Charity Registration No. 1122082

Company Registration No. 06166961 (England and Wales)

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST

(ACTIVE SUSSEX)

(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

tc accounts · tax · legal · financial planning

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs K Burrell Mr B Clark Mr A Davy Mr D Gale (appointed 25 April 2019) Mr T Howell Mrs M Kinnear Mrs S Maurel Mr P Millman Ms A Pendlington (appointed 25 April 2019) Miss C Reynolds Dr C Whitaker (resigned 19 March 2020) Ms V Woodcock-Downey Mrs T Woodward (appointed 25 April 2019)
Chief Executive and secretary	Mrs S Mason MBE
Charity number	1122082
Company number	06166961
Principal address and registered office	University of Brighton Sports Centre Falmer Campus Brighton East Sussex BN1 9PH United Kingdom
Auditors	TC Group The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
Bankers	Barclays Bank PLC Floor 27 1 Churchill Place London E145HP
Solicitors	Rix & Kay Solicitors LLP The Courtyard River Way Uckfield East Sussex TN22 1SL

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
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SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

The Trustees present their report and accounts for the year to 31 March 2020.

The **accounts** have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Trust's Memorandum and Articles of Association, the Companies Act 2006 and the Charities Commission "Accounting and Reporting by Charities: Statement of Recommended Practice (FRS 102)", issued in March 2005 and revised January 2016. For accounting periods commencing on or after 1 April 2008, there is also a requirement for the Trust to report on how it satisfies the **Public Benefit** test introduced by the Charities Act 2006. The Trust can report as follows:

a) The report of those activities undertaken by the Trust to further its charitable purposes for the public benefit can be found in this report under the headings **'Objectives and Activities'** and **'Achievements and Performance'**.

b) Accordingly, the trustees hereby state that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

Taken together with the accounts, the **report** seeks to offer a fair and balanced picture of what the Trust has achieved (outcomes) through its strategy and the difference it has made (its impact) across the county during 2019-20. Finally, it provides an overview of its structure, governance and management, any professional services procured by the Trust, as well as its plans for the future

1 OBJECTIVES AND ACTIVITIES

One of the 43 Active Partnerships across England, the main aim of the Trust (hereinafter referred to as 'Active Sussex') is to increase participation in sport and physical activity at a local level. Predominantly funded by Sport England, Active Sussex contributes to the government's agenda to reduce the impact of physical inactivity to people's individual development, physical and mental wellbeing, to public health and to the economy.

Active Sussex works collaboratively to create the conditions for an active nation and use the power of sport and physical activity to transform lives. Working with partners in the public, private and community voluntary sectors, our organisation advocates for sustained investment in sport and physical activity at a local level.

We do this through our Active Sussex Strategy 2018-23, which continues to inform our work during the reporting period. It enables a better understanding of the inactive population in Sussex and focuses on how (with partners) the organisation can help the people most at risk of inactivity to become more physically active - particularly in the areas of Sussex where physical activity levels are at its lowest.

1. Build lifelong activity habits in our children and young people
2. Motivate inactive people to become more active
3. Work in the community to influence and engage new and existing stakeholders
4. Bring in new investments and partnerships

This is underpinned by effective stakeholder communications and strong, diverse leadership at Board level.

2 ACHIEVEMENTS AND PERFORMANCE

During 2019-20, Active Sussex continued to manage a number of government funded community physical activity physical and sport programmes, as well as directly delivering events to support its objectives. It has satisfied the terms and conditions for utilisation of these government grants, and performance was reported to the Trust's external funder (Sport England) twice yearly using their specific national performance measurement framework.

Planning and expenditure decisions for these programmes were undertaken by the organisations' Strategic Management Group and, where appropriate, in conjunction with community sport and physical activity providers. All programmes were delivered within budget. Decisions on new business and larger funding applications (as prepared by the Trust's Strategic Management Group) were taken by the Board of Trustees.

Coronavirus (Covid-19) Pandemic

It is fair to say that it has been a successful year in terms of delivering against its external contracts. However, the onset of the Covid-19 pandemic in the UK during Q4 2019/20, culminated in a mandatory national lockdown. Social distancing measures were put in place on 23 March 2020 which meant the immediate cessation of all face-to-face activities by Active Sussex and its partners, including the cancellation of several School Games events.

The organisation responded quickly by activating its business continuity plan, protecting its financial processes and enabling all staff members to work remotely and flexibly, particularly for those undertaking the additional role of home-schooling. Sport England also confirmed in-principle the extension of funding to Active Sussex until March 2022, which provided much welcome stability and there was no requirement to furlough staff via the Coronavirus Job Retention Scheme.

Meetings of the Board and its subcommittees have been conducted via online platforms, and financial decision authorisations have been done electronically, but in line with financial regulations. ensuring two independent signatories where required. Arrangements were made for the annual audit process to be conducted remotely.

Active Sussex has considered and reported other impacts of Covid-19 in Section 3e (Risk Management) and Section 4 (Plans for Future Period) of this report. In the meantime, Section 2 provides an overview of the strategic engagement with sector professionals and activity providers, and an insight into the programmes it has used to meet its four main objectives.

2.1 BUILD LIFELONG ACTIVITY HABITS IN OR CHILDREN & YOUNG PEOPLE

2.1.1 Primary Education

The Trust continued to provide free, objective support and advice to primary schools to ensure they meet the grant conditions of the Government's PE & Sport Premium and maximise the impact of the funding across school. The Primary PE and Sport Premium in Sussex totalled just over £8m in 2019-20; it is ring-fenced, and schools must use the funding to make additional and sustainable improvements to the quality of PE, sport and physical activity they offer. Each academic year, the Trust carries out a mapping task to review Primary PE & Sport Premium website reports to assess how schools are spending their funding and based on the results provide help and support.

The Trust engaged with primary schools, targeting Headteachers/Senior Leadership Team, School Governors and PE Coordinators with our offer of support. This ensures that key messages and opportunities are successfully communicated to schools and has led to higher percentages of schools meeting grant conditions and increased school engagement, particularly from schools that have previously not engaged with Active Sussex. Some key achievements from our work are noted below:

- 780 subscribers to the Active Sussex Education e-news (increase of 307 from 18-19)
- Delivery of three *PE & Sport Premium Governor Training* workshops engaging 52 school governors from over 40 primary schools in West Sussex.
- Delivery of *Effective Reporting of the PE & Sport Premium* workshop in Brighton & Hove to 25 participants (Headteachers & PE leads) from 21 schools.
- Annual delivery of Level 5 & 6 Primary PE qualifications (designed by Sports Leaders UK and Association of Physical Education) to help schools develop sustainable excellence within PE.
- Planning, organisation and delivery of the West Sussex PE Conference in partnership with four School Games Organiser areas, involving over 100 delegates from X schools across Sussex.
- Organisation and delivery of three *Assessment in PE* courses engaging 26 teachers from 22 schools.
- A record number of Quality Start applications with 57 schools gaining the award for the 18/19 academic year and over 50% were either Platinum or Platinum Plus.

2.1.2 School Games

The Sussex School Games is a programme of sporting activity designed to give opportunities to less-active children. The 'county-level' programme, behind which Active Sussex is the driving force, includes a mix of standalone events and festivals such as the Parallel Youth Games and School Games Summer Festival.

In 2019 Active Sussex welcomed a headline sponsor - Specsavers. A number of locally owned stores in Sussex came together to support the event, as part of their commitment to the local communities.

Specsavers support elevated the programme, in particular the Summer Festival. In addition to financial support, Specsavers provided some challenges within the Activity Zone and mascots. A major re-brand helped enhance the look and feel of the event, creating a real spectacle for participants. Coupled with the rebranding of the School Games Area teams (who all developed American Football-style identities), this improved the experience for the young people attending, many of whom were experiencing countywide sporting competition for the first time.

Key achievements:

- 2,138 participants took part in the Specsavers Sussex School Games 2019 programme, with an additional 723 taking part in 2020 events before COVID-19.
- A local headline sponsor was secured, with local Specsavers stores teaming up to support both their local communities and the wider county
- For the first time, the Sussex Parallel Youth Games was bought under the School Games banner, increasing the workforce as well as opportunities for young people with disabilities and learning difficulties to participate

2.1.3 Parallel Youth Games

The Parallel Youth Games is best described as a 'mini-Paralympics', showcasing and celebrating disability sport. Driven by Active Sussex, with support from key partners in education and community sport, the Parallel Youth Games is the only, multi-sport participation, event of its size for disabled children in Sussex. It provides a non-competitive, thrilling experience for young people to try out sports and learn new skills such as teamwork and leadership. The event also aims to offer young people the opportunity to be defined not by their disability, but instead by their inspirational achievements while creating positive lasting memories.

Wednesday 15 May 2019 marked the 14th anniversary of the event, which took place at K2 Crawley. 394 children from 15 special schools across Sussex attended and took part in one of the many sports on offer, including swimming, boccia, new age kurling, street soccer, tri-golf, tennis, dance and cricket.

2019 also signalled the inclusion of the Parallel Youth Games under the banner of the 'Specsavers Sussex School Games', gaining the support of the School Games Organiser professional network. By making this important change, the foundations and sustainability of the event have been strengthened. The opportunities to expand and develop will be explored in the coming years.

