard work.

The volunteers at Red Gables are essential to the outreach. We are very grateful for their efforts as they have all played a key role in our success. Some are based in the office but the majority support the Garden Project, Redwoods Lunch Club, Alive 'n' Singing, Volunteer Project, Cake Cancer & Coffee Support Group and the Dementia Music Cafe. They have really helped us to offer a friendly and supportive environment that many people benefit from.



# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2020**

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##### **Objectives and activities *(continued)***

##### **What is Red Gables currently doing towards Community Wellbeing?**

Our Mission Statement is 'Inspiring communities by enhancing wellbeing through projects and support for charitable organisations, small businesses and partners'. We work hard to achieve this by:

1. Providing office accommodation to charitable organisations & small businesses offering a range of wellbeing services.
2. The Redwoods Centre is managed to provide a venue for activities and meetings for over 50 groups and organisations. Private hirers also find this a good location for their celebrations.
3. Organise events that are fun to attend and help to raise valuable funds towards our core costs and projects. This includes Under The Redwoods, our music and arts mini-festival.
4. Manage projects that improve wellbeing by:
  - Help people feel less isolated and helping them make new friends through various groups
  - Encouraging people into volunteering through the regular drop in sessions and the annual Volunteering Day.
  - Empower individuals to get involved
  - Encourage healthier lifestyles

We are also pleased to have contributed to the Stowmarket Dementia Action Alliance, that has delivered some very positive projects for those that suffer and their families. We are also supporting the Stowmarket Rickshaw Project, which stores the rickshaw here.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 March 2020

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##### Objectives and activities *(continued)*

##### Red Gables Outreach Projects

Redwoods Lunch Club - Every Monday except bank holidays - for the more mature - This comprises of two lunch clubs per month providing a two course meal, the main dish provided by the Cabbage & Kings café at The Mix, and 'Soup and Chat' on the other Mondays with a nutritious soup and cake, made by our volunteers. Over 40 older people regularly attend the lunch club and over 25 attend the Soup & Chat sessions. The 8 volunteers who support the project have a great rapport with the members and always make them feel welcome. In addition to the meals there are regular quizzes, raffles, entertainment and guest speakers. We are very grateful to receive annual funding from Stowmarket Town Council and The Gipping Branch of Oddfellows for this project. There is also a 'Better Balance' session each week which benefits older folk by improving their core strength and balance, which again has been supported by the Gipping Branch of Oddfellows. The lunch club was suspended during the pandemic lockdowns but we continued to support the members with newsletters, phone calls, music etc.

Garden Project – This meets every Thursday and makes a significant difference for anyone who visits Red Gables. The 15 volunteers work exceptionally hard in all weathers and many of them now have their own areas of garden to manage. We are extremely grateful to all of the volunteers and especially to Colin Lay for leading this project and keeping the grounds in good order. The gardens are a constant delight and they have been further improved by lots of planting of bulbs, trees and hedging, plus the Drought Tolerant Garden which was funded by Tesco's 'Bags of Help' fund.

The project also looks after a small piece of woodland adjacent to the fire station, known as the Spinney. The land is owned by Suffolk County Council and has been managed by us for many years trying to encourage wildlife and maintain bark paths around the area. With support from Mid Suffolk District Council and Stowmarket Town Council the land has been registered as an Asset of Community Value and Red Gables is attempting to get a lease on the land as the fire station is due to be relocated.

Alive 'n' Singing is held on the second Wednesday of each month. Developed from the Cake & Craft Club, this new singing group for wellbeing & enjoyment for anybody living with or affected by Parkinson's disease or any other neurological conditions. This project focuses on providing a fun and friendly gatherings for those that attend. We are looking for additional funding to continue this project, possibly combining it with the Dementia Music Café which is on the 4<sup>th</sup> Wednesday of the month. These projects are run by several of our trustees, Mark Coburn, Sue Vincent and Colin Biginton.

Volunteering Project - Red Gables is working with Stowmarket Town Council to encourage and empower adults into volunteering by matching them with the roles that local charitable organisations have available. The annual Volunteering day remains popular with organisations the public.

