

TWICS (Training for Work in Communities)

A REGISTERED CHARITY

DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

A company limited by Guarantee and not having a Share Capital

Company No. 3863035

Charity No. 1085977

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TWICS (Training for Work in Communities)

**Report of the Trustees & Directors (Management Committee)
for the year ended 31st March 2024**

The Trustees and Directors (Management Committee) present their report and financial statements for the year ended 31st March 2024

Reference & Administrative Information

Charity name: TWICS (Training for Work in Communities)

Charity registration number: 1085977

Company registration number: 03863035

Registered office: 121 Church Street
Southampton
SO15 5LW

Trustees and Directors (Management Committee)

Paul Lewzy (Chair 2022)

Mike Page (Treasurer)

Carol Dukes

Bridget Goom

Vilma M Scott

Secretary

Iane Chambers

Accountants:

T D Gregory, 237 Manor Farm Road, Bitterne Park, Southampton, SO18 1NY

Bankers:

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

Solicitors:

Malcolm Leatherdale, Dolphin House, St Peter Street, Winchester, S023 8BW

Structure Governance and Management**Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 21st October 1999 and registered as a charity on 21st October 1999. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees & Directors (Management Committee)

The Directors of the Company are also the Charity trustees for the purposes of Charity law and under the Company's Articles are known as members of the Management Committee. Under the requirement of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting.

The Management Committee seeks to ensure that it is both representative of our stakeholders and has the expertise to manage the charity efficiently and effectively. Trustees have considerable management experience in the field of education.

Trustees Induction and Training

Most Trustees are familiar with the work of the charity having been drawn from stakeholders in our particular area of work.

Additionally all new trustees are given a 'Trustees Induction Pack' with necessary information for example,

- Memorandum and Articles of Association
- Copies of previous Annual Reports and Accounts,
- Samples of training programmes,
- Copy of our last Annual Review (i.e. where the work and priorities for the project are decided).

New Trustees are also encouraged to meet the staff and to arrange to meet with the Chair or other experienced trustees to answer any questions.

Risk Management

The Trustees & Directors (Management Committee) have conducted a review of the major risks to which the charity is exposed. A risk assessment has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, and participants on training courses, contractors and visitors to the project. A consistent quality of delivery of the service is also ensured through implementation of the National Occupational Standards for Community Development Work. In addition we annually undertake our own self-assessment report (SAR) based on the quality assurance requirements of Southampton City Council.

Organisational Structure

TWICS has a Management Committee that meets approximately six weekly that is responsible for the strategic direction and policy of the charity. At present the Committee has five members from a variety of professional backgrounds relevant to the work of the charity. Representatives from the local authority are able to attend committee meetings but have no voting rights.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the TWICS Manager. The Manager is responsible for ensuring that the charity delivers the services specified and those objectives are met. She also has responsibility for the day to day operational management of the organisation, individual supervision of the staff team and for ensuring that the team continues to develop their skills and working practices in line with good practice. The Training Coordinator has responsibility for ensuring that TWICS has a timely and appropriate training programme in place that aims to meet the learner targets set by our funders

TWICS (Training for Work in Communities)

Mission Statement

“Empowering people to take an active role in their communities through encouragement, advice and training”

TWICS work is primarily targeted at groups and communities that are most disadvantaged and have the least access to other training opportunities.

What we aim to do:

- ❖ Deliver good quality training that is enjoyable, involves everyone and starts from people's own experiences.
- ❖ Improve the quality of community involvement through training.
- ❖ Provide information and advice on training and accreditation relevant to groups and individuals in their communities.
- ❖ Support community networks.
- ❖ Work with statutory and voluntary organisations which have an interest and involvement in training.