2.1.4 Satellite clubs

The Satellite Club programme is focused on young people aged 14-19 and is targeted at helping these young people become active or build regular activity habits and / or targeting under-represented groups in sport. These include, but are not limited to females, young people with disabilities and those from lower socio-economic groups. Satellite clubs make it easier for young people to get active – and stay active. They provide opportunities to take part regularly in sport and activity through the creation of enjoyable, appealing and convenient opportunities that are based around their needs.

During the reporting period, the Satellite Club programme in Sussex continued to be one of the key contributors to the Active Sussex Strategy 2018-21, and a significant contributor to Sport England's strategy 'Towards an Active Nation'.

Some key outcomes of the programme are given below:

- **632** young people have been engaged in the satellite club programme, across **33 new clubs** with **73% of attendees being female.**
- **77** clubs have been sustained since 2013
- **27** of the 33 new clubs are **located within the top 50 priority areas for inactive young people** in Sussex

Active Sussex also saw 91 young people referred to its leisure partners through the Sussex Police & Crime Commissioner REBOOT referral scheme, which is jointly funded in Sussex by the Satellite Club initiative.

One of the more innovative satellite clubs funded through Active Sussex was delivered by community partner **Future Proof,** a charitable incorporated organisation. Their core aims closely matched the outcomes sought from the satellite club programme, including developing a positive attitude towards sport and creativity and boosting a range of personal attributes that lead to improved social, educational and behavioural outcomes. Working with a girls school in Horsham, West Sussex, Future Proof introduced a 'GoSketch' initiative that fuses design and sport to engage young people, in particular those who have a barrier to playing sport. The school had identified students who normally do not play sports and those that struggle to make social connections with their peers.

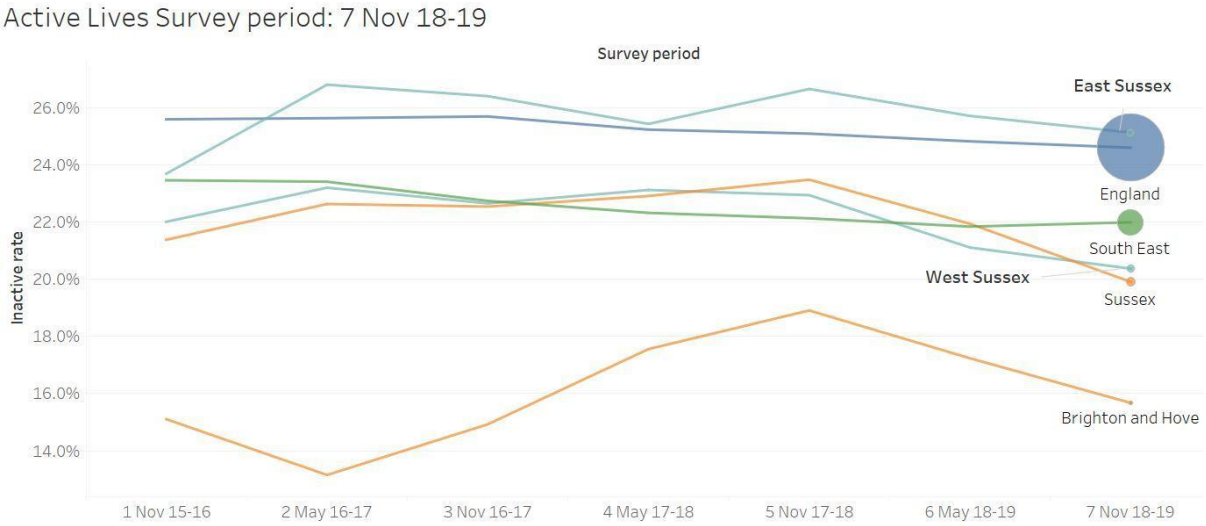
Future Proof coaching partners created a positive and welcoming playing environment that encouraged young people to want to take part and learn new skills – all energy then transferred back to the classroom where the young people and coaches worked together to design a new team identity. These designs were subsequently printed onto a playing kit that each participant receives during the project. The student response was very positive – resulting in two sessions being run, 38 students being engaged and a total of four new teams being created. The activity was softball.

2.2 MOTIVATING INACTIVE PEOPLE TO BECOME MORE ACTIVE

2.2.1 Trends in inactivity in Sussex

The recognised national measure of sport and physical activity participation levels is Sport England's **Active Lives Survey**, which aims to better measure the priorities identified in their *'Towards an Active Nation'* strategy. The focus is clearly on supporting people who are currently inactive to become active.

To date, seven survey periods of the Active Lives Survey have been published covering the period November 2015-16 to November 2018-19. Since the fourth period, England has been on a downward trend for the proportion of inactive adults. The South-East region has also seen a significant decrease in the proportion of inactive adults, since the first survey. The data for **Sussex** has oscillated up and down, reflecting the smaller sample size. However, it has been **below the South East average** in five of the seven survey periods.



Source: Active Lives Survey Nov 15-16 to Nov 18-19, https://www.sportengland.org/know-your-audience/data/active-lives

West Sussex is similar to the South East average, but **East Sussex** tracks above the national average for inactivity. There has not been a statistically significant decrease in East and West Sussex since the start of the Active Lives Survey in November 2015-16.

Brighton & Hove has significantly lower rates of inactivity, with one of the lowest rates in England. Encouragingly Chichester and Mid Sussex appear to have moved into this bracket of areas consistently reporting inactive rates below 20%. Rother, Eastbourne, Crawley and Hastings have inactivity levels above the national average. The other areas are below the national average.

In line with this data, Active Sussex has concentrated its resources to mainly work in areas with the highest levels of inactivity, and to support delivery partners to increase activity levels in those areas.

2.2.2 Developing the Sport & Physical Activity Workforce

Workforce Investment Fund
Based on last year's project within Rother, Active Sussex utilised this funding to scale up its work in target wards to include the local authority areas of Hastings, Wealden, Eastbourne and Lewes. In addition to Rother District Council, Hastings Borough Council and 3VA became the lead stakeholders for the £40,000 investment to co-design the workforce project and develop a 'person like me' sport and physical activity workforce to engage some of the most inactive people in their communities.

The Workforce Investment Fund has continued to demonstrate real community impact within Rother. The District Council identified 25 projects to support within the most inactive wards. Examples of these projects include Tai Chi being delivered within a GP practice in Sidley, the most inactive ward in Sussex, and a participant avoiding surgery after attending 'Adore Your Pelvic Floor' sessions. These examples are a direct result of funding being provided to upskill activity leaders. The other strategic partners within the project, Hastings Borough Council and 3VA, completed their 'understanding the audiences' phase and moved into their workforce development phase. Hastings Borough Council launched their Workforce Development Grants, whilst establishing an online community of learning through a 'Hastings and St Leonards Coach Forum' on Facebook.

Club, Coach and Volunteering Workshops
The club, coach and volunteer training offer continued to be delivered through safeguarding training scheduled on a monthly basis. A dedicated 'Active at Home' workforce page has been created on the Trusts website to provide advice and support during the COVID-19 pandemic.

2.2.3 Disability and Inclusion work

Active Sussex continued to bring sport and physical activity leadership, expertise and support to community and public sector stakeholders operating in relevant areas of public health, disability and inclusion. During 2019/20, the organisation has led, and also contributed to local authority fora and steering groups across the whole county. Notably, this included strategic groups such as; the Brighton & Hove Strategic Sport & Physical Activity Group, East Sussex Healthy Weight Partnership, East Sussex Annual Assembly, Healthwatch East Sussex Conference, West Sussex Learning Disability Forum, and the Brighton & Hove Disability Collective.

Active Sussex has influenced the work of its local partners in developing inclusive physical activity and sports provision (especially for people with disabilities and/or long-term conditions) through its strategic relationships, its newly formed physical activity fora and the ever-evolving Sussex Disability Sports Network (SDSN). In early 2020, Active Sussex facilitated an SDSN partner audit to ensure it remained fit for purpose to achieve its outcomes and had alignment with current priorities and needs moving forward.

Some key outputs and outcomes from SDSN are reported below:

- A total of 90 participants attended across the two SDSN events delivered in 2019-2020, with between 92 - 100% reporting that they found these professional networking opportunities very good to excellent.
- Data from the October survey demonstrated that partners had worked with other SDSN partners more than 40 times over the past 12 months in a range of ways, including the following in order of engagement - sharing knowledge, physical activity events, project work, sharing resource/workforce and funding applications.

- 607 people are now signed up to the Sussex Disability Sports Network

During the reporting period, Active Sussex played its part in raising the profile of national campaigns locally, as follows:

- *'This Girl Can'* (TGC) by working with our TGC Sussex Ambassador to raise awareness and encourage female participation in sport and physical activity
- *'We Are Undefeatable'* campaign to engage partners who support people with a long-term health condition.
- Public Health England (PHE) *'Everybody Active, Every Day – Moving Healthcare Professional Programme'* by connecting its Local Authority and Leisure Trust partners with the PHE Physical Activity Clinical Champions to ensure that the health and social care workforce are fully informed of local physical activity referral and signposting options.