Cake, Cancer & Coffee - One Sunday a month. This is run by Susanne Lovell and Stuart & Clare Weston, with assistance from Suzanne Britton and with support from Macmillan Cancer Care. It is a well-run and popular group that provides a much needed service to local people. The volunteers also provide helpful information to others in the local community who do not attend the group.

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2020**

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##### **Objectives and activities *(continued)***

##### **Funding Organisations through the year**

Healthy Eating Project funded through Tesco Bags of Help.

Arboretum project funded by Tesco Bags of Help (last instalment)

Lunch Club funded through Stowmarket Town Council and Gipping Branch of Oddfellows and supported by Stowmarket Tesco.

Suffolk Community Foundation funded the Sensory Ark Project through its Sapphire Fund.

'Better Balance' sessions at the Lunch Club funded by Gipping Branch of Oddfellows.

Cake, Cancer & Coffee funded by Stowmarket Rotary Club, Stowmarket Lions and East of England Co-op with support from MacMillan Cancer Care.

Suffolk Community Foundation funded the Alive 'n' Singing project through its Pargiter Fund.

Volunteer Project funded by Stowmarket Town Council.

We thank them all for their tremendous support. They have helped considerably with the success of Red Gables.

##### **Red Gables Centre**

The tenants in Red Gables were stable this year and every available room was taken by tenants or used as a meeting room. We continued to provide a base for ACE Anglia Ltd, The RSVP Trust, Mari Green's Counselling Room, New Heritage Solutions, BSEVC Community Transport service, the Apricot Centre CIC, Vallant Ltd, Gables Therapies, Combs Complimentary Therapy, Synthesis Media, Sammy's Nail & Beauty, Suffolk Axis, Voiceability, the Parents Conciliation Trust (PACT) and Achieving Aspirations CIC. One tenant (NHS) gave notice at the end of the financial year and together with another tenant considering downsizing the charity will need to continue to keep an eye open for new tenants. We have several leads at present.

##### **Redwoods Centre**

Redwoods continues to be popular with regular and occasional hirers from local community groups, individuals and a few private bookings. We continue to plan more improvements along with regular maintenance to keep this both attractive and cost effective for activities and meetings.

Many of our groups and organisations from previous years are continuing to use the facilities, such as Home-Start, Oddfellows Gipping Branch, Enigma, Stowmarket WI, Stowmarket Operatic & Dramatic Society, Gipping Valley LETS, West Suffolk Sight, Stowmarket U3A, Norfolk & Suffolk NHS Trust, Stowmarket Bee Keepers, Stowmarket Strummers and we are pleased to have Suffolk Axis for two days per week. We are grateful for their continued support and commitment to Red Gables.

## **Mid Suffolk Voluntary Organisations Forum**

### **Company Limited by Guarantee**

#### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2020**

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##### **Objectives and activities *(continued)***

##### **Red Gables Trustees**

Lawrence Reekie took over as permanent Chair this year which was well received by all trustees, but they were sad to see the departure of Stuart Weston in the autumn due to continued ill health. Stuart had generously agreed to stay on and help as treasurer while a replacement could be found and all were grateful for this continued help.

The Trustees keep on giving great support to myself and the staff and volunteers in running the facilities and projects at Red Gables. Several of them lead some of our outreach and well-being projects, thus enabling the staff to focus on other matters.

The retirement of Martyn Burnside as manager in December 2019 is a great loss to the charity and I would like to thank him for all the work he has done over the past 7 years and his support and guidance he gave me in my role as assistant manager previously.

I would also like to thank all of the Trustees for their continued support over this year in helping Red Gables to thrive and know that they will continue to support and steer the charity as the pandemic brings great uncertainty. The needs of local people for Wellbeing projects and community support are likely to grow and Red Gables trustees and staff will respond to these needs.

Robert Horn

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2020**

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##### **Objectives and activities *(continued)***

##### **Objectives and Activities**

Aims of the Charity (Extract from the Memorandum of Association)

To promote for the public benefit the urban and rural regeneration in areas of social and economic deprivation and in particular Mid Suffolk District and the County of Suffolk.

