



Trustees' Annual Report for the period

		Period start date			Period end date		
From	27	10	2016	To	05	04	2018

Section A Reference and administration details

Charity name Sporting Tree Foundation

Other names charity is known by STF

Registered charity number (if any) 1169935

Charity's principal address 22 Dental Close, Sittingbourne, Kent

Postcode ME10 1DT

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Suzanne Rawes	Chairperson	Whole year	Founder
2	Nicholas Mason	Vice-Chairperson	Whole year	Appointed by Founder
3	Talita Wigg	Treasurer	Whole year	Appointed by Founder
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>The charity has a sub committee currently consisting of an additional nine volunteers, who assist in stage 1 of grant decision-making. The existing trustees will have final decision making on grants approved or not approved, and will also have the decision on any additional trustees brought onto the board, and will jointly be responsible for their induction. The charity currently adopts 25 policies, which alongside other documentation are held on the charity secure intranet. This allows all trustee and committee members to access any necessary documentation relative to their role, including new members in their induction.</p>
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Section C Objectives and activities

<p>Summary of the objects of the charity set out in its governing document</p>	<p>The promotion of community participation in healthy recreation for the benefit of the inhabitants of Kent, London, Essex and the surrounding areas, in particular but not exclusively among children and young people, by providing grants to individuals and other charitable organisations that promote community participation in sports and dance.</p>
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Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The charity undertakes a variety of fund raising activities, including but not exclusive to the following:

- Mega Family Fun Day (yearly)
- Champagne Gala (yearly)
- Bag packing with Asda (yearly)
- Curry Evenings (twice per year)
- Community activities with Bunnings Warehouse (ad hoc)
- Quiz nights (ad hoc)

The two main fund raisers for the year are the Mega Family Fun Day and the Champagne Gala, both of which bring in the majority of the yearly funds for the charity.

The charity also distributes around 80 static charity boxes across Sittingbourne and the surrounding areas.

The charity works collaboratively with a number of sporting organisations or otherwise within the local area:

Recent collaborations include gymnastics, street dance, and multisport organisations in order to raise funds and generate awareness of both parties. Collaborations and relationships built within the local community also include UKP Leisure, Bunnings, Asda, The White Horse, Fox and Goose, Lateef, Coniston Hotel, and other outlets within the local area.

The charity operates collaboration with 'Neighbourly' to take part in local supermarkets food surplus scheme:

Both Lidl and M&S donate their surplus food to the charity in order for the charity to distribute it amongst families and young people in need, and to promote healthy wellbeing amongst their beneficiaries.

The charity provides grants to sporting organisations to further the community participation, awareness and wellbeing amongst young people:

The above detailed activity combined aim to raise funds for the charity in order to distribute grants to sporting organisations so that disadvantaged young people may have access to opportunities.

Grants can include but are not limited to the following:

- New equipment
- Outfits or sports kit
- Travel and accommodation
- Funding for workshops
- Funding for lunchtime and after school clubs

When planning the activities for the year, the trustees reviewed the guidance on public benefit issued by the Charity Commission at their trustee meetings, in order to ensure the trustees are fulfilling their legal duty.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The sub-committee also volunteers their time to organise events and to assist with events on the day. This time is invaluable to the charity and could not function without the generosity of the sub committee and additional volunteers.

Trustees expect that grants will normally achieve one or more of the following outcomes:

- The grant will support community participation in Sport & Dance
- The grant will increase sport activity within desired geographical areas
- The grant will increase accessibility in regards to sport and dance to individuals within the geographical area
- The grant will open opportunities to organisations or individuals that would not normally have access to such situations.

Summary of the main achievements of the charity during the year**Organisational activity**

The last 18 months have been critical to the charity in terms of setting up and coming together with a structure.

We have introduced a committee of 13 volunteers (trustees and sub-committee members) who dedicate a significant amount of time to planning and hosting events, collecting charity boxes and building relationships within the local community.

The charity has written and implemented 25 policies, including the newest policy for GDPR legislation. In addition to this, the charity is voluntarily registered with the ICO.

To date, the committee have distributed eighty charity boxes across Sittingbourne, and Sheppey, which are checked or swapped over on a monthly basis, and is a stable top up income for the charity.

Towards the end of the financial year, the trustees have implemented a secure intranet for the charity members to access files, policies, forms etc. This creates ease amongst the committee group and reduces the necessity for the trustees to send documents via email.