2.3 WORKING IN THE COMMUNITY TO ENGAGE NEW & EXISTING STAKEHOLDERS

2.3.1 Active Sussex Conference & Network

The Active Sussex Conference (September 2019) and Active Sussex Network (February 2020) were successfully coordinated and delivered, with a range of partners attending from Local Authorities, Public Health, Leisure Trusts, National Governing Bodies of Sport, the Community Voluntary Sector and Education.

The programme for the events reflected stakeholder feedback, offering increased informal networking opportunities alongside keynote speakers, strategic updates, Sport England strategy development feedback, best practice round tables, hot topics, workshop sessions and a 'Partner Powerplay'.

Active Sussex continued to see a healthy range of partners attending the Active Sussex Network events. The February network event saw increased numbers of Local Authorities attending along with a rise in the number of organisations working with people with disabilities and life-limiting illnesses. Whilst the targeted communications plan (implemented since 2018) has seen an uplift in delegate numbers and a change in the type of organisations attending the events, Active Sussex recognises the need to ensure that those attending have the greatest influence in supporting priority audiences becoming physically active.

Key highlights;

- Over 130 delegates across the two events.
- Keynote Speakers included 'Our Parks' founder, Born Barikor, and leading physical activity and health expert, Dr Anna Lowe.
- The Active Sussex Network 2020 brought to life the benefits of being physically active, in the form of a live case study focusing on older people with long term conditions. Members of The Rowans Gym were amongst delegates and shared their personal journeys on how their mental and physical wellbeing had dramatically improved since taking up regular physical activity.

2.3.2 Strategic Partnerships

Strategic relationships with **new partners** have developed over the past year, especially links with key public health bodies and organisations. An insight led approach has enabled advocacy for the sector and facilitated collaboration, which in turn allowed Active Sussex to lay the foundations to develop a project for older people, and also to work with other organisations on funding proposals in support of both prevention and intervention programmes. An example of this such as supporting an Expression of Interest from the **Western Sussex Hospitals NHS** Trust to the Health Foundation Trust.

Other evolving partnerships included **Sustrans** and the **South Downs National Park Trust** (SDNPT). These engagements have enabled Active Sussex to present its strategic aims and demonstrate connections to their respective organisational priorities. Where there have been emerging strategies, Active Sussex has advocated for the inclusion of physical activity as a common, as well as exploring partners can work with Active Sussex and share best practice.

Active Sussex also chaired three strategic meetings of the county Sport & Physical Activity Forum in West Sussex (February 2020) and in East Sussex (May 2019 and November 2019, chaired by the Director of Public Health), sharing sector updates and funding opportunities. Meetings of each forum provided opportunities for informal networking and collaboration with a view to identifying and co-designing physical activity projects to meet community needs. The organisation also supported local government partners, with continued senior support of the Active Hastings Partnership, the Brighton & Hove Physical Activity Strategy Group and the Rother Active Communities Partnership.

Active Sussex provided local insight and also contributed to the development of Local Football Facilities Development Plans in Adur & Worthing, Arun, Brighton & Hove, Horsham areas, as well as providing input into the Lewes Playing Pitch Strategy. Senior Managers were also heavily involved in the consultation for local physical activity strategies in Arun and Brighton & Hove, again providing local area profile information to help inform local physical activity priorities.

Finally, as a member of the national Active Partnership Network (APN), Active Sussex ensured full engagement, profile and representation on behalf of the county at regional partnership meetings, network development days and the APN annual general meeting.

2.4 BRINGING IN NEW INVESTMENTS & PARTNERSHIPS

2019/20 was very much a year of consolidation and ongoing delivery of activity based on funding already secured, as well as seeking out new business opportunities and providing governance consultancy services.

2.4.1 Sport England

With an investment of £80,000, Active Sussex upscaled the existing workforce project from April 2019 – March 2021 to include target wards in the local authority areas of Hastings, Wealden, Eastbourne and Lewes. The respective local councils and the community voluntary sector organisation 3VA (covering Eastbourne, Lewes & Wealden areas) were identified as lead stakeholders in co-designing the workforce project aimed at developing the right workforce to reach and engage some of their most inactive communities. Active Sussex also secured a further **£36,000** investment for its Satellite programme.

2.2.2 Specsavers

Specsavers became the Sussex School Games new headline sponsor, through negotiation with the 16 Sussex-based Specsavers stores. The sponsorship has allowed the Trust to enhance the experience for the children that attended the event, and to include more sports and opportunities than ever before.

2.2.3 The Sussex Sports Awards 2019

This was a prestigious celebration of community sport and physical activity. In November, guests joined the staff and trustees of Active Sussex at the Hilton Brighton Metropole to give deserved recognition to the individuals and organisations who (over the past year) had achieved so much in their sports and contributed to a better Sussex through their commitment and dedication. This year's guest host was the well-renowned former Olympic & Commonwealth medallist, now motivational speaker **Kriss Akabusi MBE.**

Business partnerships continued with BBC Sussex and Witness BTN (media partners), Freedom Leisure, Rix & Kay Solicitors LLP, Sussex County FA, the University of Brighton, Wave Leisure and the Platinum Publishing Group, whilst new sponsorships were secured with Create Development, Everyone Active, and the Southern Counties Combination League. The cumulative value of these sponsorships, fundraising and ticket sales from the event generated just under **£26,500** during the year.

The end of the financial year was marked by the emerging Coronavirus pandemic. The national lockdown towards the end of March saw the cessation of face-to-face activities, and the ongoing economic uncertainties immediately impacted on the ability of local businesses to consider future financial sponsorships beyond March 2020.

2.5 STAKEHOLDER COMMUNICATIONS

Over the past 12 months Active Sussex's role has continued to be one of strategic guidance, advocacy and insight and less direct delivery of programmes. There has been a commensurate change in the communication strategy and tools used, with the objective of increasing the engagement of partners in Active Sussex objectives and communications and our objectives, as well as reaching the wider public in Sussex.

2.5.1 Website

Active Sussex's online presence continued at www.activesussex.org, displaying organisational success stories, regular news, events and video postings. In the financial year 2019-20, the organisation saw an overall decrease in activity on the Active Sussex website. There was a total of 47,860 visitors to the website - a 9.28% decrease on 2018-19. The website also saw a decrease of 12% in the number of active sessions throughout the year, and a drop of 15% in page views.

It is acknowledged that the way people use websites has changed vastly over the past few years. Hence, with the change in the organisation's strategy and focus, Active Sussex recognises that this digital platform needs to evolve to meet current needs. 2020-21 will see the website reviewed, and its architecture refreshed to ensure it aligns with corporate goals, and be attractive to its target audiences.

2.5.2 Press & PR

The organisation's online reach is supported by strong relationships with traditional media and regular coverage in local and regional newspapers, online and print.

The Sussex Sports Awards, now in its seventeenth year, is a key event in the Active Sussex calendar, raising our profile locally, driving traffic to our website and consolidating our links with local and regional businesses. The 2019 Awards generated a total AVE (advertising value equivalency), from online clips alone, of **£52,841 -** an **increased AVE of 52.26%** on the previous year.

2.5.3 E-news

The Active Sussex monthly e-News is sent out to 940 subscribers (respecting GDPR guidelines), which is an increase of 76% from the previous year. This increase is due to the clear signposting on our website, a continued social media campaign and commitment from all staff members at Active Sussex events and when meeting new partners and organisations. The Education and Disability and Inclusion e-Newsletters reached 491 (increase of 60.5% on 2018/19) and 607 (increase of 35.5%) recipients respectively.

Active Sussex is delighted to report that its E-News suite continues to be a successful communications tool, with open and click rates remaining high in comparison to the previous year and also in comparison with the industry average. To continue to build its audience, Active Sussex will continue to encourage sign-ups via social media and a commitment from all staff to encourage new subscriptions at Active Sussex events and when speaking with new partners.

2.5.4 Social media

The Active Sussex social networks saw an increase in engagement rates from the previous year:

- 7,483 follows on Twitter - up 4% on 2018/19
- 3,011 follows on Facebook - up 24.5% on 2018/19
- 1,210 followers on Instagram - up 23.5% on 2018/19
- LinkedIn - 518 followers on LinkedIn - up 24.5% on 2018/2019

This remains a strong communication and engagement tool for the respective communities that use these platforms.

2.6 STRONG DIVERSE LEADERSHIP

2.6.1 Governance

Active Sussex could not operate without rigorous financial policies, sound operational management and comprehensive governance procedures. The organisation deploys open recruitment practices, and 2019-20 saw the appointment of a new Chair (Mrs S Maurel) and the recruitment of three new independent trustees (Mr D Gale, Ms A Pendlington and Mrs T Woodward).

Collectively they have led and served Active Sussex well, providing guidance with regard to seeking out new business opportunities and overseeing the work of the Strategic Management Group. For two consecutive years, the External Stakeholder Survey and Staff Satisfaction Surveys both returned improved scores on 2018-19.

