

**COMPANY REGISTRATION NUMBER: 05354844**

**CHARITY REGISTRATION NUMBER: 1110898**

**Suffolk Artlink**  
**Company Limited by Guarantee**  
**Unaudited financial statements**  
**31 March 2024**

# **Suffolk Artlink**

## **Company Limited by Guarantee**

### **Financial statements**

**Year ended 31 March 2024**

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# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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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 2024.

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

<b>Registered charity name</b>	Suffolk Artlink
<b>Charity registration number</b>	1110898
<b>Company registration number</b>	05354844
<b>Principal office and registered office</b>	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:

S Bardwell (Chair)  
M Anscombe (Appointed 31/07/2023)  
K Axon  
M Baker-Woods  
J Draper  
J Dyball  
E Godden (Appointed 31/07/2023)  
C Guy-Pearson  
D Hebron (Appointed 31/07/2023)  
S Price (Appointed 31/07/2023)  
A Whitney  
K Wood

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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<b>Senior management</b>	A Casey H Field A Winch
<b>Bank</b>	CAF Bank Cambridge & Counties Bank United Trust Bank Redwood Bank
<b>Independent examiner</b>	L Thurston FCCA Lovewell Blake LLP Chartered accountants First Floor Suite 2 Hillside Business Park Bury St Edmunds IP32 7EA

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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#### 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 that brings creativity into the heart of communities. 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 hospitals, hospices, libraries, 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, health, education, voluntary and community organisations.

[www.suffolkartlink.org.uk](http://www.suffolkartlink.org.uk)  
Facebook: Suffolk.Artlink  
Instagram: Suffolk\_Artlink

#### 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' review

Thank you to our wonderful participants whose achievements continue to inspire our commitment to the charity's mission. Our programmes enable people of all abilities to fulfil their potential through participating in creative activities and learning new skills; make friends and build social connections; and improve their wellbeing, health, and resilience. We are proud of the positive difference Suffolk Artlink's programmes have made to people's lives in Suffolk this year.

Thank you to Suffolk Artlink's trustees for their passion, dedication, and contribution to developing the charity this year. We are delighted to welcome new trustees Emily Godden, Mark Anscombe, Simon Price, and Damian Hebron, who bring new insights, and a wealth of experience and skills to a refreshed Board. Through our working groups, the trustees have been actively engaged in developing the charity with a particular focus on new initiatives to support the charity's long-term financial sustainability.

Thank you to our staff team, artists, and volunteers for their work in the community and to Suffolk Artlink's Co-Directors, Alex Casey and Hayley Field, who continue to lead our dedicated team with vision, care and compassion.

***Sarah Bardwell and Jeni Draper, Co-Chairs***

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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#### Achievements and performance

##### Our Programme in Brief

Total participants	2,351
Workshops	265
Audience reached in person	34,474
Audience reached digitally	61,592

##### Our Participatory Programme in Brief

##### Suffolk Artlink for people living with long-term health conditions(Social Prescribing)

Suffolk Artlink's Curious Minds is a mental health wellbeing project, delivered in partnership with Suffolk Libraries, the Food Museum and the Ipswich and East Suffolk Alliance. Its purpose is to support the Primary Care Personalised Care Programme and participation is by referral through Ipswich and East Suffolk Primary Care.

The programme supports people aged 18 or over in Ipswich and East Suffolk living with complex health needs who are diagnosed with two more long-term health conditions. It is an arts and heritage programme designed to support wellbeing through creative and mindful activities. Curious Minds offers participants the chance to enjoy exploring a variety of art forms whilst developing creative skills and tools to support mental wellbeing.

##### ***Finally Moving Forward: A Participant's Personal Story***

"My life used to be really busy until my depression. I now get up and then have a smoke and get ready to go out. On Tuesdays and Thursdays, I go to Curious Minds, and this is something that I didn't used to do.

Before I did Curious Minds, I didn't do much and some days I didn't even get dressed as I had no need to get up. I don't go out anywhere. I used to sit and watch TV most of the time. Now, every day I get washed and dressed. I eat once a day, in the evening and this is due to me being really fed up and can't be bothered to cook just for one. I used to batch cook much of my food but when I'm fed up I no longer do this.

I have now made friends, I never used to have many friends. I now have met x from Curious Minds and we now go for coffee. This has been such a big change for me. It has also inspired me to get in touch with my old friends. I have now started to make plans!

