

COMPANY REGISTRATION NUMBER: 05354844

CHARITY REGISTRATION NUMBER: 1110898

Suffolk Artlink
Company Limited by Guarantee
Unaudited financial statements
31 March 2022

Suffolk Artlink

Company Limited by Guarantee

Financial statements

Year ended 31 March 2022

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Trustees' annual report (incorporating the directors' report)

Year ended 31 March 2022

The trustees, 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 2022.

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.

Reference and administrative details

Registered charity name	Suffolk Artlink
Charity registration number	1110898
Company registration number	05354844
Principal office and registered office	Unit 14 Malt Store Annex The Cut, 8 New Cut Halesworth Suffolk IP19 8BY

The trustees

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

	K Axon M Baker-Woods S Bardwell S Burges J Draper J Dyball C Guy-Pearson (appointed 19/04/2021) M James A Whitney
Senior management	A Casey H Field A Winch
Bank	CAF Bank Cambridge & Counties Bank United Trust Bank Hampshire Trust Bank Redwood Bank
Independent examiner	L Thurston FCCA Lovewell Blake LLP Chartered accountants First Floor Suite 2 Hillside Business Park Bury St Edmunds IP32 7EA

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

Year ended 31 March 2022

Objectives and activities

The charity's objects are:

(a) to promote, maintain and advance the education of the public in the arts generally and the encouragement of the arts, by utilising all art forms, including painting, sculpture, printmaking, crafts, drama, music, literature, photography landscape art, public art and new media;

(b) to provide or assist in the provision of, in the interests of social welfare, facilities for recreation or other time occupation with the object of improving the conditions of life for the public at large and persons who have a particular need of such facilities by reason of youth, age, physical or mental disability, health or their social and economic circumstances.

About Suffolk Artlink

Suffolk Artlink is a participatory arts charity. We develop and deliver inclusive arts programmes that support peoples' health and wellbeing.

Our creative projects help people transform their lives through the arts by bringing skills, support networks, confidence and joy to communities in the East. We work in places including hospitals, hospices, residential homes, schools and community venues.

Our work is led by experienced arts practitioners, encompassing a rich variety of art forms, and is delivered in close partnership with care, education, voluntary and community organisations.

Public benefit

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on Public Benefit including, The Public Benefit Requirement (PB1), Running a Charity (PB2) and Reporting (PB3).

Co-Chairs' report

Suffolk Artlink's work over the last year has grown and developed as we continue to be an enormously valuable and appreciated feature of the participatory arts culture in the region. We have learnt much from our experiences during the pandemic to develop hybrid engagement which encourages significant amounts of flexibility and inclusivity.

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

Year ended 31 March 2022

Our reputation as experienced and knowledgeable practitioners meant that as well as new projects developing particularly where needs changed, funders have also maintained their vital support even where some projects took alternative directions. The continued unwavering financial input from all our supporters has been especially important to our participants over the last year. We are grateful that our work has been recognised and celebrated by our partners and communities including First Light Festival, Suffolk Open Studios, Suffolk County Council, Community Action Suffolk and Suffolk Libraries.

Finally, enormous thanks and admiration go to Hayley, Alex, and all the staff team who deliver the most impressive array of activity in what remains a challenging environment. Thanks also to participants, volunteers and the board of trustees who all play their part in ensuring the success of Suffolk Artlink.

Sarah Bardwell and Jeni Draper, Co-Chairs

Co-Directors' report

We are proud to share the work that has taken place over the last year. You will find lots of examples of creatively re-connecting, both through our projects and the resources developed and shared online and in sessions.

The breadth of our work has kept us very busy - from Brave Art's global theme of 'One World' to turning a macro lens to explore the soil in Wild About Kirkley, and looking at local collections of letters from Lowestoft as part of Special Delivery. Whilst continuing to adapt and deliver the mainstays of our programme, we have also responded to new needs as they have arisen, finding new ways of working with people - especially around place. From Eye and Halesworth, to Ipswich and Lowestoft, our artists have dug beds, foraged hedges, whispered poems and forged new currency to encourage shared experiences and new ways of exploring familiar places.

We are so pleased that the year has seen a slow return to face-to-face sessions, but we have also maintained hybrid ways of working and remain flexible to the changing situation. Our amazing freelance artists, staff team and volunteers, have helped develop safe and imaginative spaces for people to re-establish their confidence and stretch their creative potential. It is wonderful to be ending the year by making plans for our first face-to-face intergenerational tea party to celebrate new friendships between school children and care home residents.