To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To promote and improve the effectiveness of charities which operate in whole or in part in Mid Suffolk in direct pursuit of their objectives by the provision of advice, training and information on efficient and professional management of resources

To promote such other purposes as are charitable according to the laws of England and Wales for the benefit of the public as may from time to time be determined.

##### **Main Activities of the Forum**

Promoting and improving the effectiveness of voluntary organisations working in the Mid Suffolk area by the provision of advice, training, practical support and information. Managing the Red Gables Resource Centre which provides permanent office accommodation for voluntary groups as well as facilities for hire such as the Redwoods Centre.

##### **Public Benefit**

The Board of Trustees are aware of their duty to ensure the activities of Mid Suffolk Voluntary Organisations Forum pursue its charitable objectives and that such activities are for the purposes of public benefit. Reviews by the Chairman and the Red Gables Manager is included in the Annual Report. The information sets out how the public benefit of Red Gables was delivered in the Mid Suffolk area during the past 12 months.

##### **Achievements and performance**

The charity's activities for the year are reported in the Red Gables Manager's Report within these accounts.

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2020**

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##### **Financial review**

Unrestricted income for the year has decreased by £3,955 to £89,720 (2019: £93,675) this is mainly due to a decrease in rental income but this was offset by an increase in grants and donations and a reduction in unrestricted expenditure which has decreased by £2,691 to £97,155 (2019: £99,846). This brings the unrestricted funds to £25,481 (2019: £34,151) as at the year end date, with total reserves amounting to £476,853 (2019: £484,079).

##### **Reserves Policy**

The Charity's reserves policy is to hold six months unrestricted expenditure as free reserves which would amount to £48,578 (2019: £49,923) based on current expenditure levels. The policy is set to hold enough free reserves to enable the Charity to fulfil statutory and legal obligations and to provide a contingency fund to meet unforeseen falls in income or increases in expenditure.

In setting the reserves policy the Trustees have considered the benefits and security of its ownership of the Red Gables property, which allows the Trustees to properly manage the charity's finances with consistency against unforeseen expense fluctuations in future years.

The Charity's actual free reserves amounted to £25,481 as at the year end (2019: £34,151). The Trustees will endeavour to make up the small deficit over the coming years with the shortfall monitored and reviewed annually.

##### **Plans for future periods**

The charity's plans for the future are to promote and undertake its aims and objectives as outlined in the Trustees Report. The Trustees have taken into account and adjusted for the impact of Covid-19 on the delivery of its projects in line with the objectives, tenants and the wider community including those who rely on Red Gables and our work throughout the year

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2020**

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#### **Structure, governance and management**

##### **Organisational and Decision-Making Structure**

The Mid Suffolk Voluntary Organisations Forum is a registered charity and a company limited by guarantee. A Board of Trustees is responsible for managing the business of the Forum and there are six scheduled meetings of the Board each year.

##### **Appointment or Election of Trustees**

Trustees are appointed by the Annual General Meeting or by resolution of the Board of Trustees. The number of Trustees shall not be less than three and the total number is not subject to any maximum unless otherwise determined.

New Trustees will communicate with the Charity and its existing Trustees prior to becoming a member, during which time the individual will obtain an understanding of the objectives and operations of the Charity and the individual's expected role.

##### **Membership of the Forum**

Membership is open to any voluntary organisation or community group that has a charitable purpose, or is a registered Charity, and operates wholly or partly in the Mid Suffolk area. Membership is also open to individuals and groups that can demonstrate they have particular skills or interests that can assist the development of the voluntary sector.

##### **Main Restrictions set by Governing Document**

The governing documents of the Forum are the Articles of Association and the Memorandum of Association. The overriding restriction is that the income and property of the Forum shall only be used for achieving the aims of the Charity.

##### **Independent examiner reappointment**

A resolution to appoint L Thurston FCCA of Lovewell Blake LLP as independent examiner will be proposed at the next meeting.

##### **Small company provisions**

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

## **Mid Suffolk Voluntary Organisations Forum**

### **Company Limited by Guarantee**

#### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2020**

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The trustees' annual report was approved on 27<sup>th</sup> January 2021 and signed on behalf of the board of trustees by:

A handwritten signature in black ink that reads "Laurence Reekie". The signature is written in a cursive style with a large initial 'L'.