Before I was quite happy to stay inside and not do anything, but I have now signed up for more courses. I have signed up for a networking breakfast, which is a really big step for me! I would never have done this before! I am now doing another Curious Minds course and have signed up for the next course, too.

I never used to have many friends and now I do thanks to Curious Minds. I look forward to things now and feel so much better!

Coming together as a group of likeminded people, talking to other people, having a purpose each week helped to create the change.

I am now looking forward to things, I used to feel I didn't have any real purpose but now I look forward to coming out, meeting the group, doing the art, and talking to people. I am so much better than I have been. I am beginning to get better!

The changes have been so significant in helping me to move forward."

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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**The social impact value of attending our twelve-week programme for the person whose story is shared above was £16,749**

Suffolk Artlink evaluates this programme using the Short Warwick Edinburgh Mental Wellbeing Scale and Most Significant Change. The amazing personal story above was generously shared by a participant as part of our Most Significant Change qualitative evaluation and is representative of the amazing creative journeys these brave participants have taken through the programme.

Social impact value is calculated using the method detailed in, Mental health and life satisfaction: the relationship between the Warwick Edinburgh mental wellbeing scale and life satisfaction, D Fujiwara, K Keohane, V Clayton, U Hotopp.

#### **Suffolk Artlink's intergenerational work for schools and care homes**

With a flourish of mascots, rattles and scarves, 'Extra Time' brings on our intergenerational teams to share their personal experiences of the beautiful game.

From wearing the teams' colours and singing the songs to always buying a programme or sitting in the same chair during a match, football is full of rituals and traditions; by bringing different generations together, both face-to-face and through linked activities, our aim is to discover, share and celebrate some of these personal stories.

Using source materials held by Suffolk Archives and county museums to inspire the creative sessions, our artists work in primary schools and care homes in Lowestoft, Leiston and Halesworth to create unique artworks, vibrant interpretations of archive collections, and a broader understanding of Suffolk's rich footballing heritage.

We are creating four Memory Boxes, informed by members of Ipswich and Lowestoft sporting memory groups and Ipswich Town Heritage Society, to capture individuals' stories and images; these Memory Boxes will be available for other care homes and community groups across the county to share and enjoy.

Our fourth Memory Box will be dedicated exclusively to women's football in the county. From the Lowestoft Waves winning the FA Cup in 1982 to munitions factory workers during the war, by way of individual anecdotes and mementoes, Extra Time will create a brand new - and possibly surprising - addition to the archives.

The project also delivers one-off sessions in community settings, care homes and other schools in the east of the county.

*"That was lovely, I felt like I was at the football match with my brother, I could see his face and I could hear the crowd. I could really feel the cold wind on my face and see the pitch. I felt like I was somewhere else, in fact my head is still dreamy."* Stan, one of the Britten Court Angels

Extra Time is made possible through the National Lottery Heritage Fund, Lowestoft Rising and the Association for Suffolk Museums. It is a partner project with Suffolk Archives and runs from June 2023 to October 2025.

#### **Suffolk Artlink for Family Carers**

Creative Boost Friends Around the Table provides professionally led, participatory creative workshops and opportunities for Suffolk's carers to be creative, make friends and enjoy life.

Our creative sessions are offered across Suffolk, including sessions hosted by carers groups in Stowmarket and Felixstowe. We are also excited to offer imaginative and accessible virtual sessions for carers who face barriers accessing in-person services.

# **Suffolk Artlink**

## **Company Limited by Guarantee**

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

#### **Year ended 31 March 2024**

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All our sessions are led by professional participatory artists who are expert in offering enjoyable activities for people of all abilities in which participants can achieve remarkable work in a short time.

Thanks to funding from Suffolk Community Foundation through the Suffolk Carers Fund these sessions are free to carers.

#### **Suffolk Artlink for early years practitioners and musicians**

Little Beats has created a vibrant place-based network for early years music providers, facilitators and musicians working in Lowestoft.

We work with locally established and emerging musicians. Our musicians develop and deliver musical activities to 0-5's and their families.

Our aim is to improve wellbeing, child development and musical engagement for preschool children by developing the skills of selected musicians and early years facilitators.

We host early years networking sessions, masterclasses and mentoring opportunities. These sessions are delivered by professionals, artists and academics including national figures such as Professor Nate Holder and Dr Jessica Pit as well as the best practitioners in our region such as Magic Acorns and Dr Charlotte Arculus.