We would like to say a huge thank you to everyone for their hard work. As always, we are inspired by the talent, creativity and energy shown by our staff, artists, volunteers and participants. We are delighted new funding from Youth Music's Recharge Fund will support us to focus on our own wellbeing and resilience and continue to build on lessons learnt into the future.

Alex Casey and Hayley Field, Co-Directors

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

Year ended 31 March 2022

Achievements and performance

Our Programme in Brief

Total participants	1,011
Number of face-to-face sessions	146
Number of online activities	102
Number of activities shared online, by phone and post	217
Audience reached	44,970
Volunteers supported	14

Around the Table

Social get-togethers for adult family carers exploring food, creativity and culture.

Around the Table offered adult family carers respite from their caring role and the opportunity to develop new support systems, build confidence and a new sense of passion and achievement through exploring food, creativity and culture.

During 2021/22 we offered a blend of online group sessions, postal activities and in person meet ups. Sessions took place at the Museum of Food in Stowmarket, The Deaf Centre in Bury St Edmunds and at the Kirkley Pantry in Lowestoft.

***"Good to meet new people and do something different and creative! Talked a lot and had a laugh!"
Alison, Family Carer***

Brave Art

Arts training courses across Suffolk for adults with learning disabilities.

Brave Art courses offer students the chance to explore a variety of art forms whilst developing creative and life skills. During COVID-19 the course was delivered online, offering live artist-led sessions, time to create together and wellbeing cafes, giving students opportunities to stay connected and creative.

Following over a year of reaching students remotely by phone, post and online, the course returned to face-to-face sessions in the Autumn. Working from three new venues in Bury St Edmunds, Ipswich and Lowestoft, the year-long course took the theme of One World, giving students the opportunity to explore landscapes, art and culture from around the world.

"It's nice not to be at home all the time. Today has given me the opportunity to communicate with everyone again!" Rosie, Brave Art Student

Libraries, Museums and Well-being

A partnership heritage, arts and mental health programme.

A partnership project between Suffolk County Council, Suffolk Libraries, Suffolk Museums and Suffolk Artlink to develop artist-led mental wellbeing courses using museum collections.

During the year project partners worked together to develop a pilot, with the aim of testing an approach that could be rolled out more widely in the future. A multidisciplinary team of six artists were recruited and took part in a BLOC lab (Building Libraries on Creativity) with Suffolk Libraries to develop their practice and work collaboratively. Artists have attended a series of Mental Health training sessions as part of their development in preparation for the courses. The artists have gone on to plan for the seven-week courses which will be delivered at Ipswich Transport Museum and The Food Museum in Stowmarket.

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

Year ended 31 March 2022

Celebrating Us

Place based artist residencies to address social isolation.

Sculptor Alice-Andrea Ewing, Dance Artist Laura McGill and Poet Dean Parkin worked in Eye, Ipswich and Halesworth; leading creative interventions with a focus on getting the community involved, creative and connected.

The artists worked with local people through community groups, libraries, and care homes to reduce isolation and increase wellbeing. From movement exercises to a community video poem and designing a new currency, people took part online, by phone, through activity packs and in face-to-face sessions.

"It's not loneliness, it's isolation - being cast adrift, no sound, no movement, dangling in nothing. These sorts of conversations make you feel connected again." Ann

Clown Round

Our Clown Doctors bring fun, laughter and distraction to children, young people and their families in hospitals and hospices across Suffolk, Norfolk and Essex.

Our team of Clown Doctors focus on supporting and empowering young patients and their families during what can be a challenging time, tailoring activities thoughtfully and sensitively, putting the individual at the heart of each interaction.

Since 2020 we have visited hospitals and hospices in person where possible. When restrictions were in place we created online resources and delivered online home and hospice visits to EACH Hospice's families over Zoom. Our team of Clown Doctors have continued to respond to the needs of the children they visit, whilst also adapting their ways of working to meet the current guidance from our healthcare partners.

"My daughter absolutely loved it. It's been the only thing to get her back onto her feet." Parent

Friend Around the Table

Offering family carers, and people living rurally, relaxed and enjoyable creative get-togethers exploring food, culture and nature.

Friends Around the Table utilises practices, learning and resources from 'Make, Do & Friends' and 'Around the Table', while developing new connections within Suffolk's rural community. Sessions are led by professional artists, chefs and food-led practitioners.

Series of regular sessions took place in Stowmarket, Woodbridge and remotely via Zoom, offering opportunities to meet new people, learn new skills and support people to improve their physical and mental wellbeing through inspiring activities. Along with providing initial sessions, groups have been supported to continue to meet and to access resources to lead their own activities both together and at home.

