

## **Raven House Trust Directors Report**

**October 2019 – September 2020**

Main developments:

### Trustees

2 trustees resigned from their positions during this period, Ronald Prosser & Peter Davies.

1 new trustee joined during this period, Julia Hitchcock

Trustee meetings have been conducted on a frequent basis, sometimes weekly throughout the pandemic to agree a way forward for the business

### Staff

Staffing levels remained the same however due to COVID most staff were furloughed/flexi furloughed from April 2020 onwards.

### Overview

The shop takings were impacted by the various lockdowns as we had to close the shop and could not collect or deliver items of furniture. During this time, an overhaul of the shop premises took place to allow Raven House to focus mainly on furniture sales.

Much fundraising took place during the lockdowns to ensure we were able to continue to support the local community with food through our foodbank. Previously RHT provided an average of 15 food parcels per week costing an average of £20 per food parcel during the initial lockdown this increased to a maximum of 215 parcels given out in one week.

We secured a reduction on rent of £1,560 commencing March 2021 due to the loss of income throughout this period.

Aid Referrals (furniture packages to those in need) had to stop due to the lockdowns with these stopping in March 2020 and did not recommence during the remainder of this period.

Food/furniture given out during the accounting period was valued at £77,685 which is a significant increase over the previous accounting year, this was mainly a result of the food parcels issued.

Food parcels are no longer issued directly to the recipient of the food due to COVID restrictions. We supply directly the agencies we work with who ensure the food parcels are issued to those in need. This supports our GDPR policy to retain less personal data as we no longer have to keep records of who the food is distributed to.

Bruce Johnson

Chair

**RAVENHOUSE TRUST LIMITED**

**A REGISTERED CHARITY NUMBER : 1031971**

**A REGISTERED COMPANY NUMBER: 02886655 (ENGLAND and WALES)**

**ADDRESS :**

276-278 Cromwell Road,  
Newport,  
South Wales.  
NP19 0HT

**INDEX TO ACCOUNTS  
FOR THE YEAR ENDED  
30th SEPTEMBER 2020**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
RAVENHOUSE TRUST LIMITED**

A registered charity number : 1031971  
Company registration number : 2886655  
FOR THE YEAR ENDED  
30th SEPTEMBER 2020

The report relates to financial statements set out from page 3 to 13.

**Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year, under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006
- the accounts do not accord with such records:
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS 102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Mrs Susan Lewis FCCA  
6 Park road  
Newbridge  
Newport  
Gwent  
NP11 4RF

Date: 8th January 2020

# RAVENHOUSE TRUST LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 30th SEPTEMBER 2020

		2020	2020	2020	2019	2019	2019
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Notes		Funds	Funds	Funds	Funds	Funds	Funds
		£	£	£	£	£	£
<b>Incoming Resources</b>							
Gifts in Kind	18	77,685	81,133	158,818	57,382	55,218	112,600
Donations, Bequests, Gifts		35,749	9,791	45,540	22,075	3,591	25,666
Tax Recovered Gift Aid		6,718	0	6,718	9,508	0	9,508
Warehouse / Shop Income		50,342	0	50,342	34,155	0	34,155
Grants	3	10,000	0	10,000	0	0	0
Investment Income		2	10	12	3	10	13
Sundry Income		0	0	0	0	0	0
<b>Incoming Resources</b>		<b>180,496</b>	<b>90,934</b>	<b>271,430</b>	<b>123,123</b>	<b>58,819</b>	<b>181,942</b>
<b>Resources Expended</b>							
Gifts in Kind	18	77,685	81,133	158,818	57,382	55,218	112,600
Other Gifts Needy		0	4,147	4,147	0	2,766	2,766
Direct Charitable Expenditure	4	88,328	0	88,328	73,534	0	73,534
Management and Administration	6	4,333	0	4,333	4,932	374	5,306
<b>Resources Expended</b>		<b>170,346</b>	<b>85,280</b>	<b>255,626</b>	<b>135,848</b>	<b>58,358</b>	<b>194,206</b>
<b>Movement in funds before transfers (-Deficit)</b>		<b>10,150</b>	<b>5,654</b>	<b>15,804</b>	<b>-12,725</b>	<b>461</b>	<b>-12,264</b>
<b>Movement after exceptional items</b>		<b>10,150</b>	<b>5,654</b>	<b>15,804</b>	<b>-12,725</b>	<b>461</b>	<b>-12,264</b>
<b>Transfers</b>							
<b>Net Movement in Funds For Year</b>		<b>10,150</b>	<b>5,654</b>	<b>15,804</b>	<b>-12,725</b>	<b>461</b>	<b>-12,264</b>
Balance brought forward		29,189	7,397	36,586	41,914	6,936	48,850
<b>Fund balances carried forward</b>		<b>£39,339</b>	<b>£13,051</b>	<b>£52,390</b>	<b>£29,189</b>	<b>£7,397</b>	<b>£36,586</b>

