

Registered number: 4863634
Charity number: 1100383

CHAPLAINCY PLUS
(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

CHAPLAINCY PLUS
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 AUGUST 2021**

Trustees	Mark Jowett Kikun Alo (appointed 24 January 2022) Ademola Andu (appointed 24 January 2022) Alexia Binns (appointed 16 November 2020) Hilary Dougall (resigned 21 September 2020) Jonathan Fortnam (resigned 21 September 2020) Alan Holdsworth Amy Tabari Christopher Watson (resigned 21 March 2022) Matthew Williams (resigned 24 January 2022)
Company registered number	4863634
Charity registered number	1100383
Registered office	Floor 8 One Colmore Row Birmingham B3 2BJ
Company secretary	Stephen Bavington
Independent examiner	Helen Blundell LLB FCA FCIE DChA 6 Astley Road Bromsgrove Worcestershire B60 2RS
Bankers	HSBC PO Box 68 130 New Street Birmingham B2 4JU
Solicitors	Anthony Collins Solicitors LLP 134 Edmund Street Birmingham B3 2ES

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2021

The Trustees present their annual report together with the financial statements of the Charity for the year ended 31 August 2021. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Our aims and objectives

The purpose of the charity, as stated in the governing document, is the advancement of religion, specifically the Christian faith and the promotion of Christian principles and teaching in all aspects of human relationships in accordance with the Articles of Faith set out in Article 34 of the Articles.

The main aims of the charity in meeting its objectives are the provision of resources, encouragement and support to the business and professional community in the Birmingham area.

Our aims, objectives and activities are reviewed on a continual basis throughout the year. The review looks at the success of each key activity and the on-going benefits that have been brought to those attending. Reference has been made to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning future activities.

The focus of our work has continued to be broadening contact networks and supporting the business community in Birmingham through pastoral support, and the gathering together of the community working in the city.

We are developing a project to enable the wider support of the business community called the Birmingham Wellbeing Alliance, which connects businesses to products and services that offer a wide range of holistic wellbeing services for employees in the city and the region.

We also run a Christian business network that supports Christian workplace groups and specific network groups; CityVibes for young adults; City Women; City Men; and City Legal for members of the legal profession.

b. Main activities undertaken to further the Charity's purposes for the public benefit

All our charitable activities focus on reaching out and supporting professionals in their place of work and are undertaken to further our charitable purposes for the public benefit.

c. Who used and benefited from our services

The smaller gatherings and personal pastoral support benefited people, whether from any particular faith or none, by giving them time to reflect upon and talk through their concerns, especially as jobs are still being made redundant and a number of people are suffering from serious physical and mental health issues.

Through this mainly 'unseen' work caring for people, Chaplaincy Plus continues to help individuals to 'work well' to the benefit of the greater Birmingham business community.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

Objectives and activities (continued)

d. Gatherings

A number of large gatherings were held, the principal ones being:

Annual Celebration in October which was held on Zoom, the annual Carols for the Business Community which was pre-recorded this year, and broadcast on YouTube, and the annual Spring Gathering in March as part a fundraising week.

There were also regular smaller gatherings both on line and in person which include Chaplaincy Plus prayer meetings, City Legal, City Vibes, City Men, City Women, and small groups within firms working within the City.

e. Supporting individuals

Day to day support and encouragement for individuals, offering a neutral/confidential space for professional people to explore issues of life, work and wellbeing – regardless of background or beliefs.

Achievements and performance

a. Main achievements of the Charity

Confidential 1 to 1 support for over 400 people

Inspiring events and networks with over 1,000 people attending online and in person across the year.

Continued to develop and started to deliver the strategy for creating a wellbeing initiative for the business community.

Built partnerships with businesses and encouraged them to affirm values that allow their people to flourish.

Financial review

a. Reserves policy

The charity's policy is to apply its funds in accordance with the objects of the charity whilst ensuring that there are sufficient funds to cover cash flow requirements relating to committed expenditure such as salary payments. Typically this will mean retaining around £40,000 of funds in the general fund. The present level of reserves, at £30,797 falls somewhat short of this target level although it is improving. Although the strategy is to continue to build reserves through planned operating surpluses, the trustees are aware that it is unlikely that the target range will be reached for one or two years. In the short term, the trustees monitor the position and consider the extent to which existing activities and expenditure could be curtailed should the need arise.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

b. Finances for the year

During the period the charity received income from donations from individuals, with associated gift aid tax reliefs where relevant, from Charitable Trusts and Foundations and from gatherings taking place in the year. Due to the global pandemic of COVID-19, the number of opportunities for face to face gatherings and events to take place was limited at points in the year. Income totalled £82,711 (2020: £72,962) for the year of which £8,000 is restricted funding for events taking place during the next financial year. Expenditure in the year increased as additional staff resource was added to the team and the total costs for the period were £78,049 (2020: £70,430). This resulted in a net surplus for the year of £4,662 (2020: 2,532) although when taking account of the restricted grant of £8,000 which will be spent during the next year, the operational result for the year is a net deficit of £3,338. The unrestricted reserves at the end of the year stood at £30,797 (2020: £34,135) being below the reserves policy. Restricted reserves stood at £8,000 (2020: £nil). The trustees have been mindful of the challenging financial environment and are considering how this can be addressed.

c. Principal funding

The principal sources of funding for the charity are individual donations from professionals in the city, gift aid claims and donations from Charitable Trusts and Foundations. The trustees continually review the fundraising strategy and are seeking to broaden the support base.