The Trustees have ensured that the organisation operated in a manner that complies with statutory regulations, including those laid down in charity and corporate law. The Board of Trustees met four times during the reporting period, plus attendance at the AGM 2019. Sub-committees also met four times each during 2019-20 to oversee, guide and provide scrutiny to the Strategic Management Group in their implementation of the annual delivery plan and associated operations.

Active Sussex's human resources function is overseen by its experienced HR & Nominations Committee and guided by professional advisors (Rix & Kay Gatekeeper Services) ensuring staff employment rights are observed, and that annual appraisal and continual professional development is undertaken. Finances are managed in accordance with Active Sussex's financial regulations. An industry-recognised accounting package is used to allocate restricted, designated and unrestricted budgets; to record all transactions, to provide financial management reports to the Board of Trustees and to reconcile income and expenditure. The organisation's accounts are also subject to external audit on an annual basis.

2.6.2 Safeguarding

Active Sussex achieved an overall rating of Good to Very Good, based on the annual framework review carried out by the Child Protection ins Sport Unit (CPSU). This acknowledges Active Sussex's commitment to maintaining and embedding effective safeguarding standards across the organisation. It also reflects the significant work that took place over the year to influence and advocate messages to our partners, especially with regards to Primary Schools.

The 2019-2020 implementation plan was monitored throughout the year and progress was recorded against the actions set, including priorities as agreed with CPSU. Each action linked to key policy objectives to ensure safeguarding was embedded across the whole organisation and all staff took responsibility for promoting good safeguarding practice internally (staff and trustees) and externally to stakeholders.

Active Sussex's safeguarding responsibilities included the management of welfare provision at the School Games and Parallel Youth Games 2019, as well as ensuring commissioned delivery partners had satisfactory Safeguarding procedures in place. The organisation also offered support, and signposted coaches, volunteers, parents and young people who may have a safeguarding concern.

Strong links were established with the local authority safeguarding teams to ensure that due regard was given to sport and physical activity in their plans and communications in their engagement with children and parents, and in terms of safeguarding children per se. Active Sussex kept abreast of statutory changes from Local Safeguarding Children Board's to Local Safeguarding Children Partnerships, and updated policy and web-based information accordingly. Active Sussex continued to promote best practice to help safeguard adults from potential abuse in sport and activity settings, and worked in partnership with all agencies to ensure that information and training opportunities are made available for all staff, coaches and volunteers to guide them in best practice when working with adults.

The organisation has dealt with numerous safeguarding enquiries and has assisted local authorities via case management review meetings where necessary.

2.6.3 Equality

Active Sussex remains an accredited **Equality Standard (Foundation Level)** organisation. In the past year, the organisation has been tasked with meeting the requirements of the **Code of Sports Governance** that has resulted in an increased need to address equality and diversity challenges. Key areas of delivery have included:

- Updated information about equality and diversity on the Active Sussex website
- Completing an Equality Annual Audit of Trustees and Staff
- Identified equality training

Active Sussex continues to ensure equitable policies and practices are embedded in all aspects of its work, and in its recruitment practices.

3 FINANCIAL REVIEW

The Statement of Financial Activities shows net funds brought forward of **£394,506** and income received for the 2019-20 financial year of **£744,915**. The total expenditure was **£711,547** and the net gain on pension funds was **£198,000** giving net movement in funds of **£231,368** for the year ending 31 March 2020.

The principal financial management policies and procedures deployed during the year are stated earlier in this report.

3.1 Reserves Policy

Active Sussex's reserves protocols ensure that sufficient unrestricted funds are held to cover a minimum of six months' employment and running costs and 100% end of contract costs (in the event of any significant delays or cessation of external core funding). The fund required to cover these costs is £150,000, however at 31 March 2020 the fund stood at **£295,414**. This figure is currently higher than the level expected due to an under-spend on designated funds allocated to drive charitable fundraising activities and project development, and the non-renewal of the three-year performance bond relating to Local Government Pension Scheme liabilities.

3.2 Principal Funding Sources

Active Sussex's principal funding stream continues to come from Sport England. Of the **£744,915** income received, 93.5% of this (**£696,398**) came from Sport England. The remaining income has been generated from:

1. Corporate sponsors
2. Active Sussex members (mainly local government)
3. Club, Coach and Volunteer Development courses fees
4. Project Management fees

93.5% of income is restricted and is therefore spent on the specific sport and physical activity outcomes detailed as per conditions of the funding award. More importantly, the expenditure has directly supported the key objectives of the charity.

3.3 Senior Management Remuneration

As a result of TUPE of staff from its former host organisation, the University of Brighton, Active Sussex initially adopted the University's national remuneration framework, against which all staff pay levels were set in line with their level of responsibility and seniority. All staff pay is reviewed annually by the Human Resources & Nominations Committee, and pay increments are subject to completion of an annual staff appraisal. Cost of living rises are awarded in line with RPI (Q4/Feb annually) and subject to affordability by Active Sussex. For 2019-20, a 2.0% pay increase was awarded and during the year key management personnel team remuneration totalled **£237,572** (see note 11 to the accounts).

3.4 Related Parties

No trustee received any remuneration during the year; the following trustees had interests in companies and academic bodies. Further details can be found in the notes to the accounts. No other trustee received any financial benefit from any of the transactions undertaken.

- Freedom Leisure Trust (Mrs K Burrell and Ms C Reynolds)

3.5 Risk Management

Active Sussex maintains a comprehensive risk register which identifies the principal risks, together with the steps to be taken to manage them. The risk register is overseen by the Governance & Audit Committee and reviewed by the Board every quarter. Each risk is stated as either 'strategic' or 'operational'.

The key strategic risk remains non-compliance or breach of legal/statutory responsibilities leading to loss of stakeholder confidence and risk to investment. Through its Governance & Audit Committee, Active Sussex discharged these statutory responsibilities and maintained a high level of assurance. It has continued to review and develop its corporate business policies, with any changes endorsed at Board level. The necessary business protection, human resources and financial policies continued to be in place, as did the Trust's Equality and Safeguarding in Sport policies.

The most significant operational risk relates to the significant potential financial liabilities arising from Active Sussex's ongoing membership of the East Sussex Local Government Pension Fund (the Fund). Following the outcome of the 2019 Fund triennial valuation, Active Sussex has entered into negotiations with the University of Brighton (as former employer of all the Fund members prior to the transfer of business on 1st January 2008) and the Fund administrators to agree a subsumption agreement between Active Sussex and the University. Active Sussex is grateful for the continuing support extended by the University's staff and Executive Board in seeking an agreement and it is hoped these negotiations will be concluded satisfactorily in 2020.

Finally, the risk register was updated to include the impact of the Covid-19 pandemic, putting in place measures to ensure stakeholder communication was maintained via online strategic fora, and that the business administration could continue safely and effectively. Where possible, activities were rescheduled as an online offer to participants and a dedicated webpage created (Active at Home) to signpost visitors to available activities and mental wellbeing support during lockdown.

4 PLANS FOR FUTURE PERIODS

These are unprecedented times due to the Covid-19 pandemic, and with the situation changing rapidly for individuals and organisations, 2020/21 will be a challenging year for Active Sussex. It is acknowledged that 'business as usual' will not be an option, and that the Government's control measures will mean significant disruption to the sector, including the closure of leisure facilities and suspension of sport and physical activity programmes that previously were delivered face to face.

The Trustees have identified the key risks and impacts in section 3 (Risk Management) of this report and are confident that Active Sussex has responded effectively to minimise the impact of the pandemic on the delivery of its strategic outcomes. The organisation is fortunate in having received notice of continued funding from Sport England to March 2022. It has already been acknowledged that commercial sponsorship income is unlikely to be available due to lack of business trading during the pandemic, however the Trustees will closely monitor the impact of reduced levels of unrestricted income which previously may have underpinned discretionary activities. Such activities are expected to be delivered at commensurately lower costs and via online platforms where possible.

We will capture the local need and impact of the Covid-19 pandemic on the local physical activity and sport sector and support the emergency and recovery phase through strategic support and funding. Our work promoting and developing physical activity opportunities to our target groups, will take into consideration alternative delivery methods needed during the pandemic restrictions.

Active Sussex's main funder continues to task the Trust with focusing on local insights into its inactive population and taking a lead on bringing strategic delivery partners to the table to develop a more collaborative way of working and investing in sport and physical activity programmes. They also continue to invest in activity programmes for children and young people, which again fits well within the aims and objectives of our strategy outcomes, and are summarised below.

4.1 Sport England Primary Role

This contract requires the Trust to focus on the areas noted below:

4.1.1 Strategic networking & partnership working

The Trust will continue to engage with a wide variety of stakeholders from the public, private and community voluntary sectors, in order to position sport strategically in local plans, and to support the case for investment in physical activity programmes. Our key partners are local government departments, public health, education, leisure trusts/facility operators, the community voluntary sector and local businesses. We will also ensure our stakeholders are made aware of Sport England's new investment themes and funding programmes and facilitate joint/collaborative project applications where appropriate.