Shared knowledge, skills and experience is developing our facilitators' personal practice and creativity. This sharing is providing resources to deliver higher quality musical activities in Lowestoft for pre-school children and their families.

Our sessions include diverse voices and promote and celebrate broader cultural diversity and representation in early years provision.

Little Beats is delivered in partnership with Magic Acorns, Suffolk Libraries, Britten Pears and Lowestoft Rising LCEP and is made possible thanks to generous funding and support from Youth Music using public funding from the National Lottery through Arts Council England and funding from Music for All.

#### **Suffolk Artlink for learning disabled adults**

Our arts training course for adults with learning disabilities, Brave Art, offers students the chance to enjoy exploring a variety of art forms whilst developing creative and life skills.

Through artist-led sessions, cultural trips and public celebrations of their work, students learn new skills and gain confidence, friendships and wellbeing.

Courses take place one day per week, in Bury St Edmunds, Lowestoft and Ipswich and include advice and guidance on how to progress on to volunteering, work experience and further training.

We support students to develop their individual practice as artists and explore their own interests and ideas facilitated by an incredibly talented artistic team. Our staff and artists specialise in working in the community and lending their skills to enable participants to explore and express on their own thoughts, feelings and aspirations.

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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Brave Arts have become brilliant, bold and self-directed artists.

*"This term has been different because doing my own work, I've learnt to work slower and take my time and do more thinking. It's made my work more 'stand out-able!' It's been really enjoyable."*

*"I like this way of working because you can make your own decisions and be more independent and use your mind. Artists help you when you need it."*

Brave Art was generously funded by The National Lottery Community Fund until November 2023. The programme continues thanks to funding and support from the Scarfe Charitable Trust, STOBBS IP LTD BCA, Leading Lives Community Benefit Fund, and funding from the Birketts Fund, Arts and Culture Fund and Suffolk Giving Fund through Suffolk Community Foundation.

#### **Suffolk Artlink for Children in Hospital and Hospice**

A stay in hospital can be daunting for anybody, but for children and young people, it can be particularly hard. As well as coping with feelings of discomfort, a child may be dealing with unfamiliar medical difficulties and the upset of being away from loved ones and the comforts of home.

Clown Round aims to increase the wellbeing of patients and their families by providing distraction and a positive focus, helping to: increase happiness and confidence; decrease anxiety and feelings of isolation as well as building resilience and feelings of self-belief.

Clown Doctors visit young people in hospitals and hospices and engage them in clowning, storytelling, music, magic, circus skills and improvisation.

They 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.

Clown Round began in 2008 with visits at the James Paget, Ipswich, Colchester and Norfolk and Norwich Hospitals and to EACH Hospices in Suffolk and Norfolk and was funded by Children in Need.

*"It is always such a joy to spend time with the Clown Doctors. Such wonderful people who continue to make us all smile, time and time again."* Hospital staff.

Over 10,000 children have been supported by Clown Round since 2010.

Clown Round is delivered in partnership with EACH, East Suffolk and North Essex NHS Foundation Trust, James Paget University Hospital NHS Foundation Trust, Norfolk and Norwich University Hospital NHS Foundation Trust and West Suffolk NHS Foundation Trust. It is made possible thanks to generous funding and support from BBC Children in Need, Arts Council England through Hocus Pocus Theatre, The De La Rue Family Fund through Suffolk Community Foundation, The Ridley Godfrey Foundation, Angel Lodge number 51 and the support public donations.

#### **Suffolk Artlink in the Community**

Greetings from Lowestoft was funded through and delivered as part of the Lowestoft Heritage Action Zones (HAZ) run by East Suffolk Council in partnership with Historic England. These were heritage-led regeneration schemes which seek to enhance the appearance of the area through funding improvements to buildings; provide opportunities for more cultural activities; celebrate the town's rich history and encourage communities to come together.

The 'Greetings from Lowestoft' postcard competition was a celebration that brought together people of all ages and abilities. Hundreds of wonderfully creative and colourful postcards were submitted, showcasing the love and enjoyment participants experienced while crafting their unique cards.

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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"We had such a good time making them," expressed one participant, capturing the sentiment of the competition.

All the captivating postcards were proudly displayed in an exhibition at the East Point Pavilion. The Christmas awards ceremony was an exciting highlight, with Suffolk poet Dean Parkin doing the honours.

A panel of esteemed judges faced the challenging task of selecting six winning postcards. These selected pieces were reproduced and made available for free, allowing everyone to share their greetings from Lowestoft. The postcards were freely available to the public from locations across Lowestoft.

