



## Trustees' Annual Report for the period

From: 1<sup>st</sup> October 2019 to 30<sup>th</sup> September 2020

Charity name: Suffolk Archives Foundation (SAF)

Charity registration number: 1170463

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The advancement of education for the public benefit by means of grants, human resources, educational services, advocacy and advice to promote, maintain and improve the archive service in Suffolk.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>To undertake a wide range of activities to assure the preservation, accessibility and recovery of Suffolk's nationally and internationally significant archives.</p> <p>The CIO initially focused on providing grants to support the building and equipping of a new archive and heritage centre in Ipswich. This facility, is called 'The Hold' has been built through a partnership between the Suffolk County Council and the University of Suffolk. Although the CIO will be independent of both Suffolk County Council and The University of Suffolk, close liaison with the project is planned; however, the CIO will not undertake any activities in the furtherance of the running of these businesses.</p> <p>Initial fundraising for this project was begun by The Friends of Suffolk Record Office. The new CIO will now take the major role in fundraising for 'The Hold' and future significant projects of its type deemed necessary to support the archive service, beginning with the transfer of funds raised to date. This will allow The Friends of Suffolk Record Office to focus on their main objects; that being the purchase of at risk archives relevant to the county. The formation of the CIO is not intended to exclude the Friends of Suffolk Record Office or any other local history charity fundraising for the archive service.</p> <p>It is anticipated that the CIO is supporting future projects of this nature which aim to improve the facilities and services of all branches of the Suffolk Archive Service.</p> <p>The CIO is being run by trustees with a broad range of experience in both fundraising and the archive sector, and benefits from advice of the qualified professionals employed by Suffolk County Council on 'The Hold' project.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Supporting grant applications led by Suffolk County Council, collaborating with FoSRO 'John Blatchly Local Studies Library' campaign' and preparing for 2019 fund-raising activity.

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£3.326 funds raised. Nothing spent.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Grants will be made periodically to Suffolk County Council to support the delivery of the Hold following any successful fund raising activity. Reserves of £5k will be retained to ensure funds available for fund raising activity.
Amount of reserves held	Para 1.22	£35,003
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Apart from the first charity trustees, every appointed trustee will be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>In selecting individuals for appointment as appointed charity trustees, the charity trustees will have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>

## Reference and Administrative details

Charity name	Suffolk Archives Foundation
Other name the charity uses	
Registered charity number	1170463
Charity's principal address	<p>15 Elsmere Road Ipswich IP1 3SZ</p>

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter Gray	Chair		SAF
2	Paul Lopez	Treasurer		SAF
3	Jane Riley			SAF
4	David Davies			SAF
5				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		
None		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
None		

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Declarations**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Paul Lopez	
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	
<b>Date</b>	Draft	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Suffolk Archives Foundation 1170462

## Receipts and payments accounts

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For the period from 01/10/2019 To 30/09/2020

### 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 £
<b>A1 Receipts</b>					
	3	4,410	-	4,413	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	3	4,410	-	4,413	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	3	4,410	-	4,413	-
<b>A3 Payments</b>					
Domain costs		67	-	67	-
MYM Design costs		160	-	160	-
MYM Binding costs		500	-	500	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	727	-	727	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	-	727	-	727	-
<b>Net of receipts/(payments)</b>	3	3,683	-	3,686	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	12	34,971	-	34,983	-
<b>Cash funds this year end</b>	15	38,654	-	38,669	-

## 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 £
<b>B1 Cash funds</b>	Barclays bank plc	15	38,653	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	15	38,653	-
	(agree balances with receipts and payments account(s))	OK	Agreement Error	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	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
		Peter Gray	Paul Lopez	04/03/2021