

# **FOREVER ACTIVE FORUM LTD**

## **ANNUAL REPORT AND ACCOUNTS for the period ending 31 August 2018**

**Chair:**

Dr Penny Granger

**Bank:**

Natwest  
56 St. Andrews Street,  
Cambridge,  
CB2 3DA

**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	<i>(Chair)</i>
Simon Hanna	
Anne Johnson	
Diane Johnston	<i>(Secretary)</i>
David McClean	
Sue Morley	<i>(Treasurer)</i>
Helen Robbins	<i>(until 7 December 2017)</i>
David Watkinson	<i>(Vice-Chair)</i>

## 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 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**

The basic facts: by the end of the year 726 people had become members of Forever Active compared to 702 the previous year with some 21 thousand attendees across our classes which was an increase of some 10% compared to the 19 thousand attendances in the previous 12 months. But while encouraging, these statistics are the tip of an iceberg of hard work, effort, and above all loyalty on the part of our members, instructors, partner organisations, the board of Director/Trustees and others on the Forever Active team. This was the second year of Forever Active's expansion into wider Cambridgeshire.

There are now a number of well-established classes -- mostly strength and balance - -in South Cambs and East Cambs, and several classes have also been launched in the more remote Fenland area. Nearly 20 classes were started in the county during the year and at present some 15 of these classes are still running. Our Development Officer funded by the County Council, Jane Jones, has brought tireless enthusiasm to the task of enabling more people to benefit from what Forever Active has to offer. The development of the "Stronger for Longer" campaign by Cambridgeshire County Council is driving class growth in the county and Forever Active are proud to have been selected as a very active partner in the campaign.

In Cambridge city, class attendance has been growing: some classes which reached the maximum number of participants (the limit tends to be size of venue) have been cloned so now two are offered back to back. At the other end of the scale, we agreed to work with the City Council on a new scheme to encourage more people living in target wards to come to our classes. Cambridge Co-ordinator Davina Mee, who also looks after the interests of instructors, has been active in trouble-shooting and nurturing where appropriate.

There is no substitute for personal involvement at the grass roots to help things to run smoothly. The Board of Forever Active had seven members at the end of the year, having had to accept, reluctantly, the resignation of Helen Robbins who set up Forever Active as an arm of the City Council a decade and a half ago. We were delighted when she agreed to sign up as a cover instructor, so some city classes may see her in action again. Other Board members have continued in their various roles. Without them the organisation simply could not exist. It may seem invidious to single anyone out, but Anne Johnson deserves special thanks for dealing with membership applications and renewals so efficiently, supported by Jenny Hayes who looks after the all-important database and website.

The annual accounts, included in this document, show a financial picture which may well look gloomy from the perspective of the bottom line. However, the size of the deficit is almost entirely the result of the irregular timing of the grant income that supports the development activity included in the accounts within the term 'administration'. As regards current activities, Forever Active is much closer to balancing its books. Class fees broadly cover hall hire and instructors' fees, while the membership fee, which is kept deliberately as low as possible, meets most of our (very modest) management costs. Inevitably there have been failures: classes not achieving a viable number of participants; instructors leaving and replacements not being available; problems in communication resulting in frustration all round. We were sorry when a long-standing partnership enabling us to offer golf sessions came to an end. Thanks are due to Bob Barnes for facilitating those sessions and generally supporting Forever Active over many years. and finally: all of us who are involved in Forever Active are proof of the many research projects that show how important it is to exercise regularly with other like-minded people. This is why we encourage everyone to keep up the good work and to bring their friends.

## **Looking ahead**

Forever Active is always anxious to expand the range of classes it offers, and to make access to them as easy as possible. This policy drives the development of Forever Active in new localities and one of the new initiatives is to work with residential homes in organising classes for their residents. we are delighted with the Stronger for Longer initiative being undertaken this year by Cambridgeshire County Council and the close cooperation that has developed as a result. Members may have seen that Forever Active was able to get television coverage as a result of this activity and we thank Davina Mee for representing our interests in those broadcasts.

The Forever Active Board recognises the need to secure continued funding for the successful work in county areas outside Cambridge city, now in its third year, and also to increase our general income. There are local and national bodies that make grants to charities such as Forever Active, and the Board is seeking to tap these sources. We encourage members to let us know of any funding opportunities they know about or to which they may have access. some of our members may be able to make an individual donation to Forever Active or to give a legacy towards its continued work. we have been reviewing our financial processes and are currently setting up a new system which should make this vital “back room” activity easier for the small group of volunteers who sustain it and also improve our service to members and instructors.