"It is a constant surprise how much difference it makes to your day - sharing time with other folk in a relaxed and open way. Thank you!" Participant

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

Year ended 31 March 2022

Imagining a Better World

A project to build connections and collaborations between artists living in Suffolk and Malawi.

A British Council funded project in collaboration with Unlimited, this was an amazing opportunity for two lead disabled artists from Brave Art to enter an online artistic dialogue with a lead artist and facilitator living in Malawi. The project involved sharing ideas and art forms encompassing the theme of Utopia. The artists drew on their cultural backgrounds to share music, dance, storytelling, costume and photography. These art forms provided a forum for self-expression and communication on a global platform. Imagining a Better World felt particularly relevant to our current situation and living through a global pandemic. The images and dialogue were shared via social media and with the Brave Art team and we have continued our relationship with our new friends in Malawi.

"We have made good friends and have learned about what is important to us and what makes us happy. We have so much in common but our differences enrich our lives and expand our horizons in a beautiful way - Harvey and me love looking at the photos and videos and reading comments with our Malawi friends. To share our thoughts, our art and our dreams as we work towards making utopia on earth" Harvey, Brave Artist and Mary (his Mother)

Kirkley Creates

A partnership between Suffolk Artlink, First Light Festival and Community Action Suffolk to explore a sense of place with local residents and connect with the festival.

Led by artist collaborative The Third Person we welcomed Kirkley residents to grow, eat and share through a series of inspiring, social and creative weekly sessions at Kirkley Pantry and the Kirkley Centre.

From foraging and cooking, to drawing and dance, we creatively explored the local area. Activities were led by artists, Carrie Phoenix and Kasia Posen, alongside guests including forager, Jon Tyler and dance theatre company Casson & Friends.

A dance piece devised in collaboration with participants was performed throughout the day at First Light's Longest Days of Summer event. Beautiful new planters were part of the performance before being planted with herbs and sited locally.

"It has given me a great start in growing my own things, meeting lovely people and learning a lot about our natural world." Pauline, participant

Let's Get Creative

A partnership led by Suffolk Libraries' to develop a new web directory, showcasing free and low-cost events and activities.

As part of our work we have developed new resources and activities, also working with Stradbroke Library to create a new community tapestry for their venue. Artists worked with a large intergenerational group of residents to plan and make the tapestry, which is a wonderful representation of their village. It proved to be a valued social outlet for the community, providing a chance to be creative together at weekly gatherings.

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Year ended 31 March 2022

"I thoroughly enjoyed the whole experience, especially learning new skills such as free motion embroidery. My favourite part will always be having the opportunity to connect with other people in our community and all the amazing folk from Suffolk Artlink." Nicola

Little Beats and Little Beats Progression

Improving wellbeing, child development and musical engagement amongst pre-school children in partnership with Suffolk Libraries.

Artists and librarians share their skills and experience to develop their personal practice and creativity to deliver musical activities within library music groups for pre-school children and their parents.

A programme of masterclasses and bespoke mentoring opportunities focussed on online delivery, confidence building and reaching new participants. New musical resources were created to support future sessions. The project was further developed in 2022 to engage with more library staff and support emerging music leaders, also offering outreach sessions to increase access to Suffolk Libraries' early years offer.

"Little Beats has refreshed and enthused us all. It's given us space for reflection, and rejuvenation." Sally Garwood, Suffolk Libraries Creative Programmes Coordinator

Special Delivery

Our intergenerational creative heritage project exploring the art of communication.

Inspired by letters held in the Suffolk Archives and county museums, and guided by a team of artists including theatre-makers, creative writers, visual and digital artists, Special Delivery has continued to bring different generations together to explore the art of communication. In 2021/22 we sent inspiring resources into primary schools, care homes and sheltered housing schemes, and delivered online and face to face sessions.

Working in Lowestoft and Halesworth, Special Delivery took participants on a journey from personal postcards to collective collages, connecting the two groups as they investigated historical approaches to letter-writing and shared correspondence of their own.

"These sessions are helping us learn more about each other - we may all live here, but we wouldn't hear these stories if we weren't in this room together now, doing this session together like this." Resident, Hildesley Court

"My local heritage seems much more important than I ever thought. Loads of things have changed and it's been super exciting to find out all (about) the things." Pupil, Pakefield Primary School

Wild About Kirkley

A project bringing the wellbeing benefits of being outdoors, a connection to nature and creating new social opportunities to Kirkley residents.