The charity gratefully acknowledges the support of Charitable Trusts and Foundations, Corporate donors and churches which include:

Alastair and Rachel Norris Charity Trust
Alfred Haines Charitable Trust
GJW Turner Trust
H J Cooper Charitable Trust
Joseph Hopkins Trust/ Henry James SayerGrimmitt Trust
Knowle Parochial Parish Church
Lady Tange Charitable Trust
Limoges Trust
Owen Family Trust
Roger and Douglas Turner Trust
St John's Harborne

d. Fundraising practices

The charity does not generally use the services of a professional fundraiser but seeks to encourage donations at events and through the wider membership of the charity through occasional letters. The trustees seek to ensure that no undue pressure is placed on any potential donor and act in accordance with provisions of GDPR. No complaints were received in the year. The charity does not adhere to any specific fundraising standard.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

Structure, governance and management

a. Constitution

The charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 12 August 2003 and subsequently registered with the Charity Commission on 29 October 2003. The Memorandum of Association sets out the charitable objects as stated above. The charity is governed by its Articles of Association as amended on 13 January 2020.

b. Methods of appointment or election of Trustees

The directors of the charitable company are its trustees for the purposes of charity law and are collectively referred to as the trustees. Trustees are appointed at board meetings for a term of three years. At the end of a term of office they may be reappointed for up to a total of 4 terms of office. All members of the board give their time voluntarily and receive no benefits or expenses from the charity.

c. Organisational structure and decision-making policies

The trustees meet bi-monthly to administer the charity - this continued to be the case via online video conference whilst the country was in lockdown. The trustees are drawn from a variety of professional backgrounds relevant to the work of the charity and are responsible for the strategic direction and policy of the charity. Stephen Bavington is responsible for the day-to-day work of the charity and for providing guidance for team members.

d. Policies adopted for the induction and training of Trustees

All the trustees are familiar with the work of the charity. The workings and financial standing of the charity is explained to any new trustee by the Chair and the staff and the requirements of the trustees are noted in the Trustees Handbook Issue 2 - 2018.

Plans for future periods

The strategy has been reviewed for the next three years and looked at how the work can be extended. Focus for the coming period includes rolling out the Birmingham Wellbeing Alliance.

We are working with businesses to assess their needs with regards to wellbeing and looking at tailored approaches as required. This includes developing the work with the University of Law, and other businesses.

The COVID-19 pandemic and the ensuing economic shutdown has had a significant impact on the charity's operations eliminating opportunities for face to face meetings, events and contact but continues to fully deliver all its services through online medium. The charity is in a strong financial position and the trustees maintain an up-to-date Risk Register which enables careful management of various risk factors including 'Impact from Pandemic' and 'Disaster Contingency'. The trustees are reviewing income on a month by month basis, and are starting to see a drop off in income - particularly from some of the regular Trust funders. ChaplaincyPlus is also implementing a new project which both meets the charity objectives and will bring a new income stream into the charity. This will further strengthen the charity's financial position. Due to the careful monitoring of the income, the organisation is ready to act accordingly to reduce costs should the need arise, to ensure the charity can continue to meet its liabilities as they fall due for at least the next 12 months.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements 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.

Approved by order of the members of the board of Trustees and signed on their behalf by:



Alan Holdsworth
(Trustee)

Date: 26/05/2022

CHAPLAINCY PLUS
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**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 AUGUST 2021**

Independent examiner's report to the Trustees of Chaplaincy Plus ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 August 2021.

Responsibilities and basis of report

As the Trustees of the Charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed: *Helen Blundell*

Dated: 26 May 2022

Helen Blundell LLB FCA FCIE DChA

6 Astley Road
Bromsgrove
B60 2RS

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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2021**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income:				
Donations from individuals	35,633	-	35,633	37,838
Gift aid receivable	6,685	-	6,685	8,756
Donations from Charitable Trusts	24,642	8,000	32,642	19,260
Gatherings income	7,513	-	7,513	7,108
Bank interest	238	-	238	-
Total income	74,711	8,000	82,711	72,962
Expenditure on:				
Costs of gatherings	2,232	-	2,232	3,959
Donations from Carols events	1,000	-	1,000	1,916
Other charitable costs	557	-	557	419
Office costs	8,924	-	8,924	9,095
Printing, stationery and comms	886	-	886	1,395
Training	971	-	971	1,140
Website development	425	-	425	390
Support costs	954	-	954	756
Wages and salaries	60,221	-	60,221	49,523
Pension	1,879	-	1,879	1,837
Total expenditure	78,049	-	78,049	70,430
Net movement in funds	(3,338)	8,000	4,662	2,532
Reconciliation of funds:				
Total funds brought forward	34,135	-	34,135	31,603
Net movement in funds	(3,338)	8,000	4,662	2,532
Total funds carried forward	30,797	8,000	38,797	34,135

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 10 - 15 form part of these financial statements.

