

FIRST STORY LIMITED

(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023

FIRST STORY LIMITED
(A company limited by guarantee)

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FIRST STORY LIMITED
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 JUNE 2023**

Trustees

Edward James Baden-Powell, Chair
James Victor Waldegrave, Treasurer (resigned 16 November 2022)
Carey Scott, Treasurer (appointed 16 November 2022)
Aslan Byrne (resigned 16 November 2022)
Aziz Bawany
Sarah Marshall
Sophie Harrison, Teacher Trustee (resigned 25 January 2023)
Susan Margaret Horner
Bobby Nayyar
Ella White (resigned 20 September 2023)
Geraldine Badcock (appointed 14 June 2023)
Hannah Brown (appointed 25 January 2023)

Company registered number

06487410

Charity registered number

1122939

Registered office

44 Webber Street
London
SE1 8QW

Company secretary

Edward James Baden-Powell

Chief Executive Officer

Antonia Byatt

Accountants

Griffin Stone Moscrop & Co
Chartered Accountants
21 - 27 Lamb's Conduit Street
London
WC1N 3GS

FIRST STORY LIMITED
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TRUSTEES' REPORT
FOR THE YEAR ENDED 30 JUNE 2023

The trustees (who are also directors of the charity for the purposes of the Companies Act 2006) present their annual report together with the financial statements of First Story (the charity) for the year ended 30 June 2023. The trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity'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 (FRS 102) (effective 1 January 2019).

Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

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. The company is registered with the Charity Commission under number 1122939.

b. The board of trustees

The directors of the company are also trustees for the purposes of charity law and under the company's Articles of Association are known as members of the board of trustees.

Under the requirements of the Memorandum and Articles of Association, additional members of the board of trustees are elected at board meetings, based on a proposal discussed and approved by the board of trustees. Trustees are recruited on the basis of their possessing the wide range of skills necessary to support the work of the charity.

While the trustees have overall responsibility for the governance of the charity, the day-to-day operations of First Story were delegated to an executive, Antonia Byatt. There were eight other members of staff to deliver the programme. As a number of the roles are part-time, our full-time equivalent as at the end of the period was eight.

c. Policies adopted for the induction and training of trustees

Before becoming a member of the board, potential trustees are encouraged to attend a board meeting as an observer, as well as First Story events to familiarise themselves with the charity and the context in which it operates.

They are given an overview of: the obligations of the board of trustees; the main documents that set out the operational framework for the charity, including the Memorandum and Articles and the key policies; the current financial plan; and future plans and objectives.

d. Risk management

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

In setting objectives and planning for activities, the trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2023

Objectives and activities

First Story changes lives through writing. We believe that writing can transform lives, and that there is dignity and power in every young person's story. First Story brings talented, professional writers into schools serving low-income communities to work with teachers and students to foster creativity and communication skills. By helping students find their voices through intensive, exciting programmes, First Story helps young people to meet their aspirations and gives young writers the skills and confidence to achieve them.

First Story delivers strategic, comprehensive, high-quality school programmes. We arrange and pay for acclaimed writers to run creative-writing workshops for students in state schools in low-income communities across the country.

We provide:

- consistent, long-term, direct programme delivery in those schools;
- a critical link between schools in areas of deprivation and leading arts organisations, further and higher education institutions, and the commercial sector, with partnerships allowing us to support talented students' creative excellence from transition age through secondary school and into professional life; and
- high-profile advocacy in the arts, education, media and mainstream publishing sectors.

First Story schools receive quality-assured support for the whole school community, transforming their creative-writing offer through intensive work with a professional writer for up to 40 students (identified by individual schools as those most in need of support), continuing professional development (CPD) for teachers, events that raise the profile of creative writing in the school, and wider arts engagement.

First Story is committed to addressing educational inequality. We focus on working with schools in which a higher than national average percentage of students are eligible for free school meals.

The objectives for which the charity was established are:

- to advance the education of young students in challenging UK secondary schools by providing and assisting in the provision of facilities not required to be provided by the Local Education Authority for education in creative writing;
- to provide support, opportunities and activities that foster the creativity, literacy and talent of students in challenging UK secondary schools;
- to build the self-confidence, skills and aspirations of students so that they may grow into successful contributing members of society; and
- to promote literature, poetry and creative writing, by inviting, commissioning and maintaining the services of British writers, whether such services require the payment of fees by the charity or otherwise, and encouraging and assisting in promoting, advancing and publishing the works of British writers.