#### **Suffolk Artlink Organisational Development**

Thanks to funding from Youth Music's recharge fund Suffolk Artlink has been able to address the wellbeing and development needs of staff.

Youth Music's funding enabled the charity to embed learning from our delivery during the national lockdowns in response to COVID. For example, integrating online delivery in our programmes. We provide a wide range of activities for people to do at home available as downloads from our website and provide information and session booking online. Communication has been enhanced by running a box office and engagement with participants through social media. Particularly through Facebook and Instagram.

Internally Suffolk Artlink has levered increased productivity through resources provided free to charities such as Google Workspace, Microsoft 365 and ChatGPT. Our communications and marketing have been greatly facilitated by charity accounts with Canva, Google Search Console and Google Ads.

#### **Financial review**

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

#### **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 £113,410 (2023: £109,355) was calculated on that basis.

At 31 March 2024 the charity's current unrestricted general reserves, net of tangible fixed assets, were £110,186 (2023: £103,506).

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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#### **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 Commissions 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 a priority and our policies, procedures, vetting, training and risk assessment follow from our total commitment to providing safe and high-quality services.

The trustees and senior managers have identified a decrease in local authority funding from 1 April 2025 as a significant risk to the charity. Securing new sources of unrestricted grant funding and increasing income from individual and business giving is a strategic priority for trustees and staff in 2024 / 2025.

#### **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 charity's 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 twelve 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. The General Manager reports to the Board regarding the charity's finances and acts as Company Secretary.

To ensure a vital and engaged Board, trustees' length of service is limited. The intention of the Board is that trustees will serve one term of three years after which a trustee may be re-elected for a second term of three years. By special resolution of the Board, trustees may be re-elected for a third term of three years, for example, where a trustee is providing a particular expertise such as legal, financial or HR. The maximum length of service for trustees is therefore nine years.

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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Trustees are recruited through an open recruitment process and formal interview. The process includes an outline of the Trustees' roles and responsibilities. People from underrepresented groups are particularly welcome to apply.

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 & 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.

#### **Pay and remuneration**

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

#### **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 .....26/7/2024..... and signed on behalf of the board of trustees by:

*Sarah Bardwell*

S Bardwell (Chair)  
Trustee

# Suffolk Artlink

## Company Limited by Guarantee

### Independent examiner's report to the trustees of Suffolk Artlink

Year ended 31 March 2024

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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 2024 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.



L Thurston FCCA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA  
26/7/2024

# Suffolk Artlink

## Company Limited by Guarantee

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

Year ended 31 March 2024

		Unrestricted funds	2024 Restricted funds	Total funds	2023 Total funds
	Note	£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	5	74,154	183,781	257,935	435,704
Charitable activities		18,820	46,686	65,506	41,543
Investment income	6	7,777	–	7,777	3,739
<b>Total income</b>		<u>100,751</u>	<u>230,467</u>	<u>331,218</u>	<u>480,986</u>
<b>Expenditure</b>					
Charitable activities	7	97,798	270,393	368,191	407,626
<b>Total expenditure</b>		<u>97,798</u>	<u>270,393</u>	<u>368,191</u>	<u>407,626</u>
<b>Net (expenditure)/income and net movement in funds</b>		<u>2,953</u>	<u>(39,926)</u>	<u>(36,973)</u>	<u>73,360</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		119,075	297,996	417,071	343,711
<b>Total funds carried forward</b>		<u>122,028</u>	<u>258,070</u>	<u>380,098</u>	<u>417,071</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 23 form part of these financial statements.

# Suffolk Artlink

## Company Limited by Guarantee

### Balance sheet

31 March 2024

	Note	2024 £	£	2023 £	£
<b>Fixed assets</b>					
Tangible fixed assets	11		1,019		1,529
<b>Current assets</b>					
Debtors	12	216,579		191,081	
Cash at bank and in hand		213,622		272,907	
		<u>430,201</u>		<u>463,988</u>	
<b>Creditors: Amounts falling due within one year</b>	13	<u>(51,122)</u>		<u>(48,446)</u>	
<b>Net current assets</b>			<u>379,079</u>		<u>415,542</u>
<b>Total assets less current liabilities</b>			<u>380,098</u>		<u>417,071</u>
<b>Net assets</b>			<u>380,098</u>		<u>417,071</u>
<b>Funds of the charity</b>					
Restricted funds			258,070		297,996
Unrestricted funds			122,028		119,075
<b>Total charity funds</b>	16		<u>380,098</u>		<u>417,071</u>

For the year ending 31 March 2024 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 26/7/2024....., and are signed on behalf of the board by:

*Sarah Bardwell*  
S Bardwell (Chair)  
Trustee

Company registration number: 05354844

The notes on pages 14 to 23 form part of these financial statements.