Inspired by the idea of sharing knowledge and learning and growing together as a community, we want to enjoy the benefits of being outdoors in good company.

Focused on developing Kirkley Pantry's new community garden, local people have grown, tasted, shared and discovered through a series of creative workshops, talks and walks. With the support of special guests, we created no-dig beds, designed willow structures for the garden and programmed fascinating talks and presentations exploring the local environment in new ways.

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

Year ended 31 March 2022

"Really informative and inspiring activity. I learnt so much and had a great time. Thank you for including more accessible options too so that everyone could take part! I can't wait for the next session!" Bryony, participant

ReStart

East Suffolk Council's restart grant, supported by the Collaborative Communities Board, provided funds for audio-visual equipment for groups to interact virtually and COVID -19 signage to support safer delivery of in real-life activity.

Website and virtual

Funding from Leslie Mary Carter Charitable Trust and East of England Co-op Community Cares Fund is enabling Suffolk Artlink to redevelop the charity's website and online content to improve our accessible virtual and online services and better communicate with our participants.

Financial review

In addition to trustees reviewing Suffolk Artlink's finances at every Board meeting Suffolk Artlink's finance subcommittee, trustees Mike James, Sara Bardwell, Kate Axon and Alice Whitney, meet regularly to review and discuss the charity's finances.

Suffolk Artlink's trustee treasurer Mike James, a Chartered Institute of Management Accountant, works with staff and trustees to support effective and appropriate management and oversight of Suffolk Artlink's finance. Mike supports trustees and staff to consider and plan for the longer-term strategic finance needs of the charity. Succession planning for trustee treasurer is a priority for the board in 2022 / 2023.

Reserves policy

The Trustees' policy is to maintain adequate reserves for the following purposes:

- To enable the charity to fulfil statutory and legal obligations
- To provide a contingency fund to meet unforeseen falls in income or increases in expenditure
- To allow for orderly wind up of the charity if required"

The charity's current unrestricted reserves policy is based on the Charity Commission guidance, "Charity reserves: building resilience (CC19)". The reserves policy reflects the charity's income risk profile; fixed salary costs and associated redundancy liability; and the extreme vulnerability of the charity's beneficiaries and the potential impact of a sudden and unplanned withdrawal of services on their health and well-being.

The Trustees' reserves policy is to maintain sufficient reserves to cover six months' unrestricted expenditure, closure costs and liabilities and includes an assumption that Full Cost Recovery would not be made to restricted funds in the final month of an orderly wind up of the charity. This policy is reviewed annually by the Board and a reserve target of £102,246 (2021: £103,416) was calculated on that basis.

At 31 March 2022 the charity's current unrestricted general reserves, net of tangible fixed assets, were £98,225 (2021: £87,969).

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

Year ended 31 March 2022

Structure, governance and management

Suffolk Artlink is a charitable company limited by guarantee incorporated on 7 February 2005 and registered as a charity on 16 August 2005. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

The Trustees of the company are also directors for the purposes of company law. Under the Memorandum and Articles of Association the Trustees are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. The Trustees of the charitable company during the year are as described on the reference and administration details page of these financial statements.

Risk management

The Trustees monitor the major risks to which the charity is exposed and have established systems and procedures to manage those risks.

The Board of Trustees follows the Charity Commission's guidance 'Charities and risk management (CC26)' in identifying and weighting risks and the trustees maintain an organisational risk assessment. The register is continually updated and reviewed.

Safeguarding for children and vulnerable adults is the Board's highest priority and our policies, procedures, vetting, training and risk assessment follow from our total commitment to providing safe and high-quality services.

Principal funding sources

The main sources of income for the charity are from grants from national organisations and local authorities. The majority of income is restricted.

The charities approach to investments is cautious with funds being held across different institutions in order to maximise cover under the Financial Service Compensation Scheme.

The charity does not hold any other investments in this or prior year.

Organisation structure

The Trustee Board comprises of nine members who meet quarterly and are responsible for the strategic direction and policy of the charity. The Trustees are from a variety of backgrounds relevant to the work of the charity.

The Board is supported by two Co-Directors, who lead and manage the organisation day-to-day and a General Manager who reports to the Board regarding the charity's finances and acts as Company Secretary.

Trustees are recruited through an open recruitment process and formal interview. The process includes an outline of the Trustees' roles and responsibilities.

New Trustees are provided with a Board pack including Memorandum & Articles of Association, last published accounts, current management accounts and budget, an organogram, Trustees' biographies and contact details, notes regarding major funders, corporate strategy, corporate risk assessment, The Essential Trustee and a list of additional resources. Training is provided as required for each Trustee and may include training for specialist roles such as the Trustee safeguarding lead.