Achievements and performance

a. Achievements and performance

In 2022-23, we provided residencies in four regions across England. We were able to achieve a slight increase in the number of schools in which we delivered the programme, from 48 in 2021-22 to 49 in 2022-23. 45% were in Greater London, 24% in East Midlands, 29% in Yorkshire and 2% in Greater Manchester.

We were able to return to in-person events, delivering four regional Connect events (including our first in Manchester) in partnership with universities in December, April and June. Our Young Writers' Festival took place in March at the University of Cambridge, and the First Story summer residential took place at the Arvon Lumb Bank writing centre in July.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2023

Achievements and performance (continued)

We also continued to offer some activities adapted as a virtual offer where that best suited schools. The mentorships in partnership with the Rathbones Folio Prize followed a hybrid model with online and in-person meetings that benefited mentees located around the country. We continued to develop a new online course as part of our CPD provision for teachers and delivered an extended pilot of our Young Ambassadors' Programme through online sessions and in-school teacher and writer support. In addition to our in-person skills-sharing day, we delivered a series of online writers' forums to support writers.

We launched First Story in Manchester, working with new partners Manchester Unesco City of Literature, the Portico Library, Manchester Metropolitan University and Manchester University. We also increased our offer in alternative-provision settings.

In the 2022-23 academic year, we:

- supported 909 young writers from disadvantaged communities through 1,128 hours of intensive regular workshops;
- published 45 professionally produced anthologies featuring work from over 830 young people and shared their work through our website and e-newsletter, as well as our broadcast partnership with BBC Contains Strong Language, broadening the diversity of voices both in the public sphere and in publishing;
- reached over 1,282 young people with three First Story competitions: 6 Word Story, 100 Word Story (in partnership with Vintage) and Eco-poetry;
- reached 49 teachers in disadvantaged schools, working in partnership to deliver our Young Writers' Programme and providing resources, in-school workshop participation and CPD to support the teaching of creative writing in partner schools with an estimated reach of 12,500 students;
- appointed 39 talented, professional, UK-based writers as writers-in-residence, providing them with vital income (FS writers needing to have at least three years' teaching experience);
- offered a further 47 commissions to writers to write resources, to deliver the residential, regional and national writing events and to train other writers;
- hosted a national online skills-sharing day for 26 writers and delivered nine online writers' fora, sharing the expertise of FS practitioners across the country and ensuring high-quality delivery;
- delivered four regional Connect events offering an intensive creative-writing experience in a university context, attended by 272 students in partnership with the University of Greenwich, Manchester Metropolitan University/Manchester University, University of Huddersfield and Nottingham Trent University;
- delivered the Young Writers' Festival at the University of Cambridge and in partnership with Downing College, attended by 242 students and 32 teachers from 16 schools, which involved:
 - a headline event with headline writer Manjeet Mann, who was interviewed by three students from partner schools;
 - in-person workshops with 19 professional writers;
 - a showcase of young people's writing;
 - a talk from First Story alumna and Eric Gregory Award winner Mukahang Limbu;
 - a tour of the University of Cambridge's Downing College with current undergraduates; and
 - an exhibition with offers from Cambridge University Museums and a book stall;
- continued our partnership with Rathbones Folio prize and offered six year-long mentorships to outstanding Young Writers' Programme alumnae/i with Folio Academy members to support the development of their writing, culminating in a celebration event at the London Library;
- awarded 16 student fellowships to attend an intensive summer residential writing course at Lumb Bank (with the generous support of Team Archie) to inspire and hone the skills of FS's most committed students;
- supported 25 students through pilot Young Ambassador programme modules, i.e. Mentoring, Publishing, and Inspiring Young Leaders; and
- partnered with BBC Contains Strong Language to work with three schools for Leeds 2023, including broadcasting on BBC Leeds.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2023

Achievements and performance (continued)

b. Advocacy

We promoted the seventh National Writing Day to First Story schools in 2023, creating a new resource and activity for sharing, through which we reached an estimated 8,600 students across our schools. The hashtag, #NationalWritingDay shared by former partners and others, had a social media reach of 377,000 and generated 1,263 interactions and was trending in the UK on the day.