**RAVENHOUSE TRUST LIMITED**  
**BALANCE SHEET**  
**AS AT 30th SEPTEMBER 2020**

		2020	2020	2020	2019	2019	2019
		Unrestricted	Restricted		Unrestricted	Restricted	
Notes	Funds	Funds	Total	Funds	Funds	Total	
	£	£	£	£	£	£	
<b>Fixed Assets</b>							
Tangible Assets	10	1,290	0	1,290	2,001	0	2,001
<b>Current Assets</b>							
Debtors	11	0	0	0	0	0	0
Cash at Bank and in Hand		37,859	13,051	50,910	29,388	7,397	36,785
		39,149	13,051	52,200	31,389	7,397	38,786
<b>Current Liabilities</b>							
Creditors - Amounts falling due within one year - Accruals	12	1,100	0	1,100	1,100	0	1,100
<b>Net Current Assets(-Liabilities)</b>		38,049	13,051	51,100	30,289	7,397	37,686
<b>Total Assets less current liabilities</b>		39,339	13,051	52,390	30,289	7,397	37,686
<b>Creditors - Amounts falling due after more than one year</b>	12	0	0	0	1,100	0	1,100
		£39,339	£13,051	£52,390	£29,189	£7,397	£36,586
<b>Capital Funds</b>							
Unrestricted	13	39,339		39,339	29,189		29,189
Restricted	13		13,051	13,051		7,397	7,397
		£39,339	£13,051	£52,390	£29,189	£7,397	£36,586

These financial statements were approved by the Council of Management on 8th January 2021

For the year ended 30th September 2020, the company was entitled to exemption from an audit under section 477 of The Companies Act 2006 relating to small companies.

Directors' responsibilities:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476, the directors acknowledge their responsibilities for complying with the requirements of The Act with respect to accounting records section 386 and the preparation of accounts, these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime section 381.

Advantage has been taken, in the preparation of the financial statements, of special exemptions applicable to small companies on the grounds that, in the Council of Management's opinion the company qualifies as a small company under s381 & s396 of The Companies Act 2006.

Chairman: 

Secretary/Trustee: 

# RAVENHOUSE TRUST LIMITED

## INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 30th SEPTEMBER 2020

	Notes	2020 £	2019 £
<b>Turnover</b> - Continuing Activities	2	112,612	69,342
Discontinued Activities			
		112,612	69,342
Administrative Expenses		96,820	93,194
<b>Operating Surplus/-Deficit</b>	7	15,792	-12,275
Other Operating Income			
Interest Receivable		12	11
Interest Payable and similar charges		0	0
<b>Surplus/-Deficit on ordinary activities Before Taxation</b>		15,804	-12,264
Tax on Ordinary Activities	9	0	0
<b>Surplus/-Deficit on ordinary activities After Taxation</b>		15,804	-12,264
Exceptional Item Profit -Loss on disposal		0	0
Freehold Property		0	0
<b>Surplus/-Deficit after exceptional item</b>		15,804	-12,264
Tax on Exceptional Item		0	0
Retained surplus(-deficit) brought forward		36,586	48,850
<b>Retained Surplus(-Deficit) Carried Forward</b>		£52,390	£36,586

RAVENHOUSE TRUST LIMITED  
NOTES TO THE ACCOUNTS  
FOR YEAR ENDED 30th SEPTEMBER 2020

NOTE 1. ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

Accounting Convention

The financial statements have been prepared under the historical cost convention other than certain freehold property which is included at valuation.