4.1.2 Local intelligence and understanding (creating and using participation insight)

The Trust will work to ensure it continues to develop a high level of understanding of the local area (the market, audiences and organisations) and what will work best for the delivery of sport and physical activity in Sussex. With regard to workforce development, the learning from 2019-20 will be used to develop sustainable outcomes post 2021. A focus will be on how the Workforce Investment Fund can add value to local systems and the upscale of a 'person like me' workforce using the methodologies that have been developed.

- Identify opportunities for **collaborative working** between Hastings Borough Council, Rother District Council and 3VA. The purpose will be to share learning to strengthen or upscale 2019-20 delivery.
- Develop a **referral pathways framework** utilising the activity providers and coaches recruited or developed as part of the Workforce Investment Fund project.
- Utilise the learning from the Workforce Investment Fund project to support the development of a **large-scale funding bids**.

4.1.3 Board effectiveness and leadership

As a body in receipt of public funds, Active Sussex will continue to ensure compliance with the Code for Sports Governance 2016, and ensure it meets the five principles of good governance outlined in the Code.

Ensuring there is sound leadership in terms of setting strategic direction, policy; that trustees and senior staff are appropriately skilled to run the organisation; that there is financial planning and management, as well as the development of the organisation and its people. Active Sussex will be embedding its 2018-23 strategic policy and will review its trustee appointments on an annual basis to ensure the right balance of skills and people are recruited.

4.1.4 Delivery arrangements and business efficiencies

The Trust will ensure that it has the right organisational structure, and appropriately skilled personnel, to deliver the primary role contract and any programmes (see below) for which it is funded.

4.2 Sport England Programme Delivery

4.2.1 Primary Schools

Plans for 2020/21 will include the following:

- Continued support for primary schools with the effective utilisation of the primary PE and sport premium.
- Support primary schools to adapt to the Covid-19 Government guidance, to ensure continued delivery of high-quality physical education (PE), school sport and physical activity.
- Continuing Professional Development (CPD) will continue to be organised on a demand and training needs basis.
- Continued delivery of Effective Reporting of the PE & Sport Premium Workshops
- Delivery of PE & Sport Premium Governor Training
- Further delivery of Assessment in PE CPD courses

4.2.2 Satellite Clubs

Events are already planned, and informed by organisational strategy, Sport England strategy and DCMS strategy. Projections for 2020/21:

- The target is to deliver 28 new projects across Sussex with at least 80% within the 50 most inactive areas for young people in Sussex.
- There is an aim to offer sustainability grants to a further 22 existing clubs.
- Continue to work with delivery partners to understand when and how group activity sessions can begin again and continue to support and fund innovative ways of delivering activities across Sussex.
- Target the most inactive, vulnerable and under-represented children and young people in Sussex regardless of their age, using a place based and outcome led approach

4.2.3 Tackling Inequalities

Active Sussex plans to continue to promote inclusive physical activity opportunities and share best practice, especially focusing on its priority groups, including people with a long-term health condition or disability, older people, those living in deprived areas and 14-19-year olds. In addition, Active Sussex will seek to take forward the following work in 2020/21:

- To further develop work specifically targeting the most inactive people living in areas of deprivation within Sussex and forge new relationships to engage and understand this audience, with particular focus on the effects of Covid-19.
- Move strategic relationships to delivery phase if funding applications successful (Health Foundation Trust, Tampon Tax Fund, This Girl Can (TGC) Community Fund, etc)
- Develop new fundraising opportunities and co-design projects with partners to target priority groups identified within our strategy (alongside THINK Consultancy Ltd)
- Once reactivated, continue to support the PHE/Sport England Moving Healthcare Professionals Programme supporting the Physical Activity Clinical Champions and linking to the social prescribing network. This includes supporting the development of clearer referral pathways for those living with health conditions into physical activity and making provision easier to signpost.
- Work with partners to develop more community-based champions/ambassadors promoting physical activity linked to the above projects and programmes (funding/project/ Covid-19 dependant)

4.3 Trust's Other Organisational Priorities/Events

Club Development

- Coordinate a county wide, needs led training programme for clubs, coaches and volunteers that expands to include Club Matters workshops and seminars

Disability & Inclusion

The priorities for the upcoming year are as follows:

- To continue to grow the Sussex Disability Sports Network by increasing the membership, and to introduce new network development opportunities.
- Drive the Sussex Disability Sports Network forward based on needs of members - delivering webinars and then face to face network/conference opportunities (when possible)
- Delivery of localised TGC Project to include a mentoring scheme to be delivered by our TGC Sussex Ambassador (look to scale up and roll the scheme out to other women deliverers who are working to reach our target groups)

Equality

Highlight plans/priorities for 2020-21

- Ensure Active Sussex meets the requirements of the Code of Governance for Sport in relation to equality and diversity through the delivery of the Diversity Action Plan
- Active Sussex to be an advocate for equality and diversity by raising awareness through locally identified networks
- Embed equality and diversity across all core business and programmes Active Sussex delivers

Marketing & Communications

- Strengthening and aligning of our marketing and communications through the creation of a communications strategy
- Responding accordingly to the new Sport England strategy and being an integral part of helping to deliver 'Towards an Active Nation.' - Increased insight driven, understanding and responding to trends in Sussex
- Increased use of video case studies to demonstrate the impact/benefits of physical activity locally

Safeguarding

Highlight plans/priorities for 2020-21

- Leadership: Strategy, Action Plan; Influencing
- Safeguarding Values & Culture: Resources for additional vulnerability of some children;
- Openness & Communication; Respecting children's views & contributions
- Safely delivered Parallel Youth Games and School Games
- Delivery of Safeguarding and Protecting Children and Time to Listen Welfare Officer training

In addition, we aim to ensure

- Safe delivery of the Virtual School Games
- Active Sussex undertakes the Safeguarding Adults in Sport Framework too managed by the Ann Craft Trust.
- Continual review of our Adult Safeguarding Policy and practices
- Promote best practice, influence and advocate messages regarding adult safeguarding to our partners

EVENTS 2020-21

May 2020 – Sussex Parallel Games

Due to the Covid-19 pandemic and ongoing virus control measures, the Parallel Youth Games event that was scheduled to take place on 13 May 2020 will not go ahead. The venue at K2 Crawley along with other leisure facilities were closed in line, and with the participants designated as Covid-19 vulnerable, it would have been unwise to proceed anyway. Active Sussex will start the planning process for the Parallel Youth Games 2021 in Q4 2020/21.

June 2020 - Sussex School Games

As with the Parallel Youth Games 2020, due to the ongoing Covid-19 pandemic, the Sussex School Games 2020 will not go ahead. However, plans are in progress to create a virtual alternative competition offering school children and their parents/carers the opportunity to remain active and competitive over an 11-week period after the Easter holidays. We anticipate this will engage in excess of 4,000 participants online and will be promoted with the support of local and national sporting champions.

September 2020 - Active Sussex Network Conference

The Active Sussex Conference will take place as a virtual event on **24 September 2020** and will incorporate the Trust's Annual General Meeting. The event will include keynote speakers, facilitated discussions and workshops that will focus on reducing physical inactivity within priority audiences. The Trust aims to deliver a high calibre virtual Conference in September and Active Sussex Network in spring 2020. We will look to continue to grow the attendance and range of partners attending.

November 2020 - The Sussex Sports Awards
The Sussex Sports Awards is the high-profile event of the annual community awards calendar. Usually offering a combined showcase of business support for community sport, and a glittering platform of physical activity achievers, this event will also require an alternative delivery platform due to Covid-19. It is anticipated that a virtual recognition event will be stated the week commencing **23 November 2020**.

Active Sussex is conscious of the economic impact that the pandemic is having on local business, and as such it is unlikely to be able to secure the level of commercial sponsorship previously enjoyed, or to have a physical event where funds can be raised for its charitable causes. We do not envisage this to have an adverse impact on the organisation's' finances or reserves, as savings will have been made in other business areas where virtual delivery will replace paid for facilities.

5 STRUCTURE, GOVERNANCE AND MANAGEMENT

The Sussex County Sports Partnership Trust (t/a Active Sussex) is a company limited by guarantee registered in England and Wales, number 06166961. It is also a registered Charity number 1122082. It was incorporated on 19 March 2007 and was registered as a Charity on 19 December 2007. Active Sussex is governed by its Memorandum and Articles of Association as reviewed on 16 March 2016. It became fully operational on 2 January 2008.

The Trustees, who are also the Directors for the purpose of company law, who served during the year, were:
Mrs K Burrell
Mr B Clark
Mr A Davy
Mr D Gale (appointed 25 April 2019)
Mrs M Kinnear
Mrs S Maurel (Chair)
Mr P Millman
Ms A Pendlington (appointed 25 April 2019)
Miss C Reynolds
Dr C Whitaker (stepped down 19 March 2020)
Ms V Woodcock-Downey
Mrs T Woodward (appointed 25 April 2019)

Active Sussex's senior employees support the Board of Directors strategically. Three sub-committees are convened by deploying appropriately skilled members from the Board to deal with Human Resources, Business Development (and Marketing), and Governance (Finance and Legal) matters that arise.