# Suffolk Artlink

## Company Limited by Guarantee

### Notes to the financial statements

Year ended 31 March 2024

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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 and principal office address 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

As a registered charity, the activities are exempt from United Kingdom Income and Corporation taxation, provided that the income is applied to charitable purposes.

##### 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.

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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#### 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.
- 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.

##### 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.

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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

##### Tangible assets *(continued)*

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

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

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.

#### 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 2024

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#### 5. Donations and legacies

##### Year ended 31 March 2024

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
<b>Grants</b>			
Youth Music	–	137,210	137,210
Suffolk County Council	63,240	5,000	68,240
Other grants and donations	6,864	18,056	24,920
Suffolk Community Foundation	–	23,515	23,515
Mid Suffolk District Council	2,550	–	2,550
Babergh District Council	1,500	–	1,500
	<u>74,154</u>	<u>183,781</u>	<u>257,935</u>

##### Year ended 31 March 2023

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
<b>Grants</b>			
Heritage Lottery Fund	–	135,213	135,213
Suffolk County Council	61,470	34,400	95,870
National Lottery Community Fund	–	63,364	63,364
Youth Music	–	42,521	42,521
Children in Need	–	40,972	40,972
Other grants and donations	14,986	20,216	35,202
Mid Suffolk District Council	3,550	7,756	11,306
Babergh District Council	1,500	7,756	9,256
Suffolk Community Foundation	–	2,000	2,000
	<u>81,506</u>	<u>354,198</u>	<u>435,704</u>

#### 6. Investment income

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Bank interest receivable	<u>7,777</u>	<u>7,777</u>	<u>3,739</u>	<u>3,739</u>

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

#### 7. Expenditure on charitable activities

	Activities undertaken directly	Support costs	Total funds 2024	Total fund 2023
	£	£	£	£
Staff costs	231,568	2,043	233,611	236,908
Artist fees and materials	87,804	–	87,804	104,545
Transport, catering and venue hire	14,770	5,211	19,981	27,613
Marketing and public relations	216	5,731	5,947	12,868
Other project costs	3,237	–	3,237	3,854
Office costs	–	15,087	15,087	18,760
Depreciation	–	510	510	786
Independent examiner's fees	–	1,848	1,848	1,927
Board and meeting expenses	–	166	166	365
	<u>337,595</u>	<u>30,596</u>	<u>368,191</u>	<u>407,626</u>

#### 8. Net (expenditure)/income

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

	2024	2023
	£	£
Depreciation of tangible fixed assets	<u>510</u>	<u>786</u>

#### 9. Staff costs

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

	2024	2023
	£	£
Wages and salaries	211,583	219,826
Social security costs	9,406	4,642
Other pension costs	10,579	10,923
Other staffing expenses	<u>2,043</u>	<u>1,517</u>
	<u>233,611</u>	<u>236,908</u>

The average head count of employees during the year was 12 (2023: 13). The full time equivalent, based on full time being 35 hours per week, was 6 people (2023: 7).

No employee received employee benefits of more than £60,000 during the year (2023: 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 £101,113 (2023: £99,496).

#### 10. Trustee remuneration and expenses

No Trustee received remuneration in the current or prior year, directly or indirectly, from the charity. Trustees received £166 (2023: £Nil) of expenses during the year.

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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#### 11. Tangible fixed assets

	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>			
At 1 April 2023 and 31 March 2024	1,736	15,028	16,764
<b>Depreciation</b>			
At 1 April 2023	1,736	13,499	15,235
Charge for the year	–	510	510
<b>At 31 March 2024</b>	<u>1,736</u>	<u>14,009</u>	<u>15,745</u>
<b>Carrying amount</b>			
At 31 March 2024	–	1,019	1,019
At 31 March 2023	–	1,529	1,529

#### 12. Debtors

	2024 £	2023 £
Trade debtors	821	25,715
Prepayments and accrued income	215,758	165,366
	<u>216,579</u>	<u>191,081</u>

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

	2024 £	2023 £
Trade creditors	12,905	6,581
Accruals and deferred income	33,033	36,919
Social security and other taxes	3,212	2,869
Other creditors	1,972	2,077
	<u>51,122</u>	<u>48,446</u>

#### 14. Deferred income

	2024 £	2023 £
Amount deferred in year	31,185	18,395

Deferred income relates to conditional grant income received in the year on behalf of projects being completed in following years.