Incoming Resources

Voluntary income is received by way of donations and gifts and is included in incoming resources when these are receivable. Income from sales of donated goods has also been included.

Interest receivable is included when it is received.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any Value Added Tax which cannot be recovered.

Tangible Fixed Assets and Depreciation

Motor Vehicles

Depreciation has been provided on cost at 20% using the straight line basis.

Office Equipment

Depreciation has been provided on cost at 20% using the straight line basis

Freehold Land and Buildings

Depreciation is only provided on freehold land and buildings where the Trustees consider that the remaining useful life is less than 50 years. The freehold property acquired in 2000 has been included at market value. All other freehold property has been included at cost.

Taxation

As a registered charity the Trust benefits from rates relief and is generally exempt from Corporation Tax but not from Value Added Tax. Irrecoverable Value Added Tax is included in the cost of those items to which it relates.

Income tax recovered on deeds of covenants and Gift Aid donations are credited to the general unrestricted funds.

RAVENHOUSE TRUST LIMITED  
NOTES TO THE ACCOUNTS  
FOR YEAR ENDED 30th SEPTEMBER 2020      (continued)

Pension Costs

The charity operates a money purchase pension scheme. The assets of the Scheme are held and managed separately from those of the Charity.

Fund Accounting

1. Unrestricted funds comprise those funds which the Trustees are free to use in accordance with the charitable objects.
2. Restricted funds are funds which have been given for particular purposes.
3. Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

NOTE 2. Turnover

The turnover and deficit/surplus for the period is attributable to the company's principal activity, namely, assisting those in need, alleviating homelessness, particularly among young people and the provision of training.

NOTE 2. Grant Income

There was grant income totalling £10,000 received in the year ended 30th September 2020 (2019: Nil)

**RAVENHOUSE TRUST LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR YEAR ENDED 30th SEPTEMBER 2020**

**NOTE 4 DIRECT CHARITABLE EXPENDITURE**

	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £	2019 Unrestricted Funds £	2019 Restricted Funds £	2019 Total Funds £
<b>Provision of Premises</b>						
Building repairs	2,480	0	2,480	1,039	0	1,039
Insurance	985	0	985	2,637	0	2,637
Water	105	0	105	184	0	184
Heat and Light	2,047	0	2,047	1,967	0	1,967
Rates	744	0	744	1,224	0	1,224
	6,361	0	6,361	7,051	0	7,051
<b>Charity Shop/Warehouse Trading</b>						
Food Purchased	21,982	0	21,982	0	0	0
Salaries and Wages	42,287	0	42,287	51,351	0	51,351
Rent	13,750	0	13,750	10,500	0	10,500
Vehicle Costs	3,188	0	3,188	3,631	0	3,631
Sundries	760	0	760	1,001	0	1,001
	81,967	0	81,967	66,483	0	66,483
<b>TOTAL</b>	<b>£88,328</b>	<b>£0</b>	<b>£88,328</b>	<b>£73,534</b>	<b>£0</b>	<b>£73,534</b>

**RAVENHOUSE TRUST LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR YEAR ENDED 30th SEPTEMBER 2020**

**Note 5 Fund Raising Costs**

There were no fund raising costs during the year.

**NOTE 6 MANAGEMENT AND ADMINISTRATION EXPENDITURE**

	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £	2019 Unrestricted Funds £	2019 Restricted Funds £	2019 Total Funds £
Printing, Postage & Stationery	213		213	434	95	529
Telephone	659		659	664	0	664
Office Equipment/Hardware	28		28	226	129	355
Software	293		293	430	0	430
Legal and Professional Charges	625		625	900	0	900
Subscriptions	0		0	0	0	0
Bank Charges	466		466	535	0	535
Advertising	1,875		1,875	1,424	0	1,424
Trustees' Indemnity Insurance	174		174	319	0	319
<b>TOTAL</b>	<b>£4,333</b>	<b>£0</b>	<b>£4,333</b>	<b>£4,932</b>	<b>£224</b>	<b>£5,156</b>

**Total  
£**

**Total  
£**

**Note 7 Operating Surplus**

This is stated after charging:-

Depreciation

711

711

**Note 8 Wages and Salaries**

Wages and salaries

42,287

42,287

Average number of employees

4

4

No employee was paid in excess of £60,000 per annum.