Suffolk Artlink

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

Year ended 31 March 2022

Structure, governance and management *(continued)*

Pay and remuneration

The pay of the senior staff is reviewed annually by the Trustees and where relevant normally increased in accordance with average inflationary increases for similar roles, in the same sector, in the locality.

Related parties

The charities related party transactions are listed in the notes to these accounts, these are on normal commercial terms and are approved by the Trustees.

Independent examiner reappointment

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

Small company provisions

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

The trustees' annual report was approved on 18/07/2022 and signed on behalf of the board of trustees by:



S Bardwell
Trustee

Suffolk Artlink

Company Limited by Guarantee

Independent examiner's report to the trustees of Suffolk Artlink

Year ended 31 March 2022

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 March 2022 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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.

 17/8/22

L Thurston FCCA
Independent Examiner

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

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Statement of financial activities (including income and expenditure account)

Year ended 31 March 2022

		2022	2021		
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	84,502	339,953	424,455	345,124
Charitable activities		4,293	10,831	15,124	15,072
Investment income	6	2,074	—	2,074	3,211
Total income		<u>90,869</u>	<u>350,784</u>	<u>441,653</u>	<u>363,407</u>
Expenditure					
Charitable activities	7	93,977	335,124	429,101	386,102
Total expenditure		<u>93,977</u>	<u>335,124</u>	<u>429,101</u>	<u>386,102</u>
Net income/(expenditure) and net movement in funds		<u>(3,108)</u>	<u>15,660</u>	<u>12,552</u>	<u>(22,695)</u>
Reconciliation of funds					
Total funds brought forward		116,820	214,339	331,159	353,854
Total funds carried forward		<u>113,712</u>	<u>229,999</u>	<u>343,711</u>	<u>331,159</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 14 to 24 form part of these financial statements.

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Balance sheet

31 March 2022

	Note	2022 £	£	2021 £	£
Fixed assets					
Tangible fixed assets	11		276		554
Current assets					
Debtors	12	114,127		1,879	
Cash at bank and in hand		<u>328,181</u>		<u>366,625</u>	
		442,308		368,504	
Creditors: Amounts falling due within one year	13	<u>(98,873)</u>		<u>(37,899)</u>	
Net current assets			<u>343,435</u>		<u>330,605</u>
Total assets less current liabilities			<u>343,711</u>		<u>331,159</u>
Net assets			<u>343,711</u>		<u>331,159</u>
Funds of the charity					
Restricted funds			229,999		214,339
Unrestricted funds			<u>113,712</u>		<u>116,820</u>
Total charity funds	16		<u>343,711</u>		<u>331,159</u>

For the year ending 31 March 2022 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 18/07/22, and are signed on behalf of the board by:


S Bardwell
Trustee

Company registration number: 05354844

The notes on pages 14 to 24 form part of these financial statements.

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Notes to the financial statements

Year ended 31 March 2022

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 Unit 14, Malt Store Annex, The Cut, 8 New Cut, Halesworth, Suffolk, IP19 8BY.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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 (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

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 going 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 statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Income tax

The charity is exempt from corporation tax on its charitable activities.

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.

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Notes to the financial statements *(continued)*

Year ended 31 March 2022

3. Accounting policies *(continued)*

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:

- 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.

- legacy income is recognised when receipt is probable and entitlement is established.

- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- 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 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.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line 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.

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Notes to the financial statements *(continued)*

Year ended 31 March 2022

3. Accounting policies *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	-	15% straight line
Equipment	-	25% straight line

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as a basic financial instrument. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

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.

4. Limited by guarantee

The charitable company has no share capital but is limited by guarantee. The members under the memorandum and articles of association each undertake to contribute to the assets of the charitable company, in the event of it being wound up, with each members liability limited to £1.