Community activity

The committee members have worked hard to collaborate and build positive relationships with many organisations within the local community.

We have successfully moved venues for the charity Mega Family Fun Day, with exceptionally positive feedback from the public for the third year in a row. This event has grown to over 7000 attendees with more attractions requesting to attend year on year.

The charity executed the first signature event (Champagne Gala) with huge success and welcomed guest speaker Sir Geoff Hurst to present.

This will be an annual event and each year will have a different guest speaker. The event aims to bring together local organisations and businesses to cross collaborate and allow the local community to interact and support each other.

The charity has delivered two curry evenings in collaboration with Lateef and this will now be an event that occurs twice per year. This is a great event to encourage interaction between trustee and committee members, beneficiaries and donors.

STF have collaborated with Bunnings Warehouse to deliver community fund raising opportunities via their 'Sausage Sizzle' initiative. This has been a steady fundraiser for the charity and has generated a huge amount of awareness in the local community for the charity brand.

STF have collaborated with the Neighbourly Food Surplus Scheme to distribute surplus food from Lidl and M&S to families in need and to promote healthy wellbeing. This is a new initiative to the charity and still building relationships for community benefit.

Social media activity

The charity has a verified Facebook page with over 400 likes to date. The page has a donation button that is linked to a verified Paypal account.

The page is managed amongst the trustees, and a robust marketing plan is followed to ensure content and posts are relevant and engaging.

The charity Paypal account adopts a Paypal card reader for ease of payment or donation via credit or debit card.

STF website is in progress and is due to be officially launched in June.

Outputs achieved

STF have provided lunchtime and afterschool clubs for Halfway Houses Primary school for the entire academic year 17-18.

STF have funded new sports kit for all volunteers at Multisport company. The charity has funded travel, accommodation, and outfits for a dance school to attend World Championship competition.

Section E

Financial review

Brief statement of the charity's policy on reserves

A minimum level of free reserves equating to at least four (4) months of unrestricted expenditure is considered sufficient to cover management, administration and support costs and to respond to emergency needs which arise from time to time.

It is the policy of the charity to maintain free reserves at a level, which balances our objectives to develop and support services with our need to remain financially stable. In addition there is also a need to designate certain sums from free reserves for anticipated expenditure in the short to medium term. This would generally be for capital expenditure and will be specified in the notes to the annual accounts.

The charity ended the financial year with £3097 in reserve.

Details of any funds materially in deficit

n/a

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

STF acquires funds from the charity boxes that it has located in the local area. In addition to this income, the charity hosts annual, regular and ad hoc fund raising events to generate funds for grant availability.

The charity has invested in items and equipment (such as chair covers, centre pieces, gazebos etc) for the fun day and gala, which can be used year on year at no further expense to the charity.

The expenses for the charity boxes returned an ROI after 15 box collections.

Grants approved this year have met the conditions of the charitable objectives and allowed young people access to sporting activities where they may otherwise have not been given the opportunity.

Section F

Other optional information

5 year strategic plan 2018 - 2023

Vision

A world in which every young person will have the opportunity to progress their sporting or dancing talents

Mission

To inspire and encourage young sports people and dancers to fulfil their full potential

Values

Accountability, Ambition, Collaboration, Creativity, Integrity, Excellence

Objectives

1. Increased awareness of STF in the local community
2. Increase the funds raised by STF per annum
3. Increase the redistribution of funds in the form of grants per annum

Strategic goals – how will we do it?

Increased awareness of STF in the local community

1. Distribution of increased number of charity collection boxes
2. Involvement of further events with schools, clubs, and the local councils
3. Charity awareness through partner engagement, publicity and social media

Increase the funds raised by STF per annum

1. Increase the number of events that the STF hosts year on year
2. Build relationships with organisations that assist charities with grants and funding
3. Source a patron or ambassador that will raise the profile of the charity

Increase the redistribution of funds per annum in the form of grants

1. Invest in our fundraising to ensure our resource match our ambitions
2. Identify additional organisations in the area that qualify for assistance
3. Invest in expertise and equipment so we are communicating effectively with everybody involved in the charity

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Suzanne Rawes	Nicholas Mason
Position (eg Secretary, Chair, etc)	Chairperson	Vice Chairperson
Date	29/05/2018	