

Independent Examiner's Report to the Trustees of the BASIC Life Charity

I report on the accounts of the charity for the year ended 31 December 2022 which are set out on form CC17a.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 you as 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:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


J. J. Oakley F.C.A

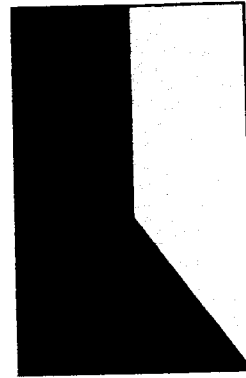
Beatons Limited
Chartered Accountants
7 Three Rivers Business Park
Felixstowe Road
Ipswich
Suffolk
IP10 0BF

9th August 2023

The

BASIC

Life Charity



Trustee's Annual Report 2022

We had decided that we would treat 2022 as a 'year of consolidation' after several years of development both internally and with the rapid expansion of 'pop-up' shops across Suffolk.

Despite this aim we became owners of the former Laydens Community Café in Felixstowe, taking over ownership after a lengthy period of negotiation, on 1st August 2022.

This was a new development for us and involved the hiring of new staff members and taking on the monthly loss of the operation which was as £600 per month under the previous owners.

We renamed the café 'The BASIC Community Café' and retained the previous manager and volunteers.

We paid just under £4000 to have the kitchen professionally deep cleaned and rebranded and decorated the premises.

It was estimated that it would take in the region of two years to turn the previous loss situation into a profitable one.

At the same time, we maintained the subsidised cost of the food and continued to offer cheaper meals to the community.

In the first phase of redevelopment, we subscribed to 'Just Eat' to enable us to deliver food to customers across the local area.

We held tabletop sales at the café, with two taking place during 2022.

We continued to supply 'Pop-up' shops at Bures, Walsham le Willows, Martlesham and Rendlesham while running our own in Trimley and at Langer Road, Felixstowe.

Our original idea of £2 a bag per customer without restrictions has now been replicated across Suffolk and indeed across the U.K.

We donated equipment to local Nursery Schools with a cap of £1,000 per school.

In addition, we provided grants for many local people in extreme need, provided food from food banks at each of our shops, offered free use of wheelchairs from our Felixstowe shop and assisted with free donations of stock to many local people and groups.

Staff

During the year we employed eight paid employees and i.r.o. twenty volunteers.

These consisted of the Administrator, Online Sales Manager, Shop Managers, Café Manager, two Assistant Shop Manager's, one Full Time Driver and one Part Time Driver.

Operational Financial Performance

Our turnover for 2022 was just under £250k. This was very slightly lower than the previous year but, taking into account the costs of the café, (£5028) and the dramatic reduction in grants (post covid) it was to be expected.

A breakdown shows:-

Felixstowe shop turnover increased by £37,794 (45%)

Walton shop turnover increased by £19,785 (48%)

Depot turnover increased by £3985 (97%)

Online Sales turnover decreased by £3743 (11%)

Another very significant factor in our performance is the comparison in grants received in 2022 which totalled £8241 compared with £76866 in 2021.

Costs

Our costs remained quite static with an increase of just over £10k over the year. The increase was made up by staff wage increases together with increased National Insurance payments and utility bills.

Banking and finance

At the end of 2022 our bank balances totalled i.r.o. £183k.

This is in keeping with our intention to consolidate during the year.

Future plans

It is hoped that we shall be able to make the café more viable during 2023, but with a realistic view, that this may not be possible until 2024.

We are aware that we need to find a new method to distribute funds to the community, however having provided significant funds to schools with equipment totalling almost £20k and nursery schools over the last two years we are seeking a new cause to support.

The expansion of 'Pop-Up' shops has been restrained due to our lack in confidence in having enough food to service these, due to the Fare Share's inability to consistently supply enough stock.

Conclusion

The year showed the planned consolidation despite the acquisition of the BASIC Community Café,

At the same time, we were able to assist numerous individuals and groups with financial assistance or assistance in kind with goods or services.