**Note 9 Taxation**

The company will seek exemption to corporation tax due to its charitable status

**RAVENHOUSE TRUST LIMITED**  
**NOTE 10 . TANGIBLE FIXED ASSETS AS AT**  
**30th SEPTEMBER 2020**

DEPRECIATION METHOD - 'STRAIGHT LINE'.

DEPRECIATION ANNUAL RATES:-

	<u>20%</u>	<u>20%</u>	<u>33%</u>	<u>20%</u>	
	<u>LAND &amp; CHATTELS</u>	<u>DESIGN</u>	<u>OFFICE</u>	<u>MOTOR</u>	
	<u>BUILDING</u>	<u>PROFES</u>	<u>EQUIPMNT</u>	<u>VEHICLES</u>	<u>TOTAL</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>

**COST**

Opening balance	0	0	0	5,430	8,556	13,986
Disposals	0	0	0	0	0	0
Additions	0	0	0	0	0	0

<u>CLOSING BALANCE</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,430</u>	<u>8,556</u>	<u>13,986</u>
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**DEPRECIATION**

Opening balance	0	0	0	5,430	6,555	11,985
Disposals						0
Charge for year	0	0	0	0	711	711

<u>CLOSING BALANCE</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,430</u>	<u>7,266</u>	<u>12,696</u>
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**NET BOOK VALUE**

At beginning of year	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£2,001</u>	<u>£2,001</u>
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At end of year	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£1,290</u>	<u>£1,290</u>
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**RAVENHOUSE TRUST LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR YEAR ENDED 30th SEPTEMBER 2020**

**Note 10 Fixed Assets (continued)**

The company owns 77 shares in National Grid. These shares were donated and their market value at 30th September 2020 was £704 (2019:£643)

	<b>Total £</b>	<b>Total £</b>
<b>Note 11 Debtors</b>		
Sundry Debtors	nil	nil
	<u>0</u>	<u>0</u>

**Note 12 Creditors - Amounts falling due within one year**

Accruals	1,100	1,100
	<u>1,100</u>	<u>1,100</u>

**RAVENHOUSE TRUST LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR YEAR ENDED 30th SEPTEMBER 2020**

**NOTE 13 CAPITAL FUNDS**

	OPENING BALANCE	INFLOW	OUTFLOW	CLOSING BALANCE
<b>Restricted</b>		£	£	£
Capital Fund	0	9,801	4,147	13,051
Revenue Fund Food Banks	7,397	9,801	4,147	13,051
<b>Designated</b>				
		0	0	0
<b>Unrestricted</b>				
Revenue reserve	29,189	180,496	170,346	39,339
Revaluation reserve	0	0		0
	29,189	180,496	170,346	39,339
<b>TOTAL</b>	<b>£36,586</b>	<b>£190,297</b>	<b>£174,493</b>	<b>£52,390</b>

**14. Analysis of Net Assets Between Funds**

	Fixed Assets	Current Assets	Current Liabilities	Long Term Liabilities	Total
Restricted Funds	0	0	0	0	0
Unrestricted Funds	1,100	1,100	0	0	0
	1,100	0	1,100	0	0

**RAVENHOUSE TRUST LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR YEAR ENDED 30th SEPTEMBER 2020**

**Note 15 Called Up Share Capital**

The company is limited by guarantee and accordingly has no share capital. Every member of the company has undertaken to contribute such amounts as may be required (not exceeding £5 ) to the company's assets if it should be wound up while he/she is a member, or within one year after he/she ceases to be a member.