L Reekie (Chair)  
Trustee



# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Independent examiner's report to the trustees of Mid Suffolk Voluntary Organisations Forum

Year ended 31 March 2020

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I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 March 2020 which comprise the statement of financial activities (including income and expenditure account), balance sheet and the related notes.

#### Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

 28/1/21

L Thurston FCCA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Statement of financial activities (including income and expenditure account)

Year ended 31 March 2020

		Unrestricted funds £	2020 Restricted funds £	Total funds £	2019 Total funds £
	Note				
<b>Income and endowments</b>					
Grants and donations	5	70	26,658	26,728	23,438
Charitable activities	6	88,584	1,042	89,626	91,834
Other trading activities		1,066	–	1,066	580
<b>Total income</b>		<u>89,720</u>	<u>27,700</u>	<u>117,420</u>	<u>115,852</u>
<b>Expenditure</b>					
Charitable activities	7	97,155	27,491	124,646	124,370
<b>Total expenditure</b>		<u>97,155</u>	<u>27,491</u>	<u>124,646</u>	<u>124,370</u>
<b>Net expenditure before transfer of funds</b>		(7,435)	209	(7,226)	(8,518)
Transfers between funds		(1,235)	1,235	–	–
<b>Net movement in funds</b>		<u>(8,670)</u>	<u>1,444</u>	<u>(7,226)</u>	<u>(8,518)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		34,151	449,928	484,079	492,597
<b>Total funds carried forward</b>		<u>25,481</u>	<u>451,372</u>	<u>476,853</u>	<u>484,079</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 18 to 29 form part of these financial statements.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Balance sheet

31 March 2020

	Note	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible fixed assets	11		442,054		457,235
<b>Current assets</b>					
Debtors	12	4,749		6,497	
Cash at bank and in hand		41,174		27,244	
		<u>45,923</u>		<u>33,741</u>	
<b>Creditors: Amounts falling due within one year</b>	13	<u>(11,124)</u>		<u>(6,897)</u>	
<b>Net current assets</b>			34,799		26,844
<b>Total assets less current liabilities</b>			476,853		484,079
<b>Net assets</b>			<u>476,853</u>		<u>484,079</u>
<b>Funds of the charity</b>					
Restricted funds			451,372		449,928
Unrestricted funds			25,481		34,151
<b>Total charity funds</b>	16		<u>476,853</u>		<u>484,079</u>

For the year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 27<sup>th</sup> January 2021 and are signed on behalf of the board by:



L Reekie (Chair)  
Trustee

Company registration number: 03666606

The notes on pages 18 to 29 form part of these financial statements.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements

Year ended 31 March 2020

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#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Red Gables, Ipswich Road, Stowmarket, Suffolk, IP14 1BE.

#### 2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### Going concern

The accounts have been prepared on the ongoing concern basis and the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected income and expenditure for the next 12 months from authorising these financial statement. The budgeted income and expenditure is sufficient with the level of reserves for the Charity to be able to continue as a going concern.

Trustees have taken into account the impact of Covid-19 when assessing going concern

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

##### Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2020

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#### 3. Accounting policies *(continued)*

##### Income *(continued)*

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### Depreciation

The Freehold property is being written off over 50 years and included improvements depreciated as noted below. Land is not depreciated.

Freehold property	-	2%, 4%, 10% and 33% straight line.
improvements		
Fixtures and fittings	-	10% straight line
Equipment	-	25% straight line

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2020

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#### 3. Accounting policies *(continued)*

##### **Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

##### **Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### **Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

#### 4. Limited by guarantee

The company is limited by guarantee and does not have a share capital. Every member of the company undertakes to contribute to the assets of the company if it is wound up during the time that he or she is a member, or within one year afterwards, for payment of the debts and liabilities of the company contracted before the time at which he or she ceases to be a member and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributors among themselves such amount as may be required not exceeding £1.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2020