Suffolk Artlink

Company Limited by Guarantee

Notes to the financial statements (continued)

Year ended 31 March 2022

5. Donations and legacies

Year ended 31 March 2022

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Grants			
Suffolk County Council	63,870	57,900	121,770
National Lottery Community Fund	–	102,875	102,875
Children in Need	–	49,122	49,122
Heritage Lottery Fund	–	39,560	39,560
Suffolk Community Foundation	–	31,264	31,264
Youth Music	–	27,570	27,570
Other grants and donations	12,723	13,377	26,100
Arts Council	3,859	18,285	22,144
Mid Suffolk District Council	2,550	–	2,550
Babergh District Council	1,500	–	1,500
	<u>84,502</u>	<u>339,953</u>	<u>424,455</u>

Year ended 31 March 2021

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Grants			
National Lottery Community Fund	–	101,840	101,840
Suffolk County Council	63,240	25,000	88,240
Arts Council	–	81,783	81,783
Youth Music	–	26,051	26,051
Children in Need	–	19,948	19,948
Other grants and donations	9,447	8,817	18,264
Suffolk Community Foundation	–	4,948	4,948
Mid Suffolk District Council	2,550	–	2,550
Babergh District Council	1,500	–	1,500
	<u>76,737</u>	<u>268,387</u>	<u>345,124</u>

6. Investment income

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Bank interest receivable	<u>2,074</u>	<u>2,074</u>	<u>3,211</u>	<u>3,211</u>

Suffolk Artlink

Company Limited by Guarantee

Notes to the financial statements (continued)

Year ended 31 March 2022

7. Expenditure on charitable activities

	Activities undertaken directly	Support costs	Total funds 2022	Total fund 2021
	£	£	£	£
Staff costs	243,700	2,788	246,488	252,603
Artist fees and materials	129,417	–	129,417	95,797
Transport, catering and venue hire	11,515	3,131	14,646	9,103
Marketing and public relations	216	11,457	11,673	5,653
Other project costs	2,574	–	2,574	1,250
Office costs	–	21,429	21,429	19,801
Depreciation	–	278	278	276
Independent examiner's fees	–	2,375	2,375	1,500
Board and meeting expenses	–	221	221	119
	<u>387,422</u>	<u>41,679</u>	<u>429,101</u>	<u>386,102</u>

8. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation of tangible fixed assets	<u>278</u>	<u>276</u>

9. Staff costs

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

	2022	2021
	£	£
Wages and salaries	222,086	231,381
Social security costs	10,601	8,199
Other pension costs	11,013	11,569
Other staffing expenses	2,788	1,454
	<u>246,488</u>	<u>252,603</u>

The average head count of employees during the year was 15 (2021: 13). The full time equivalent, based on full time being 35 hours per week, was 8 people.

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

Key management personnel

Key management personnel include all personnel that have the authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation, including employers national insurance contributions paid to key management personnel for services provided to the charity was £103,407 (2021: £99,165).

10. Trustee remuneration and expenses

No Trustee received remuneration in the current or prior year, directly or indirectly, from the charity. Trustees received £6 (2021: £29) of expenses during the year.

Suffolk Artlink

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

11. Tangible fixed assets

	Fixtures and fittings £	Equipment £	Total £
Cost			
At 1 April 2021 and 31 March 2022	<u>1,736</u>	<u>12,989</u>	<u>14,725</u>
Depreciation			
At 1 April 2021	1,736	12,435	14,171
Charge for the year	<u>-</u>	<u>278</u>	<u>278</u>
At 31 March 2022	<u>1,736</u>	<u>12,713</u>	<u>14,449</u>
Carrying amount			
At 31 March 2022	<u>-</u>	<u>276</u>	<u>276</u>
At 31 March 2021	<u>-</u>	<u>554</u>	<u>554</u>

12. Debtors

	2022 £	2021 £
Trade debtors	23,040	220
Prepayments and accrued income	<u>91,087</u>	<u>1,659</u>
	<u>114,127</u>	<u>1,879</u>

13. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	10,991	13,069
Accruals and deferred income	82,178	1,624
Social security and other taxes	3,587	3,494
Other creditors	<u>2,117</u>	<u>19,712</u>
	<u>98,873</u>	<u>37,899</u>

14. Deferred income

	2022 £	2021 £
Amount deferred in year	<u>75,995</u>	<u>-</u>

15. Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £11,013 (2021: £11,569).

Suffolk Artlink

Company Limited by Guarantee

Notes to the financial statements (continued)

Year ended 31 March 2022

16. Analysis of charitable funds

Restricted funds

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
Clown Round	6,744	49,122	(42,274)	–	13,592
Brave Art	69,805	113,281	(110,552)	–	72,534
Celebrating us	24,879	2,893	(27,772)	–	–
Lowestoft Folk	463	–	–	–	463
Friends Around the Table (Realising Ambitions)	–	25,338	(13,204)	–	12,134
Libraries & Museums	–	–	–	–	–
Well-Being Programme	25,000	22,000	(4,817)	–	42,183
Little Beats	2,476	2,894	(4,155)	(1,215)	–
Little Beats Progression (Youth Music)	–	26,672	(10,257)	1,215	17,630
Website & Virtual	2,000	4,980	(1,885)	–	5,095
Around the Table	14,957	1,500	(16,457)	–	–
Make, Do & Friends	–	9,100	(9,100)	–	–
VR Adventures	4,835	4,712	(9,547)	–	–
Restart	–	2,160	(2,126)	–	34
Special Delivery (Letters From...)	27,594	39,560	(36,720)	–	30,434
Wild About Kirkley	–	46,072	(10,172)	–	35,900
Kirkley Creates (Take, Note, Connect)	35,586	500	(36,086)	–	–
	<u>214,339</u>	<u>350,784</u>	<u>(335,124)</u>	<u>–</u>	<u>229,999</u>

