

FOREVER ACTIVE FORUM LTD

ANNUAL REPORT AND ACCOUNTS for the period ending 31 August 2016

Chair:

Dr Penny Granger

Bank:

Natwest
[address]

**Forever Active Forum Ltd is a company
limited by guarantee (number 08077735)
and a registered charity (number 1159692)**

Registered office

PO BOX 974,
Histon,
Cambridge,
CB24 9XG

Directors and Trustees

During the period under review, the following served as directors and trustees:

Penny Granger	(Chair)
Simon Hanna	
Anne Johnson	
Diane Johnston	(Secretary)
David McClean	(from 19 November 2015)
Sue Morley	(Treasurer)
Helen Robbins	(Vice Chair)
Mark Robbins	(Finance Director)
David Watkinson	

Objects and structure

Forever Active's charitable objects are to preserve and protect the good health of people over 50 in the City of Cambridge and the County of Cambridgeshire by:

- (1) providing a broad range of exercise, physical activities and sporting opportunities for residents of the City of Cambridge and the County of Cambridgeshire aged 50 years or more;
- (2) making such provision for such persons who have long term medical conditions or are vulnerable adults;
- (3) co-operating with other bodies in developing such provision;
- (4) providing training for participants in such activities and persons acting as leaders or instructors in relation to such activities; and
- (5) contributing to the education of the general public as to the benefits of life-long physical exercise.

Forever Active was originally set up by Cambridge City Council in 2006 to provide evidence based exercise sessions for the 50+ age group and those returning to a more active lifestyle. In 2012 it became an independent organisation as a company limited by guarantee. At the end of 2014 it achieved charity status.

Forever Active has a Board of Directors; the directors are also trustees of the registered charity. All the Board members are volunteers and receive no fees for their work. When it first became an independent organisation, the Board continued its established pattern of monthly meetings. It now meets quarterly, with a Management Group (currently comprising four Board members plus the Development Officer) meeting monthly between Board meetings. There are also ad hoc task force groups dealing with specific matters.

Forever Active has no employees. It engages qualified instructors who receive fees for each class they take. It has also engaged a part time database officer to support the day to day operations of the organisation's online database system. The database is an integral part of the business in terms of class management, monitoring and evaluation.

The year in review

Forever Active was delighted to receive a three year grant from Cambridgeshire County Council Social Services to develop Forever Active across the county. As a result of this grant, a development officer has been engaged to fulfil the specifications of the grant. This appointment has been a great boost for the development of the organisation. Development work has already started and by the end of the year there will be classes and activity set up in South Cambridgeshire, East Cambridgeshire and Fenland.

Forever Active within Cambridge City this year has continued to be a success. Increasing class numbers has been a focus and will continue to be in 2017, with the aim of ensuring that all classes are self sustainable.

Forever Active received a grant this year from Cambridge City Council to subsidise certain falls prevention classes as well as to develop three new all in one mobility classes in the City. One has already started in Barnwell and the other two will be set up later in 2016.

The grants form the restricted funds in the accounts.

Forever Active has engaged an Instructor Liaison officer with a remit to coordinate, mentor and support the Forever Active instructors.

During the period under review, there were 15,565 individual class attendances. At the end of August 2016, Forever Active had 676 members, 90 males and 586 females. Forever Active will continue to trial targeted sessions to try to encourage more male members. Of those members who recorded their ages, 13 were under 50, 43 in their 50s, 222 in their 60s, 225 in their 70s, 102 in their 80s and 26 were over 90. The vast majority of participants have muscular skeletal conditions as well as high blood pressure. Forever Active classes are tailored to help with conditions such as these. The statistics also show an increased number of males with coronary heart disease accessing Forever Active classes.