#### 5. Grants and donations

##### Year ended 31 March 2020

	Unrestricted funds £	Restricted funds £	Total Funds 2020 £
<b>Grants and donations</b>			
The National Lottery Community Fund	–	9,999	9,990
Suffolk Community Foundation	–	6,346	6,346
Stowmarket Town Council	–	3,400	3,400
Tesco	–	3,000	3,000
Oddfellows	–	2,400	2,400
Stowmarket Lions	–	100	100
Stowmarket Rotary Club	–	250	250
Other grants and donations	70	1,163	1,233
	<u>70</u>	<u>26,658</u>	<u>26,719</u>

##### Year ended 31 March 2019

	Unrestricted funds £	Restricted funds £	Total Funds 2019 £
<b>Grants and donations</b>			
Big Lottery	–	9,998	9,998
Tesco	–	2,000	2,000
Alfred Williams Charitable Trust	–	2,000	2,000
Suffolk Community Foundation	–	2,000	2,000
Pargiter Trust	–	1,968	1,968
Stowmarket Town Council	–	1,000	1,000
Suffolk County Council	–	911	911
Mid Suffolk District Council	–	500	500
East of England Co-op	–	500	500
Geoffrey Burton Trust	–	500	500
Stowmarket Lions	250	200	450
Enterprise Heritage Raingate	–	350	350
Stowmarket Rotary Club	–	250	250
Other grants and donations	1,011	–	1,011
	<u>1,261</u>	<u>22,177</u>	<u>23,438</u>

#### 6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Rents and service charges	86,785	1,042	87,827
Other income	1,799	–	1,799
	<u>88,584</u>	<u>1,042</u>	<u>89,626</u>

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2020

#### 6. Charitable activities *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Rents and service charges	91,263	—	91,263
Other income	571	—	571
	<u>91,834</u>	<u>—</u>	<u>91,834</u>

#### 7. Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Staff costs	56,991	—	56,991
Office costs	8,543	—	8,543
Property costs	21,461	—	21,461
Project and service costs	2,720	17,577	20,297
Depreciation	5,267	9,914	15,181
Support costs	2,173	—	2,173
	<u>97,155</u>	<u>27,491</u>	<u>124,646</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Staff costs	57,550	—	57,550
Office costs	7,700	—	7,700
Property costs	18,287	905	19,192
Project and service costs	12,381	10,180	22,561
Depreciation	1,431	13,439	14,870
Support costs	2,497	—	2,497
	<u>99,846</u>	<u>24,524</u>	<u>124,370</u>

#### Analysis of support costs

As at 31 March 2020

Independent examiners fees	2,160	2,160
Legal and professional fees	13	13
	<u>2,173</u>	<u>2,173</u>

As at 31 March 2019

Independent examiners fees	2,200	2,200
Legal and professional fees	13	13
AGM and Trustees costs	284	284
	<u>2,497</u>	<u>2,497</u>



# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2020

#### 8. Net expenditure

Net expenditure is stated after charging/(crediting):

	2020 £	2019 £
Depreciation of tangible fixed assets	15,181	14,870

#### 9. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020 £	2019 £
Wages and salaries	55,084	55,935
Employer contributions to pension plans	1,907	1,615
	56,991	57,550

The average head count of employees during the year was 5 (2019: 5).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

#### 10. Trustee remuneration and expenses

The key management personnel of the charity comprise the trustees and the Forum manager. The trustees neither received nor waived any remuneration during the year (2019: £Nil). The total amount of employee benefits (including employer pension contributions) received by senior management for their services to the charity was £15,654 (2019: £19,041).

#### 11. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>				
At 1 April 2019 and 31 March 2020	584,171	51,119	22,887	658,177
<b>Depreciation</b>				
At 1 April 2019	139,346	41,687	19,909	200,942
Charge for the year	12,905	1,190	1,086	15,181
At 31 March 2020	152,251	42,877	20,995	216,123
<b>Carrying amount</b>				
At 31 March 2020	431,920	8,242	1,892	442,054
At 31 March 2019	444,825	9,432	2,978	457,235

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2020

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#### 12. Debtors

	2020	2019
	£	£
Trade debtors	3,134	3,460
Prepayments and accrued income	1,239	1,037
Other debtors	376	2,000
	<u>4,749</u>	<u>6,497</u>