Unrestricted funds

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
General fund	88,522	90,869	(80,890)	–	98,501
Designated fund	28,298	–	(13,087)	–	15,211
	<u>116,820</u>	<u>90,869</u>	<u>(93,977)</u>	<u>–</u>	<u>113,712</u>

Restricted funds

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
Clown Round	12,804	23,349	(29,409)	–	6,744
Brave Art	55,097	107,327	(92,619)	–	69,805
Celebrating us	–	26,035	(1,156)	–	24,879
Lowestoft Folk	463	–	–	–	463
Forgot-Me-Not Visitors	1,765	–	(1,765)	–	–
Libraries & Museums	–	–	–	–	–
Well-Being Programme	–	25,000	–	–	25,000
Little Beats	–	28,802	(26,326)	–	2,476
Website & Virtual	–	2,000	–	–	2,000
Around the Table	17,455	21,448	(23,946)	–	14,957
Make, Do & Friends	38,624	23,399	(62,023)	–	–
VR Adventures	22,961	18,848	(36,974)	–	4,835

Suffolk Artlink

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Notes to the financial statements *(continued)*

Year ended 31 March 2022

Special Delivery (Letters From...)	43,364	7,000	(22,770)	–	27,594
Kirkley Creates (Take, Note, Connect)	37,022	–	(1,436)	–	35,586
	<u>229,555</u>	<u>283,208</u>	<u>(298,424)</u>	<u>–</u>	<u>214,339</u>

Unrestricted funds

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
General fund	81,942	80,199	(73,619)	–	88,522
Designated fund	42,357	–	(14,059)	–	28,298
	<u>124,299</u>	<u>80,199</u>	<u>(87,678)</u>	<u>–</u>	<u>116,820</u>

Purpose of restricted funds:

Around the Table: Funded by Arts Council England, ACPG-00303754, this programme explored food, creativity, and culture in regular workshops, offering adult carers a moment of respite from their caring role. The workshops enabled carers to develop new support systems, build their confidence and enjoy a new sense of passion and achievement in their daily lives.

Brave Art: is an arts course with embedded personal and social development for adults with learning disabilities supported by the National Lottery Community Fund, 0010354205. Courses are run in Bury St Edmunds, Lowestoft and Ipswich.

Celebrating Us: Arts Council England funding, INVF-00384216, provided three ten-week artist residencies in Halesworth, Ipswich and Eye. The residencies tackled isolation and loneliness and improved wellbeing.

Clown Round: Funding for Children in Need provides children in hospitals and hospices the chance to take part in artistic play helping to relieve their fear and insecurities on the ward.

Friends Around the Table: explores food, culture and nature in regular workshops, to offer family carers and adults living rurally, relaxed and enjoyable get-togethers, addressing wellbeing, isolation and loneliness. Friends Around the Table is funded by, Suffolk Community Foundation Realising Ambitions (210626 DD).

Kirkley Creates (Take Note Connect): was a partnership project with The Kirkley Centre (Community Action Suffolk), Kirkley Pantry and The First Light Festival. Participants explored food, foraging and the landscape in green spaces and created a community garden. Choreographer Tim Casson created a new work in response to participants' experience and his company Casson & Friends performed the work at First Light.

Libraries & Museums Wellbeing Programme: Suffolk County Council partnership funding, GFPH180, Funds supports Suffolk libraries, museums and creative organisations to improve the wellbeing of Suffolk residents in both prevention and recovery.

Little Beats: is a partnership project with Suffolk Libraries that improves wellbeing, child development and musical engagement amongst pre-school children. 'Little Beats' brings musicians and early years music educators together with librarians from Great Cornard and Lowestoft libraries. Little Beats is funded by Youth Music, 8223_A21, and Suffolk Community Foundation, 210995.