Main activities of the year focused on:

- Enabling local people to develop the skills and knowledge to actively participate in decisions that affect their lives and the lives of their communities.
- Working with community and voluntary groups to understand their training needs.
- Delivering our training programmes funded by the Adult Education and Multiply budgets.
- Partnership working with agencies to meet the needs of our client group.
- Enabling voluntary organisations to develop their skills and knowledge to influence services and run their own organisations more effectively.
- Applying for funding and fundraising to develop projects to meet the needs of the organisation.
- Acting as a Trusted Organisation for SO18 Big Local until the end of March 2024.
- Being one of the five delivery partners of the SO:Linked Service

TWICS (Training for Work in Communities)

Achievement and Performance

TWICS has also worked in Partnership with Big Local to support the Big Local Steering Group. TWICS employed and supported three Big Local workers. We have organised a series of Big Local community events and supported residents.

We have continued work under the Adult and Community Learning Tender and in all we have provided learning opportunities to over 100 learners. We have also been successful to tender for Multiply funding, a new DFES initiative, and have provided courses to 280 learners that increase the numeracy skills of participants.

We have been working as part of the SO:Linked contract delivering community development activities and advice throughout the city.

Our training offer has taken into account the cost of living crisis and seeks to support people in making the most of their finances available. We offer our training rooms as warm spaces and seek to supply food and drinks for free to learners while they are in class.

We have offered a wide range of training opportunities, including:

- Basic Food Hygiene
- Cookery skills with members of local communities that address healthy eating and cooking on a budget.
- Budgeting Skills
- Upcycling courses
- Gardening skills
- Creative crafts courses
- Life Skills courses

Outreach

Outreach, both to promote learning opportunities, particularly to harder to reach groups including to people with learning disabilities, but also to discover new and evolving training needs has continued to be an important part of our work. Over the year we have visited a wide range of groups and attended many to promote our services.

Funding

This year our principal funding sources have been Southampton City Council, the Joint Commissioning Unit and Big Local.

TWICS (Training for Work in Communities)

Reserves Policy

It is the policy of the Trustees & Directors (Management Committee) to keep a minimum of £30,000 in reserves to cover staff and general running costs. This is sufficient to meet running costs of the charity and core staff costs for three months.

Plans for Future Periods

TWICS plans to continue the activities outlined above in the forthcoming years with the exception of our Big Local work which ended at the end of March 2024.

Responsibilities of the Management Committee

Company law requires the Trustees & Directors (Management Committee) to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- Select suitable accounting policies and then apply them consistently:
- Make judgement and estimates that are reasonable and prudent: and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on the basis.

The Management Committee is responsible for maintaining proper accounting records which disclose accurately at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Management Committee is also responsible for safeguarding the assets of the charity company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Trustees & Directors (Management Committee)

Members of the Trustees & Directors (Management Committee), who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2 of this report

Accountants

T D Gregory was appointed as accountants and has expressed their willingness to continue in that capacity.

TWICS (Training for Work in Communities)

The trustees, in their capacity as directors, state that the accounts have been prepared in accordance with the special provisions relating to small companies under s477 of the Companies Act 2006.

Approved by the Management Committee and signed on its behalf by:

Director

Date:

TWICS (Training for Work in Communities)

**Report of the Independent Examiner to the trustees on the accounts of the Charity
for the year ended 31 March 2024**

I report on the financial statements of the Charity for the year ended 31st March 2024, which are set out on pages 11 to 23.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) 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 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 statement

My examination was carried out in accordance with 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.

TWICS (Training for Work in Communities)

Independent Examiner's Statement, report and opinion

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 (FRS102);
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Signed:



Date: 06 December 2024

Name: Andrew Nicholas CPFA, MAAT

Professional Body: Chartered Institute of Public Finance Accountants
Association of Accounting TechniciansAddress: T D Gregory
237 Manor Farm Road
Bitterne Park
Southampton
Hampshire
SO18 1NY

TWICS (Training for Work in Communities)

Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2024

	Note	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 2023 £ £	
Incoming Resources					
Income resources from generated funds:					
Voluntary Income:					
Donations and Grants	2	51,496	239	51,735	57,256
Donated Services		-	-	-	-
Activities for generating funds					
Bank interest		1,623	-	1,623	501
Incoming resources from charitable activities:					
Grants and Contracts	3	35,418	150,895	186,313	140,142
Total incoming resources		88,537	151,134	239,671	197,899
Resources Expended					
	4				
Costs of generating funds		5,675	-	5,675	3,684
Charitable activities		83,862	147,392	231,254	160,057
Governance Costs		2,430	-	2,430	9,371
Total resources expended		91,967	147,392	239,359	173,112
Services supplied to restricted funds					
	5	(18,501)	18,501	-	-
Transfer of balances where obligations have been discharged or elapsed					
		-	-	-	-
		73,466	165,893	239,359	173,112
Net incoming resources before other recognised gains					
		15,071	(14,759)	312	24,787
Reconciliation of funds					
Total funds brought forward		94,678	14,759	109,437	84,650
Total funds carried forward		109,749	-	109,749	109,437

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

TWICS (Training for Work in Communities)

Company No. 3863035

Balance Sheet at 31 March 2024

	Note	2024		2023	
		£	£	£	£
Fixed assets:					
Tangible assets	10		-		-
Current assets:					
Debtors	11	13,049		32,939	
Cash at bank and in hand		<u>111,764</u>		<u>95,541</u>	
		124,813		128,480	
Creditors: amounts falling due within one year	12	15,064		19,043	
Net current assets			<u>109,749</u>		<u>109,437</u>
Net assets			<u>109,749</u>		<u>109,437</u>
Represented by:					
Unrestricted funds			109,749		94,678
Restricted funds			-		14,759
Total funds	13		<u>109,749</u>		<u>109,437</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

Approved by the board of directors and trustees on _____ and signed on its behalf by:

Director and Trustee

The notes on pages 13 to 23 form part of these accounts.

Notes to the accounts for the year ended 31 March 2024**1. Accounting policies****Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- (I) the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- (ii) the Charities Act 2011
- (iii) the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014

The charity constitutes a public benefit entity as defined by FRS 102.

Incoming resources

Income represents grants and donations receivable and local & health authority funding.

TWICS (Training for Work in Communities)

Notes to the accounts for the year ended 31 March 2024

(continued)

Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

Legacies

Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Government grants

The charity has received no government grants in the reporting period.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified

TWICS (Training for Work in Communities)

Notes to the accounts for the year ended 31 March 2024

(continued)

Contractual income and performance related grants

This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions. Any management expense element of cost plus grants is treated as unrestricted income.

Donated goods

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.

Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.

Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.

Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.

Donated services and facilities

Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.

Support costs

The charity has incurred expenditure on support costs.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

TWICS (Training for Work in Communities)

Notes to the accounts for the year ended 31 March 2024

(continued)

Income from interest, royalties and dividends

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services not as income from charitable activities.

Settlement of insurance claims

Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA.

Investment gains and losses

This includes any realised or unrealised gains or losses 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 where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance and support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

TWICS (Training for Work in Communities)

Notes to the accounts for the year ended 31 March 2024

(continued)

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

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

Redundancy cost

The charity made no redundancy payments during the reporting period.

Deferred income

No material item of deferred income has been included in the accounts.

Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

Basic financial instruments

The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

TWICS (Training for Work in Communities)

Notes to the accounts for the year ended 31 March 2024

(continued)

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 £100.

They are valued at cost and reported on the balance sheet at cost less depreciation.

Intangible fixed assets

The charity has no intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights.

Heritage assets

The charity has no heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture.

Investments

Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.

Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments

Stocks and work in progress

Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.

Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.

Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

TWICS (Training for Work in Communities)

Notes to the accounts for the year ended 31 March 2024

(continued)

2. Donations and Grants

	Unrestricted	Restricted	Total	
	2024	2024	2024	2023
	£	£	£	£
Southampton City Council (SCC)	51,481	-	51,481	54,606
Donations	-	239	239	2,650
Other	15	-	15	-
	<u>51,496</u>	<u>239</u>	<u>51,735</u>	<u>57,256</u>

3. Incoming resources from activities to further the charity's objects

	Unrestricted	Restricted	Total	
	2024	2024	2024	2023
Project	£	£	£	£
Avenue St Andrews	12,192	-	12,192	15,563
BIG Local	-	150,895	150,895	106,496
Other	5,226	-	5,226	83
Bank interest	1,623	-	1,623	501
SO:Linked	18,000	-	18,000	18,000
	<u>37,041</u>	<u>150,895</u>	<u>187,936</u>	<u>140,643</u>

TWICS (Training for Work in Communities)

Notes to the accounts for the year ended 31 March 2024

(continued)

4. Total resources expended

		Basis	Cost of generating funds £	Cost of activities £	TWICS Governance £	Total 2024 £	Total 2023 £
Staff costs	Note 8	Time	4,582	108,368	1,604	114,554	101,777
Project costs		Direct	-	44,757	-	44,757	-
Tutors and assessors	Note 8	Direct	-	5,395	-	5,395	4,008
Accreditation		Direct	-	35	-	35	75
Procured services and bought in support		Direct	-	55,459	-	55,459	37,657
Premises		Activity	-	1,845	243	2,088	5,321
Staff training		Direct	-	1,969	-	1,969	1,614
Accountancy/Professional		Direct	-	4,178	-	4,178	3,093
Office administration		Floor Area	281	2,349	177	2,807	3,842
Other Expenses		Direct	812	6,899	406	8,117	15,725
Depreciation		Direct	-	-	-	-	-
			5,675	231,254	2,430	239,359	173,112

5. Services supplied to restricted funds

This represents the allocation of costs incurred by the charity to specific projects within restricted funds.

6. Matching funding to restricted funds

This represents the monetary value of services that could not be claimed against restricted funds due to either absence of external match funding or excessive costs.

TWICS (Training for Work in Communities)

Notes to the accounts for the year ended 31 March 2024

(continued)

7. Net income for the year

	Total	
	2024	2023
	£	£
This is stated after charging:		
Depreciation	-	-
Directors and trustees remuneration	-	-
Accountancy fees	600	600
The directors and trustees received expenses during the year of	-	-

8. Staff costs and numbers

	Total	
	2024	2023
	£	£
Staff costs were as follows:		
Salaries and wages	114,975	100,811
Social security costs	1,810	1,810
Pension contributions	3,164	3,164
	119,949	105,785

No employee received emoluments of more than £50,000.

The average weekly number of employees during the year was:

	Average	
	2024	2023
	No.	No.
Directors	5	5
Training and development	8	8
	13	13

9. Taxation

The charity is exempt from corporation tax on its charitable activities.

TWICS (Training for Work in Communities)

Notes to the accounts for the year ended 31 March 2024

(continued)

10. Tangible fixed assets

	Office Equipment £
Cost:	
At 1st April 2023	24,855
Additions	-
At 31st March 2024	<u>24,855</u>
Depreciation:	
At 1st April 2023	24,855
Charge for year	-
At 31st March 2024	<u>24,855</u>
Net Book Value:	
At 1st April 2023	<u>-</u>
At 31st March 2024	<u>-</u>

11. Debtors

	Total	
	2024	2023
	£	£
Contract income invoiced	-	-
Uninvoiced work	-	-
Other debtors and prepayments	13,049	32,939
	<u>13,049</u>	<u>32,939</u>

12. Creditors: amounts falling due within one year

	Total	
	2024	2023
	£	£
Social security and other taxation	1,086	1,086
Other creditors, accruals and deferred income	13,978	17,957
	<u>15,064</u>	<u>19,043</u>

TWICS (Training for Work in Communities)

Notes to the accounts for the year ended 31 March 2024

(continued)

13. Analysis of net assets between funds

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £
Tangible fixed assets	-	-	-
Debtors	13,049	-	13,049
Cash at bank and in hand	97,786	13,978	111,764
Creditors: amounts falling due within one year	(1,086)	(13,978)	(15,064)
	<u>109,749</u>	<u>-</u>	<u>109,749</u>

14. Related parties

No amounts were paid to directors and trustees for tutorial and consultant services provided to the charity.