#### 13. Creditors: Amounts falling due within one year

	2020	2019
	£	£
Trade creditors	521	1,632
Accruals and deferred income	10,312	3,460
Other creditors	291	1,805
	<u>11,124</u>	<u>6,897</u>

#### 14. Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,907 (2019: £1,615).

#### 15. Deferred income

	2020	2019
	£	£
Amount deferred in year	<u>6,705</u>	<u>—</u>

Deferred income represents amounts received in relation to services actioned after the year end date and are released in the year to which they relate.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2020

#### 16. Analysis of charitable funds

##### Unrestricted Funds

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Unrestricted Funds	<u>34,151</u>	<u>89,720</u>	<u>(97,155)</u>	<u>(1,235)</u>	<u>25,481</u>

##### Restricted funds

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Community Fund	275,678	–	(5,424)	–	270,254
Old Library Extension	114,631	–	(2,726)	–	111,905
Improvements to Redwoods	9,998	400	(4,492)	–	5,906
Garden Project	61	1,274	(2,158)	823	–
Arboretum Project	90	–	–	–	90
Better Balance Classes	–	1,542	(1,200)	–	342
Volunteer Project	869	1,140	(1,552)	–	457
Window Replacement	8,931	9,999	(779)	–	18,151
Car Park Resurfacing	29,881	–	–	–	29,881
Range Cooker	1,467	–	(206)	–	1,261
Drought Garden	1,159	–	–	–	1,159
Cake, Cancer and Coffee	1,528	250	(699)	–	1,079
Gardens Club Tools	54	–	–	–	54
Parquet Flooring	1,810	–	(324)	–	1,486
Alive 'n' Singing	1,211	601	(1,448)	–	364
Fire Prevention Work	401	–	–	–	401
Redwoods Table and Chairs	1,659	–	(454)	–	1,205
Tool Shed Replacement	500	–	–	–	500
Dementia Music Cafe	–	248	(660)	412	–
Healthy Eating	–	2,000	(377)	–	1,623
Sensory Ark Project	–	4,600	(94)	–	4,506
Lunch Club	–	5,646	(4,898)	–	748
	<u>449,928</u>	<u>27,700</u>	<u>(27,491)</u>	<u>1,235</u>	<u>451,372</u>

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2020

##### Unrestricted Funds

	At 1 April 2018	Income	Expenditure	Transfers	At 31 March 2019
	£	£	£	£	£
Unrestricted Funds	<u>40,322</u>	<u>93,675</u>	<u>(99,846)</u>	<u>—</u>	<u>34,151</u>

##### Restricted Funds

	At 1 April 2018	Income	Expenditure	Transfers	At 31 March 2019
	£	£	£	£	£
Community Fund	281,102	—	(5,424)	—	275,678
Old Library Extension	117,357	—	(2,726)	—	114,631
Improvements to					
Redwoods	—	9,998	—	—	9,998
Garden Project	1,879	350	(2,168)	—	61
Arboretum Project	808	2,000	(2,718)	—	90
Better Balance Classes	231	—	(231)	—	—
Volunteer Project	1,142	1,000	(1,273)	—	869
Window Replacement	9,515	—	(584)	—	8,931
Car Park Resurfacing	33,788	—	(3,907)	—	29,881
Range Cooker	1,673	—	(206)	—	1,467
Drought Garden	2,689	—	(1,530)	—	1,159
Cake, Cancer and Coffee	1,690	950	(1,112)	—	1,528
Gardens Club Tools	200	—	(146)	—	54
Cake & Craft Club	19	—	(19)	—	—
Musical instruments	182	—	(182)	—	—
Office Computer	—	500	(500)	—	—
Parquet Flooring	—	2,000	(190)	—	1,810
Alive 'n' Singing	—	1,968	(757)	—	1,211
Fire Prevention Work	—	911	(510)	—	401
Redwoods Table and					
Chairs	—	2,000	(341)	—	1,659
Tool Shed Replacement	—	500	—	—	500
	<u>452,275</u>	<u>22,177</u>	<u>(24,524)</u>	<u>—</u>	<u>449,928</u>

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

Year ended 31 March 2020

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**Community Fund:** Funding from the Community Fund for property improvements.