c. Impact

We surveyed students using our evaluation framework, both in relation to the Young Writers' Programme and in relation to writing events. Questions were based on our theory of change: the impact of our work on young writers' confidence, creativity and writing skills. 27% of programme participants completed the survey of our full Young Writers' Programme, measuring our three outcomes increased confidence, creativity and writing ability. Headline results indicate that the programme overall delivers successfully to our theory of change, given that:

- Overall, 92.6% of students said they would recommend taking part in the Young Writers' Programme to other students.
- Participants reported that taking part in the programme helped them with confidence and self-belief:
 - 87.8% are more confident about sharing their ideas through writing.
 - 83.6% are more able to keep going when they find a task difficult.
 - 73.1% are more able to talk about their culture and background with others.
 - 83.2% are more able to share and talk about their own work with others.
 - 83.2% are more likely to make time to write and try to keep improving.
- Participants reported that taking part in the programme helped them to be more creative:
 - 92.3% now enjoy and/or appreciate writing.
 - 95.7% are more able to come up with their own creative ideas and to develop them.
 - 84.6% are more able to work well with others to produce something new.
 - 87.6% are more able to use ideas provided by others to develop their own writing.
 - 81.63% understand more about what the career of a writer is like.
- Participants reported that taking part in the programme helped develop their knowledge of writing craft and writing skills:
 - 85% are more able to communicate ideas in writing more effectively.
 - 82.8% know more about writing techniques and how to use them.
 - 89.4% understand how to edit, review and reflect on their work.
 - 80.2% are more able to make informed choices about how best to express their ideas by experimenting with language and form.
 - 89% are more able to take feedback from others and use it to make decisions about next steps in their writing.

We also surveyed teachers as part of our revised and improved evaluation framework. 28 teachers from 25 schools responded to our programme survey. 95% of teachers said they would recommend taking part in a First Story programme to other teachers.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2023

Achievements and performance (continued)

We asked teachers their thoughts on the same outcomes as students, and they were broadly more positive:

- 100% believe students are more confident about sharing their ideas through writing.
- 96% believe their students are more able to keep going when they find a task difficult.
- 92% believe students are more able to talk about their culture and background with others.
- 100% believe students are more able to share and talk about their own work with others.
- 100% believe students are more likely to make time to write and to try to keep improving.
- 96% believe students now enjoy and/or appreciate writing.
- 100% believe students are more able to come up with their own creative ideas and to develop them.
- 96% believe students are more able to work well with others to produce something new.
- 96% believe students are more able to use ideas provided by others to develop their own writing.
- 88% believe students understand more about what the career of a writer is like.
- 100% believe students are able to plan how to communicate ideas in writing more effectively.
- 96% believe students know more about writing techniques and how to use them.
- 92% believe students understand how to edit, review and reflect on their work.
- 100% believe students are more able to make informed choices about how best to express their ideas by experimenting with language and form.
- 96% believe students are more able to use ideas provided by others to develop their own writing.

d. Partners

Numerous partners have helped to extend our mission: Folio Prize (Rathbones Folio Prize mentorships), Arvon Foundation (our partner for the summer residencies), BBC Contains Strong Language for Leeds 2023, Penguin Random House as a partner for our competitions and numerous institutions, including libraries, universities, museums and galleries, who have hosted and supported our events and festivals around the country. OUP and Avon Dataset continue to support our publishing.

e. Patron

We remain hugely grateful for the generous and continuing support of Her Majesty The Queen, who became Patron of First Story as HRH The Duchess of Cornwall in 2011.

Financial review

a. Income generation

We went into the year with a positive starting position, having last year (2021/22) secured new multi-year grants or having entered year 2 or 3 of ongoing projects. This was thanks to a shift in the sector towards core funding to support sustainability in organisations, as well as a response to increased need in the education sector due to the effects of the pandemic on young people. As a result we had a successful year generating voluntary income for 2022/23, achieving 92% of our fundraising target. Our strategy to increase the share of our income from school fees continued to deliver well, increasing from 30% in 2021/22 to 33% in 2022/23. The combination of increased numbers of schools and an increase in the proportion of year-long programmes contributed to increasing our generated income significantly. For 2022/23 we achieved 76% of our schools financial target.

b. Expenditure

Given our surplus in 2021/22 and the increase in cost of living, we decided to award our staff and writers a one-off cost-of-living payment. As our activities returned to in-school provision and to delivering more live events, we also incurred increased expenditure on programmes, events and travel, as per pre-pandemic budgets.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2023

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. In particular, as this set of accounts illustrates, First Story has made a significant reduction in fixed staff and associated costs (a reduction that goes well beyond COVID-related savings), while still continuing to maintain income at a similar level. In the trustees' view, this should help to put the charity on a better and more sustainable financial basis going forward.