**Note 16 Transactions with trustees and Connected Persons**

There were no transactions between the charity and trustees or connected persons during the year.

The charity has purchased insurance of £150,000 which will indemnify itself and its Trustees against any losses suffered as a result of action taken by its trustees.

**17 Capital Commitment**

There were no capital commitments authorised or contracted for at 30th September 2020 (2019: nil)

**18 Gifts in Kind**

In addition to the £158,818 (2019: £112,600) of food parcels, bedding, clothing, furniture and other household items received as gifts-in-kind and distributed during the year, the company held £nil (2019:£nil ) of these items for distribution at 30th September 2020.

77,685  
81,133  
158,818

**19 RAVEN HOUSE AND SISTER ORGANISATIONS**

Ravenhouse has acted as an umbrella charity to help smaller charitable organisations with similar objects. During the 2020 year the following organisations and their financial transactions have been incorporated into the Ravenhouse Accounts:

<u>Organisation Name</u>	<u>Amounts incorporated in SOFA as gifts in kind.</u>		<u>Amounts held at bank &amp; reflected in Balance Sheet</u>	
	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
Bettws Stow Park & Ravenhouse Food Banks	53,205	36,350	nil	nil
Caldicot Food Bank	27,928	18,868	13,051	7,397
	<u>81,133</u>	<u>55,218</u>	<u>13,051</u>	<u>7,397</u>

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**Basis of independent examiner's report**

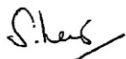
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# RAVENHOUSE TRUST LIMITED

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<b>Net Movement in Funds For Year</b>		<b>10,150</b>	<b>5,654</b>	<b>15,804</b>	<b>-12,725</b>	<b>461</b>	<b>-12,264</b>
Balance brought forward		29,189	7,397	36,586	41,914	6,936	48,850
<b>Fund balances carried forward</b>		<b>£39,339</b>	<b>£13,051</b>	<b>£52,390</b>	<b>£29,189</b>	<b>£7,397</b>	<b>£36,586</b>

**RAVENHOUSE TRUST LIMITED**  
**BALANCE SHEET**  
**AS AT 30th SEPTEMBER 2020**

		2020	2020	2020	2019	2019	2019
		Unrestricted	Restricted		Unrestrict	Restricted	
	Notes	Funds	Funds	Total	Funds	Funds	Total
		£	£	£	£	£	£
<b>Fixed Assets</b>							
Tangible Assets	10	1,290	0	1,290	2,001	0	2,001
<b>Current Assets</b>							
Debtors	11	0	0	0	0	0	0
Cash at Bank and in Hand		37,859	13,051	50,910	29,388	7,397	36,785
		39,149	13,051	52,200	31,389	7,397	38,786
<b>Current Liabilities</b>							
Creditors - Amounts falling due within one year - Accruals	12	1,100	0	1,100	1,100	0	1,100
<b>Net Current Assets(-Liabilities)</b>		38,049	13,051	51,100	30,289	7,397	37,686
<b>Total Assets less current liabilities</b>		39,339	13,051	52,390	30,289	7,397	37,686
<b>Creditors - Amounts falling due after more than one year</b>	12	0	0	0	1,100	0	1,100
		£39,339	£13,051	£52,390	£29,189	£7,397	£36,586
<b>Capital Funds</b>							
Unrestricted	13	39,339		39,339	29,189		29,189
Restricted	13		13,051	13,051		7,397	7,397
		£39,339	£13,051	£52,390	£29,189	£7,397	£36,586

These financial statements were approved by the Council of Management on 8th January 2021


For the year ended 30th September 2020, the company was entitled to exemption from an audit under section 477 of The Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476, the directors acknowledge their responsibilities for complying with the requirements of The Act with respect to accounting records section 386 and the preparation of accounts, these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime section 381.

Advantage has been taken, in the preparation of the financial statements, of special exemptions applicable to small companies on the grounds that, in the Council of Management's opinion the company qualifies as a small company under s381 & s396 of The Companies Act 2006.

Chairman:  BRUCE JOHNSON

Secretary/Trustee:  15 January 2021