#### 15. Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £10,579 (2023: £10,923).

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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#### 16. Analysis of charitable funds

##### Restricted funds

	At 1 April 2023 £	Income £	Expenditure £	Transfers £	At 31 March 2024 £
Brave Art	56,308	20,711	(74,677)	–	2,342
Clown Round Extension	14,991	19,891	(29,242)	–	5,640
Creative Boost (Friends Around the Table)	–	19,985	(1,797)	–	18,188
Extra Time HLF	125,709	7,500	(50,999)	–	82,210
Libraries & Museums					
Well-Being Programme	46,631	20,000	(26,715)	–	39,916
Little Beats Progression (Youth Music)	292	140,170	(44,917)	–	95,545
Lowestoft Folk	463	–	(463)	–	–
More Friends Around the Table	21,397	–	(16,616)	–	4,781
Website & Virtual	450	–	(227)	–	223
Wild About Kirkley	383	–	(383)	–	–
YM Revenue Funding	31,372	2,210	(24,357)	–	9,225
	<u>297,996</u>	<u>230,467</u>	<u>(270,393)</u>	<u>–</u>	<u>258,070</u>

##### Unrestricted funds

	At 1 April 2023 £	Income £	Expenditure £	Transfers £	At 31 March 2024 £
General fund	105,035	100,751	(94,581)	–	111,205
Designated fund	14,040	–	(3,217)	–	10,823
	<u>119,075</u>	<u>100,751</u>	<u>(97,798)</u>	<u>–</u>	<u>122,028</u>

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

##### Restricted funds

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	£	£	£
Brave Art	72,534	95,214	(111,440)	–	56,308
Clown Round	13,592	–	(13,057)	(535)	–
Clown Round Extension	–	43,752	(29,296)	535	14,991
Extra Time HLF	–	125,774	(65)	–	125,709
Friends Around the Table (Realising Ambitions) Libraries & Museums	12,134	–	(12,134)	–	–
Well-Being Programme	42,183	35,000	(30,552)	–	46,631
Little Beats Progression (Youth Music)	17,630	2,741	(20,079)	–	292
Lowestoft Folk	463	–	–	–	463
More Friends Around the Table	–	36,669	(15,272)	–	21,397
Restart	34	–	(34)	–	–
Special Delivery (Letters From...)	30,434	9,439	(39,873)	–	–
Website & Virtual	5,095	–	(4,645)	–	450
Wild About Kirkley	35,900	900	(36,417)	–	383
YM Revenue Funding	–	39,780	(8,408)	–	31,372
	<u>229,999</u>	<u>389,269</u>	<u>(321,272)</u>	<u>–</u>	<u>297,996</u>

##### Unrestricted funds

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	£	£	£
General fund	98,501	91,717	(85,183)	–	105,035
Designated fund	15,211	–	(1,171)	–	14,040
	<u>113,712</u>	<u>91,717</u>	<u>(86,354)</u>	<u>–</u>	<u>119,075</u>

##### Purpose of restricted funds:

**Brave Art:** is a creative course with embedded personal and social development for adults with learning disabilities. Courses are offered in Bury St Edmunds, Lowestoft and Ipswich. National Lottery Community Fund, Funding from Suffolk Community Foundation through the Birketts Fund, Horringer Court Community Church, Thrift Shop

**Clown Round Extension:** provides children in hospitals and hospices the chance to take part in artistic play helping to relieve their fear and insecurities on the ward. Angel Lodge, EH Smith Charitable Trust, J & D Hambro Charitable Trust. Ridley Godfrey Foundation, Will Charitable Trust, Suffolk Community Foundation through De La Rue Family Fund.

**Creative Boost (Friends Around the Table)** Friends Around the Table sessions for carers Suffolk Community Foundation through Suffolk Carers Fund.

