

FOREVER ACTIVE FORUM LTD

ANNUAL REPORT AND ACCOUNTS

for the period ending 31 August 2023

Chair: David Watkinson

Bank: NatWest, 56 St. Andrews Street, Cambridge, CB2 3DA

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

Registered office: 16 Percheron Close, Impington, Cambridge, England, CB24 9YX

Directors and Trustees

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

Simon Hanna	
David Hartley	
Anne Johnson	(Secretary)
David Watkinson	(Chair)
Chris Wojtecki	

Objects and structure

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

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

Forever Active was originally set up by Cambridge City Council in 2006 to provide evidence-based exercise sessions for the 50+ age group and those returning to a more active lifestyle. In 2012 it became an independent organisation as a company limited by guarantee. At the end of 2014, it achieved charity status. Forever Active has a Board of Directors; the directors are also trustees of the registered charity. All the Board members are volunteers and receive no fees for their work. When it first became an independent organisation, the Board continued its established pattern of monthly meetings. It now meets quarterly, with a Management Group meeting monthly between Board meetings. There are also ad hoc task force groups dealing with specific matters.

Forever Active has one employee: a part-time Operations Manager. It engages qualified instructors who receive fees for each class they take. It has also engaged on a freelance basis an assistant to the Operations Manager and a part time database officer to support the day-to-day operations of the organisation's online database system. The database is an integral part of the business in terms of class management, monitoring and evaluation.

The Year in Review

Recovery from the Covid years was never going to be easy. The charity is run for the benefit of the members, and it is the ability of members to attend regular classes, which is the reason for the existence of Forever Active. The loyalty of members to continue attending classes and supporting the charity has significantly contributed to the charity continuing to survive in an economic climate that has impacted everyone in Cambridgeshire and the UK in general.

The Forever Active bank balance had been seriously depleted and getting classes running to capacity was always going to be an issue for us. In addition, there has been a significant change in the number of Trustees and Directors able to volunteer time to keeping the charity at peak performance. Past Trustees/Directors have been endlessly generous in provision of time and expertise to support those who work operationally to make Forever Active “happen”; to ensure the halls are booked, instructors are booked and supported, new classes developed and that all the day to day administrative work takes place.

The small team is led by Jane Jones and consists of both volunteers and a very small number of part timers. Everything that happens day to day happens due to their efforts. So, when things go wrong, as they inevitably do, these are also the people who have to put things right! Forever Active could not operate without their dedication.

This year they had to:

- Expand the number of classes operating
- Oversee the introduction of new classes under contracts from Cambridgeshire County Council
- Cope with increased levels of reporting to satisfy the Councils contractual requirements
- Cope with the failure of our database supplier in the early part of the year, managing both the identification of an alternative system and a significant financial loss as a result of the supplier's funds being seized by HMRC
- Steer the organisation through an almost ruinous shortage of funds
- Help the Trustees/Directors identify a proposal to ensure that the members who benefit from the existence of the charity are able to do so into the future.

One of our Trustees, David Hartley, has indicated that he will not be standing for re-election as his personal circumstances are changing, so a hearty thanks to David for his input.

Bearing in mind all the issues faced during the year, it has been remarkable that the charity survives – not only survives but enters the 2023/4 years with a strengthened bank balance thanks in part to an additional Council contract and to recovery of monies from the failure of the database supplier. Despite employing a professional Debt Collector to try and recover monies we had failed to make any recovery of funds. However, Hannah Black on the admin team, in her own time and with absolute dedication managed to enlist the help of MP Lucy Fraser who in turn invoked the help of the Government Legal Services and eventually the Treasury Solicitor. Thanks to Hannah's indefatigable efforts we are promised that our funds will be recovered and returned to the Forever Active bank account.

As we progress into the 23/24 financial year we are at an advanced stage of discussions about the future of the charity. At the end of the official business of the AGM of accepting the year end accounts there will be a discussion for all members present about the future of the charity and in particular of the classes that are run for members.

Profit and Loss

Forever Active Forum Ltd

For the year ended 31 August

2023

	2023	2022	2021	2020
Receipts				
Class Income	£73,155.59	£58,410.06	£18,496.60	£69,556.40
Membership Fees	£7,440.24	£7,050.00	£4,495.00	£11,965.50
Grant Income	£23,184.00	£22,510.00	£0.00	£19,725.00
HMRC Gift Aid	£0.00	£885.46	£2,157.86	£1,651.79
Equipment Sales	£351.92	£336.34	£765.20	£778.70
Donation	£635.41	£574.00	£1,504.27	£2,897.84
Other Revenue	£0.00	£0.00	£200.00	£0.00
Training income	£150.00	£0.00	£0.00	£120.00
Total Turnover	£104,917.16	£89,765.86	£27,618.93	£106,695.23
Payments				
Instructors Fees	£52,313.54	£39,757.50	£18,116.00	£45,513.05
Hall Hire	£24,876.94	£14,224.43	£2,837.15	£21,998.92
Materials Purchased	£960.74	£686.25	£1,411.38	£2,175.55
Salaries & pension costs	£24,934.50	£21,492.00	£7,098.40	£0.00
Administration	£8,799.25	£6,138.00	£19,812.50	£22,227.50
Print, postage & stationery	£973.81	£912.70	£1,243.35	£2,132.29
Training	£640.00	£0.00	£262.50	£382.04
Telephone & Internet	£180.60	£162.00	£157.24	£136.50
Computer costs	£143.78	£977.30	£1,238.38	£1,662.75
Insurance	£600.43	£569.24	£489.25	£201.25
Meetings & entertainment	£62.15	£0.00	£0.00	£111.99
Accountancy	£3,093.60	£3,365.60	£2,683.10	£2,116.40
Travel	£809.85	£851.85	£661.05	£1,163.92
Fundraising costs	£0.00	£0.00	£1,000.00	£900.00
Subscriptions	£1,326.09	£542.20	£846.35	£581.60
Historical Adjustment	£2,810.04	£0.00	£0.00	£0.00
Advertising & Marketing	£1,336.97	£0.00	£35.00	£0.00
Miscellaneous costs	£509.45	£13.00	£200.00	£538.86
Total payments	£124,371.74	£89,692.07	£58,091.65	£101,842.62
Surplus (deficit)	-£19,454.58	£73.79	£30,472.72	£4,852.61
Cash funds last year end	£17,784.00	£18,195.00	£49,762.00	£49,976.00
Cash funds this year end	£5,995.00	£17,784.00	£18,195.00	£49,762.00