Suffolk Artlink

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

Lowestoft Folk: was an intergenerational heritage programme between school pupils and older people in care exploring artefacts and stories found in Lowestoft Museum and the Maritime Museum. The programme produced exhibits that continue to be used by the museums and a small sum is held in the fund for repair, maintenance, and decommissioning.

Make, Do & Friends: Funding from Arts Council England and Suffolk Community Foundation Realising Ambition funded creative workshops, events, activities and ideas for older people living in rural areas of Mid-Suffolk and Babergh, providing opportunities to share, learn new skills and make friends.

ReStart: East Suffolk Council's restart grant provided funds for audiovisual equipment for groups to interact virtually and COVID -19 signage to support safer delivery of in real-life activity.

Special Delivery: is a Heritage Funded, OM-19-01488, programme to creatively engage primary school children and care home residents in their heritage through intergenerational artist-led activities using inspiring collections of letters from Suffolk's museums and archives.

VR Adventures: explored how immersive virtual reality experiences can benefit people in health and care settings in Suffolk and Norfolk. This Arts Council England funded project, in association with Google Arts & Culture, used VR technology to deliver participatory creative experiences to improve the wellbeing of young people being cared for in hospitals and older people in residential homes.

Website and virtual: Funding from Leslie Mary Carter Charitable Trust and Suffolk Community Foundation/Co-op Community Cares Grant Award 210444 is enabling Suffolk Artlink to redevelop the charity's website and online content to improve our accessible virtual and online services and better communicate with our participants.

Wild about Kirkley: artists and community participants collaborate to develop, curate and deliver a fortnightly programme of creative activity exploring food, art and the environment. The programme will connect with local events such as First Light. Funded by Arts Council England, NLPG-00501048, and Suffolk County Council.

Purpose of Designated Fund: These funds are set aside to continue the development of Suffolk Artlink's individual and business engagement, audience development and fundraising, ending 31 March 2022, in accordance with the charity's commitments made under the Arts Council's Catalyst: Evolve grant programme.

Suffolk Artlink

Company Limited by Guarantee

Notes to the financial statements *(continued)*

Year ended 31 March 2022

17. Analysis of net assets between funds

Year ended 31 March 2022

	Tangible fixed assets £	Net current assets £	Non current liabilites £	Total £
Restricted income funds				
Clown Round	–	13,592	–	13,592
Brave Art/JumpstART	–	72,534	–	72,534
Lowestoft Folk (Lowestoft Network)	–	463	–	463
Friends Around the Table (Realising Ambitions)	–	12,134	–	12,134
Libraries & Museums Well-Being Programme	–	42,183	–	42,183
Little Beats / Early Years Progression (Youth Music)	–	17,630	–	17,630
Website & Virtual	–	5,095	–	5,095
Restart	–	34	–	34
Special Delivery (Letters From)	–	30,434	–	30,434
Wild About Kirkley (ACE)	–	35,900	–	35,900
Unrestricted income funds				
Designated funds	–	15,211	–	15,211
General funds	276	98,225	–	98,501
	<u>276</u>	<u>343,435</u>	<u>–</u>	<u>343,711</u>

Year ended 31 March 2021

	Tangible fixed assets £	Net current assets £	Non current liabilites £	Total £
Restricted income funds				
Clown Round	–	6,744	–	6,744
Brave Art/JumpstART	–	69,805	–	69,805
Celebrating Us	–	24,879	–	24,879
Lowestoft Folk (Lowestoft Network)	–	463	–	463
Libraries & Museums Well-Being Programme	–	25,000	–	25,000
Little Beats	–	2,476	–	2,476
Website & Virtual	–	2,000	–	2,000
Around the Table	–	14,957	–	14,957
VR Adventures	–	4,835	–	4,835
Special Delivery (Letters From)	–	27,594	–	27,594
Kirkly Creates (Take, Note, Connect)	–	35,586	–	35,586
Unrestricted income funds				
Designated funds	–	28,298	–	28,298
General funds	553	87,969	–	88,522
	<u>553</u>	<u>330,606</u>	<u>–</u>	<u>331,159</u>

Suffolk Artlink

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Notes to the financial statements *(continued)*

Year ended 31 March 2022

18. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2022	2021
	£	£
Not later than 1 year	—	5,794

19. Related parties

During the year the charity paid:

- £6,093 (2021: £Nil) for filming to Creative Nation Limited, a business in which A Whitney has an interest, in the period for which they were a Trustee.

- £Nil (2021: £4,137) to The Rural Coffee Caravan, a business in which K Axon has an interest, in the period for which they were a Trustee.

These transactions were on normal commercial terms and were approved by the Trustees.