- Governance & Audit Committee: Mr B Clark, Mr. A Davy and Mrs T Woodward
- Human Resources & Nominations Committee: Mr D Gale, Mr T Howell, Miss C Reynolds and Ms V Woodcock-Downey
- Business Development & Marketing Sub-Committee: Mrs K Burrell, Mrs M Kinnear, Mr P Millman and Ms A Pendlington

The current Board of Trustees consists of individuals from the public, private and voluntary sectors. They bring the necessary skills and experience to the Trust to ensure sound governance, probity and excellent advocacy of the charity's aims and objectives.

Active Sussex operates an open recruitment process including shortlisting and interview by the Chair, Chief Executive and representatives of the HR and Governance Committees and is in line with the provisions of Article 12 of the Articles of Association. None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Active Sussex requires all officers and staff to undertake induction and continuing professional development to familiarise themselves with the political, funding and delivery environment in which the organisation operates; to set out their respective roles and responsibilities; and to ensure accountability and compliance with statutory Charity and Company law. All Trustees are able to access governance, equity and safeguarding training opportunities on an ongoing basis via Active Sussex's professional advisers and through other recognised training providers.

Organisational Structure

Under the current governance arrangements, the day to day executive functions of Active Sussex are handled by its senior strategic and operational staff (or Strategic Management Group). This is made up of the Chief Executive and the four Strategic Relationship Managers. The Board oversees the work of the Strategic Management Group (via quarterly reporting process) and is responsible for setting and deciding strategic policy direction in pursuance of the charitable aims and business needs. It approves the recommendations of the Strategic Management Group.

Financial Management

Budgets are devolved to the Strategic Management Group and other individual officers as appropriate, with monthly management accounts provided to all budget holders to enable ongoing financial monitoring and control. The Board of Directors and Governance & Audit Committee receive financial monitoring figures on a quarterly basis. All payments are authorised in accordance with Active Sussex's published financial regulations, procedures and bank mandate.

Representation

At county level, Active Sussex had membership of, and/or provided support to, the following strategic groups and meetings:

1. Active Hastings Partnership Group
2. Active Rother Communities Partnership Group
3. Brighton & Hove Sport & Physical Activity Strategic Group
4. East Sussex Healthy Weight Partnership
5. East Sussex Physical Activity Forum
6. East Sussex Youth Infrastructure Group
7. Local Organising Committee for the Sussex School Games
8. Sussex Disability Sports Network
9. Sussex School Games Organisers Network
10. West Sussex Physical Activity Forum

Regionally, Active Sussex has membership of the Active Partnership Network strategic groups for Children & Young People, Marketing & Communications and Safeguarding.

Nationally, in November 2019, the Chief Executive completed her appointment as one of two Sport England nominated Directors, representing their interests on the Board London Sport.

Disclosure of information to auditors

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

Auditors

The TC Group was appointed for the 2019-20 period.

On behalf of the Board of Trustees

Mrs S Maurel (Chair)
Trustee
Dated

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees, who are also the directors of Sussex County Sports Partnership Trust for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent; and

- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity’s website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
INDEPENDENT AUDITORS' REPORT

TO THE TRUSTEES OF SUSSEX COUNTY SPORTS PARTNERSHIP TRUST

We have audited the financial statements of Sussex County Sports Partnership Trust (the 'charitable company') for the period ended 31 March 2020 on pages 19 to 38. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

TO THE TRUSTEES OF SUSSEX COUNTY SPORTS PARTNERSHIP TRUST

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 15, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

TO THE TRUSTEES OF SUSSEX COUNTY SPORTS PARTNERSHIP TRUST

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mark Cummins FCCA (Senior Statutory Auditor)
for and on behalf of TC Group
Statutory Auditor
Office: Steyning, West Sussex

Date:

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted funds £	Designated funds £	Pension fund £	Restricted funds £	Total 2020 £	Total 2019 £
Income from:							
Donations, grants and gifts	3	-	1,712	-	340,448	342,160	343,790
Charitable activities	5	2,750	10,119	-	347,081	359,950	374,911
Activities for generating funds	4	5,267	27,710	-	8,333	41,310	44,007
Investment income - Interest received		1,495	-	-	-	1,495	1,466
Total income		9,512	39,541	-	695,862	744,915	764,174
Expenditure on:							
Charitable activities							
The development of sport in Sussex		11,832	60,576	-	639,139	711,547	704,908
Total expenditure	6	11,832	60,576	-	639,139	711,547	704,908
Net income/(expenditure)		(2,320)	(21,035)	-	56,723	33,368	59,266
Gross transfers between funds	18/19	49,671	9,519	-	(59,190)	-	-
Net gains/(losses) on pension fund	16	-	-	198,000	-	198,000	(57,000)
Net movement in funds		47,351	(11,516)	198,000	(2,467)	231,368	2,266
Fund balances at 1 April 2019		248,063	114,606	(295,000)	326,837	394,506	392,240
Fund balances at 31 March 2020		295,414	103,090	(97,000)	324,370	625,874	394,506

All activities are classed as continuing. There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	2020 £	2019 £	2019 £
Fixed assets					
Tangible assets	**12**		**-**		-
Current assets					
Debtors	**13**	**8,560**		47,235	
Cash at bank and in hand		**808,947**		744,742	
		817,507		791,977	
Creditors: amounts falling due within one year	**14**	**(94,633)**		(102,471)	
Net current assets			**722,874**		689,506
Provision for liabilities and charges					
Pension scheme liability	**16**		**(97,000)**		(295,000)
Total assets less current liabilities			**625,874**		394,506
Income funds					
Restricted funds	**18**		**324,370**		326,837
Unrestricted funds:					
Designated funds	**19**		**103,090**		114,606
Designated – Pension Fund	**16**		**(97,000)**		(295,000)
Other charitable funds			**295,414**		248,063
			625,874		394,506

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on .....

.....

S Maurel (Chair) Trustee

Company Registration No. 06166961

SUSSEX COUNTY SPORTS PARTNERSHIP TRUST (ACTIVE SUSSEX)
(LIMITED BY GUARANTEED)
CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	2020 £	2020 £	2019 £	2019 £
Cash flows from operating activities:					
Net income/expenditure for the year		**231,368**		2,266	
Depreciation of tangible fixed assets	**12**	**-**		217	
Interest from investments		**(1,495)**		(1,466)	
Increase/(decrease) in provisions	**16**	**(198,000)**		57,000	
Increase/(decrease) in creditors	**14**	**(7,838)**		49,115	
(Increase)/decrease in debtors	**13**	**38,675**		(7,584)	
Net cash provided by/(used in) operating activities			**62,710**		99,548
Cash flows from investing activities:					
Interest from investments		**1,495**		1,466	
Net cash provided by/(used in) investing activities			**1,495**		1,466
Increase/(decrease) in cash			**64,205**		101,014
Cash and cash equivalents at the beginning of the year			**744,742**		643,728
Cash and cash equivalents at the end of the year			**808,947**		744,742

	1 April 2019 £	Cashflow £	31 March 2020 £
Cash at bank and in hand	**744,742**	**64,205**	**808,947**

1 Statutory information

Sussex County Sports Partnership Trust is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on the Legal and Administrative Information page.

2 Accounting policies

2.1 Basis of preparation

The financial statement have been prepared in accordance with 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 (FRS102) (effective 1 January 2015) – Charities SORP (FRS102) and the Companies Act 2006.

Sussex County Sports Partnership Trust meets the definition of a public benefit entity under FRS102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. This includes taking into account any potential impact of the COVID-19 pandemic. There are no material uncertainties about the charity's ability to continue as a going concern.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

2.2 Income

All income is recognised in the Statement of Financial Activities once the Trust has gained entitlement to them and the amounts can be quantified with sufficient reliability. Income is shown net of VAT where this is applicable. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities once receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by Trust, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the Trust where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is recognised in the financial statements when receivable.

2.3 Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is included within the item of expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the Trust in pursuit of its charitable objectives. It includes both direct costs and support costs relating to such activities. Support costs, including salaries, are apportioned on the basis of the time involved on the activity.

Governance costs include those costs associated with meeting the statutory requirements of the Trust and include its audit fees and costs linked to strategic management of the Trust. These costs are now included in support costs under the Charities SORP (FRS 102).

2.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	3 years straight line

2 ***Accounting policies (continued)***

2.5 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount.

2.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. The Trustees seek to use short and medium term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

2.7 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliable.

2.8 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

2.9 Pensions

One employee is an active member of the LGPS and nine former employees are deferred member of the Local Government Pension Scheme (LGPS) administered by East Sussex County Council. Under the definition of

The LGPS is a defined benefit pension scheme and is able to identify the charity's share of assets and liabilities and the requirements of FRS 102, section 28 Employee Benefits, have been followed. The charity's share of the LGPS assets are measured at fair value at each balance sheet date. Liabilities are measured on an actuarial basis using the projected unit method. The net of these two figures is recognised as an asset or liability on the balance sheet. Any movements in the asset or liability between balance sheet dates is reflected in the statement of financial activities.

2.10 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

Pension fund comprises of the charity's share of assets and liabilities in the Local Government Pension Scheme (LGPS) detailed in 2.9 above.