**Extra Time HLF:** is an intergenerational programme which brings together new intergenerational teams to share their personal experiences of the beautiful game and explore Suffolk's remarkable football heritage. Heritage Lottery Fund, Association of Suffolk Museums, Lowestoft Rising (LCEP)

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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**Libraries & Museums Wellbeing Programme:** Suffolk County Council partnership funding supports Curious Minds, a mental health wellbeing project, delivered in partnership with Suffolk Libraries and the Association for Suffolk Museums. Curious Minds supports the Primary Care Personalised Care Programme and participation is by referral through Ipswich and East Suffolk Primary Care.

**Little Beats Progression (Youth Music):** 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. Youth Music, Music for All, Lowestoft Rising (LCEP)

**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.

**More Friends Around the Table:** A successor to our successful programme, Friends Around the Table. This programme 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.

**Website and virtual:** Supporting Suffolk Artlink's online communication and engagement with our participants through information about our in real life and digital activities and online resources.

**Wild about Kirkley:** artists and community participants collaborate to develop, curate and deliver a fortnightly programme, ending May 2023, of creative activity exploring food, art and the environment. Arts Council England and Suffolk County Council.

**YM Revenue Funding:** funding aims to help people and organisations to recharge from the effects of the pandemic. These funds are to improve Suffolk Artlink's capacity, capability, and wellbeing.

#### **The following restricted projects have been completed:**

**Friends Around the Table:** provides opportunities for people living in rural Suffolk to meet new people, learn new skills and improve physical and mental wellbeing through inspiring creative activities.

**Friends Around the Table(Realising Ambitions):** explored 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 was funded by, Suffolk Community Foundation Realising Ambitions (210626 DD).

**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.

**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

# Suffolk Artlink

## Company Limited by Guarantee

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

#### Year ended 31 March 2024

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March 2025, in accordance with the charity's commitments made under the Arts Council's Catalyst: Evolve grant programme.

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

31 March 2024

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	1,019	–	–	1,019
Current assets	110,186	10,823	258,070	379,079
<b>Net Assets</b>	<u>111,205</u>	<u>10,823</u>	<u>258,070</u>	<u>380,098</u>

31 March 2023

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	1,529	–	–	1,529
Current assets	103,506	14,040	297,996	415,542
<b>Net Assets</b>	<u>105,035</u>	<u>14,040</u>	<u>297,996</u>	<u>417,071</u>

#### 18. Operating lease commitments

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

	2024 £	2023 £
Not later than 1 year	6,034	6,034
Later than 1 year and not later than 5 years	–	6,034
	<u>6,034</u>	<u>12,068</u>

#### 19. Related parties

During the year the charity paid:

- £Nil (2023: £2,633) for filming to Creative Nation Limited, a business in which A Whitney 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.

There were no other related party transactions in this or the prior year.

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

Dear Sirs

### **Financial statements for the year ended 31 March 2024**

The following representations are made on the basis of enquires with those individuals, including management and staff, with relevant knowledge and experience such as we consider necessary in connection with your independent examination of the charitable company's financial statements for the year ended 31 March 2024. These enquiries have included inspection of supporting documentation where appropriate and are sufficient to satisfy ourselves that we can make each of the following representations. All representations are made to the best of our knowledge and belief.

#### **General**

We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK) and that you do not express an audit opinion.

We confirm that the charitable company qualifies as small in accordance with the conditions set out in chapter 1 of part 15 of the Companies Act 2006.

We confirm that the charitable company was entitled to exemption under section 144 of the Charities Act 2011, being that gross income for the year does not exceed £1m or £250,000 if gross assets exceed £3.26m, from the requirement to have its financial statements for the financial year ended 31 March 2024 audited. We also confirm that the members have not required the company to obtain an audit of its financial statements for the financial year in accordance with section 476 of the Companies Act 2006.

We confirm we have declared all income, including legacies, of which we are aware at the year end, whether received during the year or following the year end.

We have fulfilled our responsibilities as trustees, as set out in the terms of our engagement letter dated 28 June 2021 under the Companies Act 2006 and Charities Act 2011, for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.

All the transactions undertaken by the charitable company have been properly reflected and recorded in the accounting records.

All the accounting records have been made available to you for the purpose of your independent examination. We have provided you with unrestricted access to all appropriate persons within the charitable company, and with all other records and related information requested, including minutes of all management and trustees meetings and correspondence with The Charity Commission.

The financial statements are free of material misstatements, including omissions.

### **Internal control and fraud**

We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error, and we believe that we have appropriately fulfilled these responsibilities. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud.

We have disclosed to you all instances of known or suspected fraud affecting the entity involving those individuals, including management and employees, who have a significant role in internal control or others that have a material effect on the financial statements.