**Old Library Extension:** Income and expenditure relating to the Old Library extension.

**Garden Project:** Income and expenditure relating to the work on the grounds.

**Merit Garden Shed:** Income and expenditure relating to the garden storage shed.

**Arboretum Project:** Grant from Tesco's "Bags of Help" scheme to develop formal planting in the garden at Red Gables.

**Equipment for Redwoods:** Stowmarket Town Council grant towards new equipment.

**Better Balance Classes:** Funding from the Simpson Fund through Suffolk Community Foundation to provide exercise classes for older people through the Redwoods Lunch Club sessions.

**Volunteer Project:** Stowmarket Town Council funding to encourage people into volunteering with local charitable organisations.

**Window Replacement:** Funding from Suffolk County Council to improve the thermal efficiency of Red Gables, including insulation and secondary glazing.

**Car Park Resurfacing:** Funding from Viridor Credits Environmental Company and Mid Suffolk District Council for resurfacing the car park.

**Range cooker:** Funding from the Dulverton Trust for a new range cooker.

**Drought Garden:** Grant from Tesco's "Bags of Help" scheme for drought garden project.

**Cake, Cancer and Coffee:** Funding from Macmillan Cancer Support for complimentary therapy activities.

**Improvements to Redwoods:** Funding from The Big Lottery Awards For All to improve various items in the Redwoods Centre, including flooring, furniture and lighting.

**Parquet Flooring:** The Refurbishment of the flooring in the Redwoods Hall, funded by the Alfred Williams Trust and Awards For All.

**Alive 'n' Singing:** A singing group for wellbeing & enjoyment for anybody living with or affected by neurological conditions, funded Suffolk Community Foundations Pargiter Fund.

**Fire Prevention Work:** Suffolk County Councillor Nick Gowrley's Locality Funding funded various fire safety improvements in Red Gables.

**Redwoods Table and Chairs:** Suffolk Community Foundation's Joy Abbott Fund and Awards for All funded the replacement of furniture in Redwoods.

**Tool Shed Replacement:** The Geoffrey Burton Trust funded this to replace the old garden storage shed with a container.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2020

**Dementia Music Café:** Originally funded by Mid Suffolk District Council and Stowmarket Dementia Action Alliance as well as contributions from those attending each week.

**Healthy Eating:** Tesco's Bags of Help funded this to encourage the growing of fresh vegetables all year round in raised beds.

**Sensory Ark Project:** The Sapphire fund administered by Suffolk Community Foundation has funded this project to deliver a mixture of Art outreach therapy sessions both onsite and out in the community.

**Lunch Club:** Supported by Stowmarket Town Council and Oddfellows to cover room hire and staff time, while keeping the costs to members as low as possible.

#### 17. Analysis of net assets between funds

As at 31 March 2020

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	4,668	437,386	442,054
Net current assets	20,813	13,986	34,799
<b>Net assets</b>	<b>25,481</b>	<b>451,372</b>	<b>476,853</b>

As at 31 March 2019

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	9,935	447,300	457,235
Net current assets	24,216	2,628	26,844
<b>Net assets</b>	<b>34,151</b>	<b>449,928</b>	<b>484,079</b>

#### 18. Funds received as agent or held as custodian trustee

During the year, Mid Suffolk Voluntary Organisations Forum, administered funds for the VASP project, on behalf of Mid Suffolk District Council. Total funds received during the year amounted to £1,512 (2019: £69) with a further £113 (2019: £405) expended. At the balance sheet date a balance of £319 (2018: £1,306) was included within "custodian funds" in debtors.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2020

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#### 19. Financial instruments

	2020	2019
The carrying amount of financial instruments at 31 March 2020 were:	£	£
Financial assets measured at amortised cost:		
Trade debtors	3,134	3,460
Other debtors	376	2,000
Cash at bank and in hand	27,244	27,244
	<u>30,754</u>	<u>32,704</u>
Financial liabilities measured at amortised cost:		
Trade creditors	(521)	(1,632)
Other creditors	(291)	(499)
Accruals	(3,607)	(3,460)
	<u>(4,419)</u>	<u>(5,591)</u>

#### 20. Related parties

There have been no related party transactions in this or the previous reporting year.