2.11 Foreign exchange

Transactions in currencies other than pounds sterling are recorded at the rates of exchange prevailing at the date of the transactions. At each reporting end date, monetary assets and liabilities that are denominated in foreign currencies are retranslated at the rates prevailing on the reporting end date. Gains and losses arising on translation are included in the Statement of Financial Activities.

2.12 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

3 Grants, donations and gifts

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2020 £	Total 2019 £
Donations, grants and gifts	**-**	**1,712**	**-**	**1,712**	3,342
Grants receivable for core activities – Sport England	**-**	**-**	**340,448**	**340,448**	340,448
	-	**1,712**	**340,448**	**342,160**	343,790

4 Activities for generating funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2020 £	Total 2019 £
Sponsorship	**-**	**18,000**	**-**	**18,000**	35,750
Event tickets	**2,765**	**6,015**	**-**	**8,780**	5,957
Other fundraising activities	**2,502**	**3,695**	**8,333**	**14,530**	2,300
	5,267	**27,710**	**8,333**	**41,310**	44,007

5 Income from charitable activities

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2020 £	Total 2019 £
The development of sport in Sussex	**2,750**	**10,119**	**347,081**	**359,950**	374,911

Included within income relating to the development of sport in Sussex are the following restricted grants:

Sport England	**355,950**	342,261
Spirit of Rugby	**-**	-
Club Coach Volunteer Fees	**-**	3,450
English Schools FA	**4,000**	4,000
Other grants received	**-**	-
	359,950	349,711

6 Total expenditure

	Staff costs	Depreciation	Other costs	Grant funding	Total 2020	Total 2019
	£	£	£	£	£	£
Charitable activities						
The development of sport in Sussex						
Activities undertaken directly	**388,273**	**-**	**161,701**	**-**	**549,974**	511,300
Grant funding of activities	**-**	**-**	**-**	**97,387**	**97,387**	137,709
Support costs	**29,225**	**-**	**34,961**	**-**	**64,186**	55,899
Total	**417,498**	**-**	**196,662**	**97,387**	**711,547**	704,908

7 Grants payable

	2020	2019
	£	£
The development of sport in Sussex	**97,387**	137,709

The above grants were all paid to institutions. These institutions consist of Registered Charities, Community and Amateur Sports Clubs, Leisure Centres and other Sporting Institutions.

8 Support Costs

	2020	2019
	£	£
Rent: University of Brighton	**16,983**	15,480
Insurance	**776**	1,440
LGPS Performance Bond	**5,059**	5,099
Governance costs	**12,143**	7,725
Staff costs	**29,225**	26,155
	64,186	55,899

Included within governance costs is £8,225 (2019: £7,725) in relation to audit fees. Included in other costs shown in 'activities undertaken directly' in note 6 are fees payable to the auditor for other services in the year totalling £500 (2019: £19,193).

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2019: none). There are no related party transactions that require disclosure.

10 Statement of financial activities comparative funds – year ended 31 March 2019

	Unrestricted funds	Designated funds	Pension fund	Restricted funds	Total 2019
	£	£	£	£	£
Income from:					
Donations, grants and gifts	**713**	**2,129**	**-**	**340,948**	**343,790**
Charitable activities	**2,833**	**22,367**	**-**	**349,711**	**374,911**
Activities for generating funds	**3,549**	**28,958**	**-**	**11,500**	**44,007**
Investment income - Interest received	**1,466**	**-**	**-**	**-**	**1,466**
Total income	**8,561**	**53,454**	**-**	**702,159**	**764,174**
Expenditure on:					
The development of sport in Sussex	**43,786**	**46,246**	**-**	**614,876**	**704,908**
Total expenditure	**43,786**	**46,246**	**-**	**614,876**	**704,908**
Net income/(expenditure)	**(35,225)**	**7,208**	**-**	**87,283**	**59,266**
Gross transfers between funds	**34,142**	**32,875**	**-**	**(67,017)**	**-**
Net gains/(losses) on pension fund	**-**	**-**	**(57,000)**	**-**	**(57,000)**
Net movement in funds	**(1,083)**	**40,083**	**(57,000)**	**20,266**	**2,266**
Fund balances at 1 April 2018	**249,146**	**74,523**	**(238,000)**	**306,571**	**392,240**
Fund balances at 31 March 2019	**248,063**	**114,606**	**(295,000)**	**326,837**	**394,506**

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Sports development	**11**	9
Administration	**1**	1
	12	10

Employment costs	**2020 £**	2019 £
Wages and salaries	**349,157**	316,198
Social security costs	**29,976**	22,039
Other pension costs	**38,365**	35,405
	417,498	373,642

The number of employees who received total employee benefits (excluding employer pension costs) of more than £60,000 is as follows:

	2020 Number	2019 Number
£60,001 - £70,000	1	-

The key management personnel of the charity comprise the Chief Executive and three Strategic Relationship Managers. The total employee benefits of key management personnel of the charity were £237,572 (2019: £220,733).

12 Tangible fixed assets

	Computer equipment £
Cost	
At 1 April 2019	12,728
At 31 March 2020	12,728
Depreciation	
At 1 April 2019	12,728
Charge for the year	-
At 31 March 2020	12,728
Net book value	
At 31 March 2020	**-**
At 31 March 2019	-

13 Debtors

	2020	2019
	£	£
Trade debtors	**1,677**	19,248
Prepayments and accrued income	**6,883**	27,987
	8,560	47,235

14 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	**4,614**	4,299
Credit card	**195**	520
Taxes and social security costs	**12,490**	13,808
Pension liability	**4,090**	5,143
Accruals and deferred income	**72,832**	78,701
Other creditors	**412**	-
	94,633	102,471

15 Pension and other post-retirement benefit commitments

At the balance sheet date £4,090 (2019: £5,143) was owed in respect of contributions to schemes.

	2020	2019
	£	£
Contributions payable by the company for the year	**38,365**	35,405

16 Employee Benefit Obligations

Local Government Pension Scheme

The LGPS is a funded defined benefit scheme, with the assets held in separate trustee administered funds. The total contribution made for the year ended 31 March 2020 was £17,000 (2019: £17,000) of which employer's contributions totalled £12,000 (2019: £12,000) and employees' contributions totalled £5,000 (2019: £5,000).

16 Employee Benefit Obligations (continued)

The amounts recognised in the balance sheet are as follows:

	Defined benefit pension plans	
	2020	2019
	£	£
Present value of funded obligations	**(1,301,000)**	(1,597,000)
Fair value of plan assets	**1,204,000**	1,302,000
Present value of unfunded obligations	**(97,000)**	(295,000)
Deficit	**(97,000)**	(295,000)

The amounts recognised in SOFA are as follows:

	Defined benefit pension plans	
	2020	2019
	£	£
Current service cost	**21,000**	23,000
Net interest from net defined benefit asset/liability	**1,000**	6,000
	22,000	29,000

Changes in the present value of the defined benefit obligation are as follows:

	Defined benefit pension plans	
	2020	2019
	£	£
Liabilities at start of period	**(295,000)**	(238,000)
Current service cost	**(27,000)**	(23,000)
Interest cost	**(7,000)**	(6,000)
Employer contributions	**13,000**	12,000
Change of assumptions	**201,000**	(132,000)
Experience (loss)/gain	**167,000**	-
Return on assets	**(149,000)**	92,000
	(97,000)	(295,000)

Principle actuarial assumptions (expressed as weighted averages):

	2020	2019
Pension increase rate	**1.80%**	2.40%
Salary increase rate	**1.80%**	2.80%
Discount rate	**2.30%**	2.50%

Commutation: An allowance is included for future retirements to elect to take 50% of the maximum additional tax free cash up to HMRC limits for pre-April 2008 service and 75% of the maximum tax free cash for post-April 2008 service.

16 Employee Benefit Obligations (continued)

Sensitivity Analysis:

	Approximate % increase to Defined Benefit Obligation	Approximate monetary amount (£000)
0.5% decrease in Real Discount Rate	15%	189
0.5% increase in the Salary Increase Rate	1%	7
0.5% increase in the Pension Increase Rate	14%	182

Mortality Assumption:

Vita Curves with improvements in line with the CMI 2013 model assuming the current rate of improvements has peaked and will converge to a long term rate of 1.25% p.a. Based on these assumptions, the average future lift expectancies at age 65 are summarised below:

	Males	Females
Current Pensioners	21.6 years	23.9 years
Future Pensioners*	22.5 years	25.3 years

* Figures assume members aged 45 as at the last formal valuation date.

Major categories of plan assets:

	31 March 2020	31 March 2019
Equities	71%	65%
Bonds	17%	22%
Property	10%	10%
Cash	2%	3%

All of the information documented within this note is derived directly from the information provided in the FRS102 Actuarial Valuation compiled at 31 March 2020.

17 Share capital & control

Sussex County Sports Partnership Trust is a company limited by guarantee and has no share capital. No one member has overall control of the charity.