**FOREVER ACTIVE FORUM LTD**  
**Accounts for the year ended 31 August 2018**  
**Income and Expenditure**

	Unrestricted Funds £	Restricted Funds £	Total 2017/18 £	Total 2016/17 £	Total 2015/16 £	Total 2014/15 £
<b>Receipts</b>						
Fundraising & Class income	70,257		70,257	58,202	45,486	39,639
Membership income	10,755		10,755	10,350	8,025	8,865
Grant Income		2,500	2,500		37,250	5,450
Equipment/books	244		244	455		244
Donations						11
<b>Sub total</b>	<b>81,256</b>	<b>2,500</b>	<b>83,756</b>	<b>69,007</b>	<b>90,761</b>	<b>54,189</b>
<u>Asset &amp; investment sales</u>						
<b>Total Income</b>	<b>81,256</b>	<b>2,500</b>	<b>83,756</b>	<b>69,007</b>	<b>90,761</b>	<b>54,189</b>
<b>Payments</b>						
Instructors fees	43,198	5,941	49,139	41,241	32,068	32,989
Hall hire	18,075	4,545	22,620	19,338	13,852	14,364
Marketing	3,099		3,099	3,741	2,138	3,127
Administration	26,309		26,309	23,516	5,721	5,440
Print, postage & stationery	1,970		1,970	2,416	2,799	2,834
Training	300		300	150		540
Telephone	276		276	275	263	195
Computer	28		28	119	39	143
Insurance	600		600	550	540	530
Meetings				29	37	
Equipment	180		180	200	155	245
Accountancy	1,800		1,800	1,400	150	1,351
Miscellaneous expenses	85		85	240	138	808
<b>Sub total</b>	<b>95,919</b>	<b>10,486</b>	<b>106,405</b>	<b>93,216</b>	<b>57,900</b>	<b>62,565</b>
<u>Asset &amp; investment purchases</u>						
<b>Total Expenditure</b>	<b>95,919</b>	<b>10,486</b>	<b>106,405</b>	<b>93,216</b>	<b>57,900</b>	<b>62,565</b>
<b>Net surplus/(loss)</b>	<b>-14,663</b>	<b>-7,986</b>	<b>-22,649</b>	<b>-24,209</b>	<b>32,861</b>	<b>-8,376</b>
<u>Transfers between funds</u>						
<b>Cash funds last year end</b>	<b>33,107</b>	<b>7,986</b>	<b>41,093</b>	<b>65,303</b>	<b>32,442</b>	<b>40,818</b>
<b>Cash funds this year end</b>	<b>18,444</b>		<b>18,444</b>	<b>41,094</b>	<b>65,303</b>	<b>32,442</b>
<u>Statement of assets &amp; liabilities</u>						
	Unrestricted Funds £	Restricted Funds £	Total 2017/18 £	Total 2016/17 £	Total 2015/16 £	Total 2014/15 £
Cash funds						
<b>Natwest Bank</b>	<b>18,444</b>		<b>18,444</b>	<b>41,094</b>	<b>65,303</b>	<b>32,442</b>

For the Board,  
*Penny Granger*  
 17 November 2018

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For the Board,  
*Penny Granger*  
 17 November 2018



**Report to the trustees/  
members of**

FOREVER ACTIVE FORUM LIMITED

**On accounts for the year  
ended**

AUGUST 2018

**Charity no  
(if any)**

1159692

**Set out on pages**

3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/3028

**Responsibilities and  
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention ~~(other than that disclosed below\*)~~ in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

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

**Signed:**

**Date:**

17/04/2019

**Name:**

EDWARD PRINCE

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

CIMA (Chartered Institute of Management Accountants)

**Address:**

5 Leicester Close
Ely
Cambs CB6 3QR

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here details of any items that the examiner wishes to disclose.**

**FOREVER ACTIVE FORUM LTD**

**Accounts for the year ended 31 August 2018 Income & Expenditure Accounts**

	Unrestricted Funds	Restricted Funds	Total 2017/2018	Total 2016/2017	Total 2015/2016	Total 2014/2015
	£	£	£	£	£	£
<b>Receipts</b>						
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Grant Income	-	2,500	2,500	-	37,250	5,450
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Donations	-	-	-	-	-	11
Sub total	81,256	2,500	83,756	69,007	90,761	54,189
Asset & Investment sales						
<b>Total Income</b>	<b>81,256</b>	<b>2,500</b>	<b>83,756</b>	<b>69,007</b>	<b>90,761</b>	<b>54,189</b>
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Accountancy	1,800	-	1,800	1,400	150	1,351
Miscellaneous Expenses	85	-	85	240	138	808
Sub Total	95,919	10,486	106,405	93,216	57,900	62,565
Asset & Investment Purchases						
<b>Total Expenditure</b>	<b>95,919</b>	<b>10,486</b>	<b>106,405</b>	<b>93,216</b>	<b>57,900</b>	<b>62,565</b>
<b>Net surplus / (loss)</b>	<b>(14,663)</b>	<b>(7,986)</b>	<b>(22,649)</b>	<b>(24,209)</b>	<b>32,861</b>	<b>(8,376)</b>
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<b>Statement of assets &amp; liabilities</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2017/18</b>	<b>Total 2016/17</b>	<b>Total 2015/16</b>	<b>Total 2014/15</b>
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