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REGISTERED NUMBER: 4863634

BALANCE SHEET
AS AT 31 AUGUST 2021

	Note	2021 £	2020 £
Current assets			
Debtors	6	10,990	4,739
Cash at bank and in hand		28,376	29,622
		<u>39,366</u>	<u>34,361</u>
Creditors: amounts falling due within one year	7	(569)	(226)
Net current assets		<u>38,797</u>	<u>34,135</u>
Total net assets		<u><u>38,797</u></u>	<u><u>34,135</u></u>
Charity funds			
Restricted funds	8	8,000	-
Unrestricted funds	8	30,797	34,135
Total funds		<u><u>38,797</u></u>	<u><u>34,135</u></u>

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Alan Holdsworth
(Trustee)

Date: 26/05/2022

The notes on pages 10 to 15 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

1. General information

Chaplaincy Plus is a charitable company limited by guarantee and registered in England and Wales with Companies House and the Charity Commission. The registered office is Floor 8, One Colmore Row, Birmingham B3 2BJ.

The primary activity of the charity is the advancement of religion, specifically the Christian faith, through the provision of resources, encouragement and support to the business and professional community in the Birmingham area.

The financial statements are prepared in £, its functional currency, and rounded to the nearest £.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Chaplaincy Plus meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The financial statements have been prepared on a going concern basis. The Directors have considered relevant information, including the annual budget, forecast future cash flows and the impact of subsequent events in making their assessment. The COVID-19 pandemic and the ensuing economic shutdown has had a significant impact on the charity's operations eliminating opportunities for face to face meetings, events and contact but continues to fully deliver all its services through online medium. In response to the COVID-19 pandemic, the Directors have discussed and reviewed available measures to assist in mitigating the impact and are monitoring income closely to ensure that cost reduction measures can be implemented if need arises.

Based on these assessments and having regard to the resources available to the entity, the Directors have concluded that there is no material uncertainty and that they can continue to adopt the going concern basis in preparing the annual report and accounts.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

2. Accounting policies (continued)

2.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants and donations are credited to income when the income recognition criteria above have been met.

Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation to which it relates. An accrual for any outstanding taxation receivable is included in the balance sheet.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

2. Accounting policies (continued)

2.9 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2.10 Pensions

The Charity contributes to defined contribution pension schemes on behalf of staff. The cost of these contributions is accrued in the accounts on a monthly basis.

2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Independent examiner's remuneration

The independent examination is undertaken on a voluntary basis and there is therefore no fee payable in either 2021 or 2020.

4. Staff costs

	2021 £	2020 £
Wages and salaries	60,221	49,523
Contribution to defined contribution pension schemes	1,879	1,837
	<u>62,100</u>	<u>51,360</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

4. Staff costs (continued)

The average number of persons employed by the Charity during the year was as follows:

	2021 No.	2020 No.
Staff team	5	3

No employee received remuneration amounting to more than £60,000 in either year.

The total cost of remuneration to key management personnel, inclusive of employer national insurance and pension costs was £39,088 (2020: £38,587)

5. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 August 2021, no Trustee expenses have been incurred (2020 - £NIL).

6. Debtors

	2021 £	2020 £
Gift aid receivable	9,938	4,204
Prepayments and accrued income	1,052	535
	10,990	4,739

7. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	344	226
Accruals and deferred income	225	-
	569	226

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

8. Statement of funds

Statement of funds - current year

	Balance at 1 September 2020 £	Income £	Expenditure £	Balance at 31 August 2021 £
Unrestricted funds				
Designated funds				
Computer replacement fund	1,500	-	-	1,500
General funds				
General fund	32,635	74,711	(78,049)	29,297
Total Unrestricted funds	34,135	74,711	(78,049)	30,797
Restricted funds				
Science and Faith	-	8,000	-	8,000
Total of funds	34,135	82,711	(78,049)	38,797

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

8. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 September 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 August 2020 £</i>
Unrestricted funds				
Designated funds				
Computer replacement fund	<u>1,500</u>	<u>-</u>	<u>-</u>	<u>1,500</u>
General funds				
General fund	<u>30,103</u>	<u>72,962</u>	<u>(70,430)</u>	<u>32,635</u>
Total Unrestricted funds	<u><u>31,603</u></u>	<u><u>72,962</u></u>	<u><u>(70,430)</u></u>	<u><u>34,135</u></u>

Restricted fund - Science & Faith is funds donated to deliver a series of Science & Faith events which will take place during 2021/22.

Designated fund - Computer replacement fund is the allocation of funds to cover such costs.

9. Pension commitments

The charity contributes to a defined contribution pension on behalf of staff. The pension cost charge represents contributions payable by the charity and amounted to £1,879 (2020: £1,837). Contributions of £nil (2020: £nil) were payable to the fund at the balance sheet date and are included in creditors.

10. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

11. Related party transactions

During the year, trustees have made unrestricted donations to the charity totalling £1,400 (2020 £2,640).