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds			
	Balance at 1 April 2019	**Incoming resources**	**Resources expended**	**Transfers**	**Balance at 31 March 2020**
	£	**£**	**£**	**£**	**£**
Active Kids	2,178	-	(486)	-	**1,692**
Active Lives	-	17,700	(14,195)	-	**3,505**
Primary Role	85,486	340,448	(267,663)	(42,128)	**116,143**
CSP General Administration	46,754	-	(31,523)	6,545	**21,776**
DfE Volunteering	8,848	14,600	(12,089)	(400)	**10,959**
Primary School Support	55,702	56,888	(59,020)	(10,316)	**43,254**
Satellite Club Local Delivery	77,563	177,226	(140,118)	(8,819)	**105,852**
School Games	46,733	49,000	(74,672)	128	**21,189**
Workforce Investment	3,573	40,000	(39,373)	(4,200)	**-**
	326,837	695,862	(639,139)	(59,190)	**324,370**

Transfers represent the charity's costs of management, administration and office costs which have been taken to unrestricted funds for ease of monitoring expenditure in each of these areas. There are also internal transfers where a grant-funded programme has ceased, and the funds are transferred to a budget code to use for a similar purpose for which funds were originally granted. All transfers are within the terms and conditions of each grant. Significant transfers over £2,000 are explained within their respective narrative below.

Active Kids is a free or low cost training initiative to improve confidence in delivering sports based activities to disabled people. The funds were originally granted by the Activity Alliance (formerly known as the English Federation of Disability Sport) in 2017/18. The initiative ceased during 2019/20 but funds have been utilised towards the original aim, in support of the Sussex Disability Sports Network.

Active Lives (Children and Young People) provides a world-leading approach to gathering data on how children engage with sport and physical activity. It gives anyone working with children aged 5-16 key data to help understand children's attitudes and behaviours around sport and activity. The grant received from Sport England provides capacity for an Active Sussex staff member to facilitate the survey locally on their behalf in Sussex.

18 Restricted funds (continued)

Primary Role (formerly Core Funding) provides for a professional staff team to manage and coordinate the delivery of the core service (to local sports deliverers such as local authorities, NGBs, clubs) contract and to ensure there are sound governance processes in place to enable transparent and efficient management of Sport England funding. This represents the bulk of the Charity's external funding, and the £42,128 internal transfer is to fund several unrestricted operational budget codes:

- Active Sussex Network (stakeholder engagement)
- Disability & Inclusion
- Governance (legal, audit, accounting, insurances)
- Marketing & Promotions
- Office costs (rent, office supplies, IT, phones, stationery)
- Safeguarding & Equality (compliance & training)
- Web Development & Maintenance

CSP General Administration fund is used for the employment of a specific post to support the general administration of the charity, including office management, servicing the Board and Satellite club programme.

DfE Volunteering is specific funding received from the Department of Education to provide a voluntary workforce to support the delivery of the School Games programme, at levels 1, 2 and 3.

Primary School Support income is granted to Active Partnerships by Sport England to support primary schools in their area in their use of the Government's Primary School Sport Premium. Active Sussex's support takes the form of the employment of a dedicated officer, who provides information, tools and guidance to primary schools, to help them access teacher training and other local sports providers who can deliver additional sporting opportunities to their pupils. During the year, £10,316 was transferred to enable the employment of a part-time support officer to help administer the programme.

Satellite Club Local Delivery income is a fund provided by Sport England for the development and delivery of sport and physical activity clubs for children and young people aged 11 -19 on secondary school and further education sites. During 2019/20, £8,819 was transferred to support the employment of the CSP General Administrator, who also provides administrative services for this programme.

School Games is a four level (intra-school, inter school, county festivals and national finals) competition for school children in England, designed to enable every school and child to participate in competitive sport including meaningful opportunities for disabled youngsters. Funding for this event is provided by a grant from Sport England and commercial sponsorship

The Workforce Investment fund is granted by Sport England for the training and development of the local workforce, to equip them with the skills to engage the most inactive populations in Sussex. During 2019/20 £39,373 of this funding was devolved, via service level agreements to 3VA, Hastings Borough Council and Rother District Council, to develop this work in several wards identified with high levels of physical inactivity, and to complete local participant surveys. Internal transfers totalling £4,200 were made from this fund as follows:

- £3,000 transferred to Primary Business Income to reverse an error in the accounts (as advised by the Trust's accountants)
- £29 transferred as expenditure to CCV Workshops as misposted to the Workforce Fund
- £1,171 transferred to Active Sussex Network to support sector professional development

19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

		Movement in funds			
	Balance at 1 April 2019	**Incoming resources**	**Resources expended**	**Transfers**	**Balance at 31 March**
	£	**£**	**£**	**£**	**£**
Active Healthy Workplace	4,860	-	-	(4,860)	**-**
Charitable fundraising	59	-	-	(59)	**-**
End of contract provision	24,638	-	-	5,812	**30,450**
Primary Business Income	20,000	6,624	-	-	**26,624**
Sussex Sports Awards	8,049	25,227	(26,615)	(4,682)	**1,979**
Club Coach Volunteer workshops	1,376	4,645	(6,242)	96	**(125)**
Coach Education	13,099	-	(13,099)	-	**-**
Fundraising service	36,321	-	(3,635)	-	**32,686**
Parallel Youth Games	6,204	3,045	(5,685)	5,212	**8,776**
Future proof performance framework	-	-	(5,300)	8,000	**2,700**
	114,606	39,541	(60,576)	9,519	**103,090**

The designated funds held above are all held in furtherance of the Trust's objects to promote sport and active recreation.

Active Healthy Workplace promotes physical activity and health in and around the workplace, in conjunction with employers and activity providers. The programme came to an end as at 31 March 2019 and £4860 residual funds were returned to Operational Reserves.

Charitable Fundraising is a designated budget created to receive the proceeds of any (non-Sport England) grants secured or funds raised to deliver future new projects. There were no new projects initiated during 2019/20, and the residual balance was transferred to the Parallel Youth Games.

End of Contract Provision is funding set aside as a provision for payment of statutory redundancy payments due as a result of fixed term contracts

Primary Business Income is income that has been generated by the provision of quality PE conferences and continuing professional development opportunities by members of Active Sussex's Children & Young People's team. Funds are reinvested in capacity and delivery of programmes supporting children and young people.

19 Designated funds (continued)

Sussex Sports Awards is income which is generated in order to support the delivery of the annual Sussex Sports Awards event. A net transfer of £4,682 from this designated budget comprised the following movements:

Funds in

£3,500 total contribution from the Satellite Club programme (£500) and the Primary School Support programme (£3,000) to cover Children & Young People focused awards at the Sussex Sports Awards 2019.

Funds out

£3,000 to contribute to the marketing and promotion of the Sussex Sports Events

£1,212 to the Sussex Parallel Youth Games (these being the funds raised at the awards evening specifically for the Parallel Youth Games)

£3,970 to New Business Income, representing unrestricted surplus funds generated by the Sussex Sports Awards 2019

Club Coach Volunteer Workshops is a designated budget which provides for the income and expenditure related to the club development workshop programme. Income is mainly from workshop delegate fees and expenditure relates to hire of facilities, training materials and tutor costs.

Coach Education is a fund designated for the training and development of the coaching workforce in specific areas of Sussex, where inactivity levels are identified to be low.

Fundraising Service is a designated budget set aside to engage an external consultancy service to help Active Sussex generate income from charitable trusts and foundations.

Parallel Youth Games is funding generated by the Trust in order to conduct the Youth Games for children with disabilities

Future Proof Performance Framework is a designated budget set aside to engage an external consultancy (Future Proof CIC) to support the development of a robust organisational performance measurement and reporting framework relating to the Primary Role work.

20 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Pension fund	Restricted funds	Total
	£	£	£	£	£
Fund balances at 31 March 2020 are represented by:					
Current assets	390,047	103,090	-	324,370	**817,507**
Creditors: amounts falling due within	(94,633)	-	-	-	**(94,633)**
Pension liability	-	-	(97,000)	-	**(97,000)**
	295,414	103,090	(97,000)	324,370	**625,874**

	Unrestricted funds	Designated funds	Pension fund	Restricted funds	Total
	£	£	£	£	£
Fund balances at 31 March 2019 are represented by:					
Tangible fixed assets	-	-	-	-	**-**
Current assets	350,534	114,606	-	326,837	**791,977**
Creditors: amounts falling due within	(102,471)	-	-	-	**(102,471)**
Pension liability	-	-	(295,000)	-	**(295,000)**
	248,063	114,606	(295,000)	326,837	**394,506**

21 Disclosure of income and expenditure

This disclosure is a requirement of the Trust's external funders, in order to comply with the UK Code of Sports Governance.

	Sport England	Other public investor income	Non-public income	Total
	£	£	£	£
Revenue grants	683,529	-	-	**683,529**
Sponsorship income	-	-	18,000	**18,000**
Other income	-	4,000	39,386	**43,386**
Total income	**683,529**	**4,000**	**57,386**	**744,915**
Staff costs	404,575	4,000	8,923	**417,498**
Grants awarded	97,387	-	-	**97,837**
Development activity	118,718	-	42,983	**161,701**
Support costs	15,786	-	7,032	**22,818**
Governance costs	12,143	-	-	**12,143**
Total expenditure	**648,609**	**4,000**	**58,938**	**711,547**
Net income/(deficit)	**34,920**	**-**	**(1,552)**	**33,368**