For this reason the trustees continue to adopt the going-concern basis in preparing the financial statements. Further details regarding the adoption of the going-concern basis can be found in the Accounting Policies.

Reserves policy

First Story's trustees have reviewed the charity's need for reserves in line with the guidance issued by the Charity Commission. The aim of this reserves policy is to safeguard our commitments to the projects we support to ensure that the charity can efficiently and effectively meet the needs of the beneficiaries.

More specifically, we use reserves:

- to allow First Story to provide continuity of programming in schools and other projects if income levels drop or expenditure increases beyond levels that could be forecast, thereby giving time to seek new sources of revenue or to adapt the projects concerned; and
- to provide protection against the ability to continue operating despite catastrophic (or lesser but nonetheless damaging) events by holding the reserves in a designated account.

Our reserves policy takes into account the fact that First Story:

- has no endowment funding and is largely dependent for income at present on donor funding from year to year, which is inevitably subject to fluctuation; and
- carries costs that are inflexible in the short term (the effectiveness of our work relying largely on scale and an ability to fulfil year-long and multi-year programmes of activities).

Our trustees regularly review the actual levels of reserves and perform a full review annually. In developing a reserves target, the trustees consider, in particular, the financial risks associated with income streams and expenditure categories alongside First Story's ability to meet its commitments from realisable funds.

On this basis, the trustees establish from year to year:

- a minimum reserves level, based on the minimum viable budget for six months' worth of fixed and staffing costs; and
- a target reserves level, based on nine months' worth of current operational costs and including all our programme costs, advocacy, outreach work and events, in addition to the minimum viable budget above.

For this financial year:

- the minimum reserves level was £279,458; and
- the target reserves level was £625,692.

At the latest balance-sheet date, the actual level of unrestricted reserves were £325,045.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2023

Plans for future periods

It has become apparent that school closure has had a very detrimental effect on the attainment gap for young people from challenging socio-economic backgrounds and has also had an effect on mental health and socialisation for many young people. First Story's cohorts of young people are likely to have been detrimentally affected by several months with no access to school and very variable access to online learning. Catching up on elements of the curriculum will not be enough: there are longer-term requirements. First Story is well placed to support students to gain the resilience and skills that they need to become life-long learners.

This year we have seen schools return to face-to-face programmes as well as new demand from alternative-provision settings. To meet this need, and despite the challenges of 2021/22 brought by the pandemic, First Story is working to expand our reach and offer for the future, especially in areas such as the North West that have been particularly affected by the pandemic. Our strategic priorities over the next three years are as follows:

1. Wider reach

Provide greater numbers of disadvantaged young people with fairer access to high-quality creative learning and enrichment activities and opportunities to develop cultural capital.

- Expand our provision for young people in the North of England by establishing a new hub in Manchester, while continuing to grow in London and East Midlands.
- Continue to develop the quality of the Young Writers' Festival and build the reach of our Connect events, embracing digital delivery of the festival and other elements of our provision, where it has the potential to reach, engage and benefit more young people.
- Roll out nationally a flagship new CPD offer for teachers, Think Like A Writer, to disseminate and embed our pedagogy in schools.
- Develop our offer for Pupil Referral Units and expand our provision in AP settings to reach the most disadvantaged students.

2. Deeper impact

Positively influence and impact beneficiaries' long-term outcomes by providing ongoing support and development opportunities for Young Writers' Programme alumnae/i.