We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulators or others.

### **Assets and liabilities**

The charitable company has satisfactory title to all assets and there are no liens or encumbrances on the charitable company's assets, except for those that are disclosed in the notes to the financial statements.

All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.

We have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.

### **Accounting estimates**

The methods, data and significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework.

### **Bank accounts**

We have disclosed to you all bank accounts operated by the charitable company.

### **Legal claims**

We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

### **Laws and regulations**

We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

### **Related parties**

Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with legislative and accounting standards requirements.

### **Serious incidents**

We confirm that no serious incident reports have been submitted to the Charity Commission, nor any events considered for submission, during the year or in the period to the date of signing of the balance sheet.

**Subsequent events**

All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

**Going concern**

We believe that the charitable company’s financial statements should be prepared on a going concern basis, on the grounds that current and future sources of funding or support will be more than adequate for the charitable company’s needs. We also confirm our plans for future action(s) required to enable the charitable company to continue as a going concern are feasible. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charitable company’s ability to continue as a going concern need to be made in the financial statements.

**Grants and donations**

All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Each trustee has taken all steps that they ought to have taken as a trustee in order to make themselves aware of any relevant information and to establish that you are aware of that information.

Yours faithfully

*Sarah Bardwell*

.....  
Signed on behalf of the board of trustees of Suffolk Artlink

Date: 26/7/2024 .....

**Certificate Of Completion**

Envelope Id: 0F1010D9B48F4FD6B2DB34FD84AB2092	Status: Completed
Subject: Suffolk Artlink Accounts for Approval 31.03.2024 v2 [148160]	
Source Envelope:	
Document Pages: 28	Signatures: 4
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Kyle Smith
Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London	Bankside 300, Peachman Way
	Broadland Business Park
	NORWICH, Norfolk NR7 0LB
	k.smith@lovewell-blake.co.uk
	IP Address: 94.2.233.244

**Record Tracking**

Status: Original	Holder: Kyle Smith	Location: DocuSign
26 June 2024   14:33	k.smith@lovewell-blake.co.uk	

**Signer Events**

Signature	Timestamp
<p>Leigh Thurston</p> <p>I.thurston@lovewell-blake.co.uk</p> <p>Lovewell Blake LLP</p> <p>Security Level: Email, Account Authentication (None)</p> <p><b>Completed</b></p> <p>Using IP Address: 89.197.39.242</p>	<p>Sent: 26 June 2024   14:46</p> <p>Viewed: 26 June 2024   15:24</p> <p>Signed: 26 June 2024   15:24</p>

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

<p>Alistair Winch</p> <p>alistair@suffolkartlink.org.uk</p> <p>Security Level: Email, Account Authentication (None)</p> <p><b>Completed</b></p> <p>Using IP Address: 88.97.60.231</p>	<p>Sent: 26 June 2024   15:24</p> <p>Viewed: 26 June 2024   15:25</p> <p>Signed: 08 July 2024   08:48</p>
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**Electronic Record and Signature Disclosure:**  
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<p>Sarah Bardwell</p> <p>sbardwell@brittenpearsarts.org</p> <p>Security Level: Email, Account Authentication (None)</p> <p><i>Sarah Bardwell</i></p> <p>Signature Adoption: Pre-selected Style</p> <p>Using IP Address: 185.247.202.150</p>	<p>Sent: 08 July 2024   08:48</p> <p>Viewed: 26 July 2024   12:57</p> <p>Signed: 26 July 2024   12:58</p>
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**Electronic Record and Signature Disclosure:**  
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<p>Leigh Thurston</p> <p>I.thurston@lovewell-blake.co.uk</p> <p>Lovewell Blake LLP</p> <p>Security Level: Email, Account Authentication (None)</p> <p><i>LThurst</i></p> <p>Signature Adoption: Uploaded Signature Image</p> <p>Using IP Address: 89.197.39.242</p>	<p>Sent: 26 July 2024   12:58</p> <p>Viewed: 26 July 2024   14:31</p> <p>Signed: 26 July 2024   14:31</p>
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**Editor Delivery Events**

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**Agent Delivery Events**

Status

Timestamp

Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	26 June 2024   14:46
Certified Delivered	Security Checked	26 July 2024   14:31
Signing Complete	Security Checked	26 July 2024   14:31
Completed	Security Checked	26 July 2024   14:31

Payment Events	Status	Timestamps
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