Our Pop-Up shops continued to be a source of food and security for a large number of the local community and the growth and expansion of the model has enabled other communities to also benefit.

Signed below by Trustees, 9th August 2023

Signed M. E. Denny Mary-Beth Denny

Signed Monica Kyle Monica Kyle

Signed Rosie Rowell Rosie Rowell

The BASIC Life Charity

The BASIC Life Charity
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Reg. Charity No. 1079263



Charity Name The BASIC Life Charity		Charity No (if any)		1079263	CC17a
Annual accounts for the period					
Period start date	01/01/2022	To	Period end date	31/12/2022	

Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year £	Total last year £
			Unrestricted funds £	income funds £	Endowment funds £		
			F01	F02	F03	F04	F05
Incoming resources (Note 3)							
Incoming resources from generated funds			-	-	-	-	-
Voluntary income		S01	11,011	-	-	11,011	10,267
Activities for generating funds		S02	-	-	-	-	-
Investment income		S03	193	-	-	193	5
Incoming resources from charitable activities		S04	238,442	1,011	-	239,453	254,817
Other incoming resources		S05	-	-	-	-	-
Total incoming resources		S06	249,646	1,011	-	250,657	265,089
Resources expended (Notes 4-8)							
Costs of Generating Funds			-	-	-	-	-
Costs of generating voluntary income		S07	-	-	-	-	-
Fundraising trading costs		S08	-	-	-	-	-
Investment management costs		S09	-	-	-	-	-
Charitable activities		S10	219,122	1,011	-	220,133	210,013
Governance costs		S11	7,516	-	-	7,516	8,356
Other resources expended		S12	-	-	-	-	-
Total resources expended		S13	226,638	1,011	-	227,649	218,369
Net incoming/(outgoing) resources before transfers		S14	23,008	-	-	23,008	46,720
Gross transfers between funds		S15	-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		S16	23,008	-	-	23,008	46,720
Other recognised gains/(losses)							
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
Net movement in funds		S19	23,008	-	-	23,008	46,720
Total funds brought forward		S20	160,847	-	-	160,847	85,964
Opening balance adjustment to reserves			-	-	-	-	28,163
Total funds carried forward		S21	183,855	-	-	183,855	160,847

Section B

Balance sheet

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
		F01	F02	F03	F04	F05
Fixed assets						
Tangible assets (Note 9)	B01	13,348	-	-	13,348	17,822
	B02	-	-	-	-	-
Investments (Note 10)	B03	-	-	-	-	-
Total fixed assets	B04	13,348	-	-	13,348	17,822
Current assets						
Stock and work in progress	B05	-	-	-	-	-
Debtors (Note 11)	B06	7,077	-	-	7,077	7,358
(Short term) investments	B07	-	-	-	-	-
Cash at bank and in hand	B08	172,597	-	-	172,597	144,425
Total current assets	B09	179,674	-	-	179,674	151,783
Creditors: amounts falling due within one year (Note 12)	B10	9,167	-	-	9,167	8,758
Net current assets/(liabilities)	B11	170,507	-	-	170,507	143,025
Total assets less current liabilities	B12	183,855	-	-	183,855	160,847
Creditors: amounts falling due after one year (Note 12)	B13	-	-	-	-	-
Provisions for liabilities and charges	B14	-	-	-	-	-
Net assets	B15	183,855	-	-	183,855	160,847
Funds of the Charity						
Unrestricted funds	B16	183,855			183,855	160,847
	B17	-			-	-
Restricted income funds (Note 13)	B18		-		-	-
Endowment funds (Note 13)	B19			-	-	-
Total funds	B20	183,855	-	-	183,855	160,847

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
M. E. Denny	M Denny	09/08/2023
M Kyle	M Kyle	09/08/2023

Section C**Notes to the accounts****Note 1 Basis of preparation**

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with*

✓

 Accounting Standards;
- or

--

 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

[** except for the following].

* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

** - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

§ if no changes have been made to accounting policies then delete these words.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years (§§ except for the following).