Forever Active is a unique organisation in Cambridgeshire, focusing on providing evidence based exercises for the 50+ age group. This is what separates Forever Active from the other exercise providers in the area. In a survey participants were asked what encourages them to attend Forever Active sessions rather than sessions at other centres in the City. 72% said it was because of the specialism offered by Forever Active for 50+ exercise provision. On a rating scale of poor, average or good) 95% of all respondents stated that they felt the facility, instructor, effectiveness of the classes and cost all to be 'good'. The satisfaction of members is of high importance and leads the Board to continue to strive for more successful operations across the organisation.

Planned developments for 2016/17

The development of Forever Active into South Cambridgeshire, East Cambridgeshire and Fenland will be a key focus for the coming next year. We plan further development of the website and database to cater for online bookings and payment, a focus on supporting and mentoring instructors, offering training and CPD training opportunities where required; to develop a corporate package for day centres and residential homes wanting to access Forever Active classes, and to continue to work on improving the marketing and publicity of Forever Active drawing on the results of the survey of members' preferences.

FOREVER ACTIVE FORUM LTD
Accounts for the year ended 31 August 2016
Income & Expenditure Accounts

	Unrestricted Funds £	Restricted Funds £	Total 2015/2016 £	Total 2014/2015 £	Total 2013/2014 £	Total 2012/13 £
Receipts						
Fundraising & Class Income	45,486	-	45,486	39,639	39,614	50,642
Membership income	8,025	-	8,025	8,865	7,315	8,726
Grant Income	-	37,250	37,250	5,450	6,000	8,000
Equipment Sales	-	-	-	224	218	3,646
Sponsorship	-	-	-	-	1,053	-
Donations	-	-	-	11	-	-
Sub total	53,511	37,250	90,761	54,189	54,200	71,014
Asset & Investment sales	-	-	-	-	-	-
Total Income	53,511	37,250	90,761	54,189	54,200	71,014
Payments						
Instructors Fees	30,598	1,470	32,068	32,989	32,653	45,788
Hall Hire	13,078	774	13,852	14,364	11,684	10,532
Silver Cycle Ride	-	-	-	-	600	-
Marketing & Website	2,138	-	2,138	3,127	1,785	12,809
Administration	5,721	-	5,721	5,440	4,429	-
Printing Postage & Stationery	2,799	-	2,799	2,834	914	3,436
Training	-	-	-	540	150	811
Telephone	263	-	263	195	219	-
Computer	39	-	39	143	341	-
Insurance	540	-	540	530	495	670
Meetings	37	-	37	-	514	-
Equipment	155	-	155	245	326	128
Accountancy	150	-	150	1,351	1,321	1,080
Miscellaneous Expenses	138	-	138	808	185	382
Sub Total	55,656	2,244	57,900	62,565	55,616	75,636
Asset & Investment Purchases	-	-	-	-	-	-
Total Expenditure	55,656	2,244	57,900	62,565	55,616	75,636
Net surplus / (loss)	(2,145)	35,006	32,861	(8,376)	(1,415)	(4,622)
Transfers between funds	-	-	-	-	-	-
Cash funds last year end	32,442	-	32,442	40,818	42,233	46,855
Cash funds this year end	30,298	35,006	65,303	32,442	40,818	42,233
Statement of assets & liabilities						
	Unrestricted Funds £	Restricted Funds £		Total 2014/15 £	Total 2013/2014 £	Total 2012/2013 £
Cash funds						
Natwest Bank	30,298	35,006	65,303	32,442	40,818	42,233

For the Board,

Penny Granger

Mark Robbins

17 November 2016



Independent examiner's report on the accounts

Section A: Independent examiner's report

**Report to the trustees/
members of**

Charity Name

FOREVER ACTIVE FORUM LIMITED

**On accounts for the
year ended**

31 AUGUST 2016

**Charity no
(if any)**

1159682

Set out on pages

4

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Section A: Independent examiner's report

(cont)

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention
(~~other than that disclosed below~~*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date: 2 JUNE 2017**Name:**

JAMES PRINCE

**Relevant professional
qualification(s) or body
(if any):**

CIMA

Address:

5 DEACONS LANE, ELY, CAMBS CB7 4PS