§§ if no changes have been made to accounts for previous periods then delete these words.

Note 2 Accounting policies

This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.

INCOMING RESOURCES

Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
Incoming resources with related expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual income and performance related grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
Donated services and facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
Investment income	This is included in the accounts when receivable.
Investment gains and losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance costs	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without performance conditions	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
Stocks and work in progress	These are valued at the lower of cost or market value.

**POLICIES ADOPTED
ADDITIONAL TO OR
DIFFERENT FROM THOSE
ABOVE**

Note 3 Analysis of incoming resources

Incoming resources may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Voluntary income	Donations	11,011	10,267
		-	-
		-	-
		-	-
		-	-
	Total	11,011	10,267
Activities for generating funds		-	-
		-	-
		-	-
		-	-
		-	-
	Total	-	-
Investment income	Bank Interest	193	5
		-	-
		-	-
		-	-
		-	-
	Total	193	5
Incoming resources from charitable activities	Grants	8,241	76,866
	Shop Sales (Felixstowe)	123,163	85,369
	Shop Sales (Walton)	61,207	41,422
	Shop Sales (Depot)	8,241	4,256
	Online Sales	35,597	39,340
	Gift Aid	1,504	4,863
	Cafe Sales	1,576	-
	VAT	- 76	2,701
	Total	239,453	254,817

Section C

Notes to the accounts

(cont)

Note 4

Analysis of resources expended

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Costs of generating voluntary income		-	-
		-	-
		-	-
		-	-
	Total	-	-
Fundraising trading costs		-	-
		-	-
		-	-
		-	-
	Total	-	-
Investment management costs		-	-
		-	-
	Total	-	-
Charitable activities	Shop and Depot Rent	36,218	41,268
	Salary/Administration/Casual	113,286	90,765
	PAYE/ N.I. Contributions	13,200	10,057
	Rates	4,831	1,478
	Electricity /Gas/ Telephone	10,761	8,588
	Insurance/Accountancy	5,822	4,954
	Printing/Postage/Stationery	3,139	1,086
	Sundry Expenses/Petty Cash	2,888	2,757
	Donations Paid	13,330	35,315
	Online facility	387	1,782
	Motor Expenses	3,693	6,451
	Other Costs (Repairs Etc)	7,549	5,511
	Café Costs	5,028	
	Total	220,133	210,013
Governance costs	Independent Examination Fee	1,600	2,515
	Depreciation charge	5,916	5,841
		-	-
	Total	7,516	8,356

Section C
Notes to the accounts
(cont)
Note 5 Support Costs

Please complete this note if the charity has analysed its expenses using activity categories and has support costs.

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	-

Note 6
Details of certain items of expenditure
6.1 Trustee expenses

Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
£	£

6.2 Fees for examination or audit of the accounts

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
1600	2515
0	0

Section C
Notes to the accounts
(cont)
Note 7
Paid employees
Please complete this note if the charity has any employees.
7.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	115,204	92,522
Employer's National Insurance costs	6,949	5,100
Pension costs	4,334	3,200
Total staff costs	126,487	100,822

7.2 Average number of full-time equivalent employees in the year

The parts of the charity in which the employees work

	This year Number	Last year Number
Full-time	-	-
Part-time	9	8
Volunteers	-	-
Other	-	-
Total	9	8

7.3 Defined contribution pension scheme
Please complete if a defined contribution pension scheme is operated.

Brief details of the scheme

	This year £	Last year £
The costs of the scheme to the charity for the year		
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		

Section C

Notes to the accounts

(cont)

Note 8 Grantmaking

Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.

8.1 Total value of grants

Purpose for which grants made	Grants to institutions Total amount £	Grants to individuals Total amount £
Equipment for local nurseries	5,099.00	-
	-	-
	-	-
	-	-
	-	-
	-	-
Total	5,099	-

8.1 Grantmaking costs

If the charity's accounts are prepared on the "activity basis" please give details of any support cost associated with grantmaking. Please enter "Nil" if the charity does not identify and/or allocate support costs.

Support costs of grantmaking

£

8.3 Grants made to institutions

If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution supported, purpose of the grant and total paid to each institution listed. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.

Names of institutions	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
Total grants to institutions		-

Section C

Notes to the accounts

(cont)

Note 9 Tangible fixed assets*Please complete this note if the charity has any tangible fixed assets***9.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Opening balance	-	-	23,663	-	-	23,663
adjustment						
Additions	1,442	-	-	-	-	1,442
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	1,442	-	23,663	-	-	25,105

9.2 Accumulated depreciation and impairment provisions

**Basis	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB	
** Rate			25% RB			
Balance brought forward	-	-	5,841	-	-	5,841
Depreciation charge for year	-	-	5,916	-	-	5,916
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	11,757	-	-	11,757

9.3 Net book value

Brought forward	-	-	17,822	-	-	17,822
Carried forward	1,442	-	11,906	-	-	13,348

9.4 Revaluation*If any fixed assets have been revalued please give details of the valuer and method of valuation*

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* The "transfers" row is for movements between fixed asset categories.

** Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

Note 10 Investment assets

Please complete this note if the charity has any investment assets.

10.1 Fixed assets investments

	£
Carrying (market) value at beginning of year	-
Add: additions to investments at cost	-
Less: disposals at carrying value	-
Add/(deduct): net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

Please provide below:

10.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.

10.3 A breakdown of the income from investments agreeing with SOFA row S03.

Analysis of investments

	10.2 Market value at year end £	10.3 Income from investments for the year £
Investment properties	-	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-	-
Investments in subsidiary or connected undertakings and companies	-	-
Securities not listed on a recognised Stock Exchange	-	-
Cash held as part of the investment portfolio	-	-
Other investments	-	-
Total	-	-

10.4 Material investment holdings

If any single investment is material in terms of its value (for example represents more than 5 per cent of the value of the charity's total investments) please provide details.

Investment held

Market Value

Section C**Notes to the accounts****(cont)****Note 11 Debtors and prepayments***Please complete this note if the charity has any debtors or prepayments.***Analysis of debtors**

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
-	-	-	-
-	-	-	-
7,077	7,358	-	-
-	-	-	-
Total 7,077	7,358	-	-

Trade debtors

Amounts due from subsidiary and associated undertakings

Other debtors

Prepayments and accrued income

Note 12 Creditors and accruals*Please complete this note if the charity has any creditors or accruals.***12.1 Analysis of creditors**

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
-	-	-	-
4,125	4,784	-	-
-	-	-	-
3,392	2,474	-	-
1,650	1,500	-	-
Total 9,167	8,758	-	-

Loans and overdrafts

Trade creditors

Amounts due to subsidiary and associated undertakings

Other creditors

Accruals and deferred income

12.2 Security over assets*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

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Section C

Notes to the accounts

(cont)

Note 13 Endowment and restricted income funds*Please complete this section if the charity has any endowment or restricted income funds.***13.1 Funds held****Please give a brief description of any of the following type of funds held by the charity:**

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
Suffolk Chamber Grants	R	Government Kick Start Scheme

13.2 Movements of major funds*Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.*

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £	Fund balances carried forward £
Suffolk Chamber Grants	-	1,011	- 1,011	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total Funds	-	1,011	- 1,011	-	-	-

13.3 Transfers between funds*Please give details of any transfers between funds.*

From Fund (Name)	To Fund (Name)	Reason	Amount

Note 14 Transactions with related parties

If the charity has any transactions with related parties (other than the trustee expenses explained in note 6) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.

14.1 Remuneration and benefits

Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £

14.2 Loans

Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.

	Name of trustee or connected party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties				
Due from trustees and related parties				

14.3 Other transaction(s) with trustees or related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £

Section C	Notes to the accounts	(cont)
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Note 15	Additional Disclosures
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The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

Note 9 Freehold Land and Buildings: The figure of £1,442 represents the legal fees for a property acquired from a Community Interest Company at no cost.