- Roll out nationally a Young Ambassadors "Year 2" programme, as the heart of our alumnae/i offer, providing ongoing support and access to skills development opportunities.
- Continue to secure partnerships and collaborations with respected universities, arts organisations, the creative industries and others, to expand our portfolio of meaningful progression opportunities open to alumnae/i and to ensure a talent pipeline.
- Establish a Youth Voice pilot project, so that our beneficiaries' voices directly inform our provision for their peers.
- Develop live and digital showcase platforms that enable more of our young writers' works and voices to be heard.

3. Quality and storytelling

Ensure the best possible outcomes for young people by becoming a continuously learning and improving organisation that understands and effectively communicates its impact.

- Employ our updated theory-of-change model, evaluation framework and data collection methodology to ensure that we are accurately and comprehensively capturing outcomes and impacts of our activities. Adapt it further to understand impact in AP settings better.
- Embed a culture of reflective practice, evaluating everything we do and ensuring that all of our stakeholders' voices are heard and inform decision-making.
- Develop and implement a communications strategy to tell our own story better, to share our impact with

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2023

stakeholders, and to raise awareness and profile.

- Work with our First Story Ambassadors, Patron and partners, to help raise our profile, to communicate the value of our work, and to inspire our beneficiaries.

4. Organisational development

Ensure our business model supports our long-term future sustainability, investing in the resources and capabilities to achieve our aims.

- Increase earned income by (a) continuing incrementally to increase the contribution made by partner schools, and (b) monetising the value of our IP (materials, resources and expertise).
- Support sales of our Young Writers' Programme by: (a) simplifying our offer (Year 1 taster followed by a three-year commitment to our YWP); (b) maximising the value proposition for schools; and (c) investing in marketing and communication skills.
- Strengthen our fundraising capacity, continuing to prioritise large multi-year grants, private philanthropic investment and regional funders.
- Expand and develop a diverse talent pool of writers, reflecting the diversity of our beneficiaries. Maintain the diversity of our staff team.
- Continue to work towards greater diversity at board level.

Funds held as custodian

The charity does not hold any funds as a custodian trustee.

Independent examiner

The firm engaged to carry out the independent examination, Griffin Stone Moscrop & Co, has expressed willingness to continue in office.

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 must:

- 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.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2023

Approved by order of the members of the board of trustees on 21 November 2023 and signed on their behalf by:

Ed Baden-Powell

.....

Edward James Baden-Powell

Chair

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INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 JUNE 2023

Independent examiner's report to the trustees of First Story Limited ('the charity')

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30 June 2023.

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


Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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: 

Dated: 21 November 2023

Reema Mistry, ACA

Griffin Stone Moscrop & Co
Chartered Accountants

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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 JUNE 2023**

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	198,780	299,657	498,437	496,693
Charitable activities	4	-	260,260	260,260	218,132
Other trading activities	5	-	4,663	4,663	1,841
Investments	6	-	2,097	2,097	774
Total income		198,780	566,677	765,457	717,440
Expenditure on:					
Raising funds	7	90	57,941	58,031	43,738
Charitable activities	8	206,340	537,048	743,388	593,322
Total expenditure		206,430	594,989	801,419	637,060
Net movement in funds before other recognised gains/(losses)		(7,650)	(28,312)	(35,962)	80,380
Net movement in funds		(7,650)	(28,312)	(35,962)	80,380
Reconciliation of funds:					
Total funds brought forward		7,650	353,357	361,007	280,627
Net movement in funds		(7,650)	(28,312)	(35,962)	80,380
Total funds carried forward		-	325,045	325,045	361,007

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

The notes on pages 16 to 34 form part of these financial statements.

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REGISTERED NUMBER: 06487410

BALANCE SHEET
AS AT 30 JUNE 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	13	6,641	1,897
Investments		1	1
		<u>6,642</u>	<u>1,898</u>
Current assets			
Stocks		12,517	20,841
Debtors	15	52,069	35,736
Cash at bank and in hand		444,556	448,829
		<u>509,142</u>	<u>505,406</u>
Creditors: amounts falling due within one year	16	(190,739)	(146,297)
Net current assets		<u>318,403</u>	<u>359,109</u>
Total assets less current liabilities		<u>325,045</u>	<u>361,007</u>
Total net assets		<u><u>325,045</u></u>	<u><u>361,007</u></u>
Charity funds			
Restricted funds	18	-	7,650
Unrestricted funds	18	325,045	353,357
Total funds		<u><u>325,045</u></u>	<u><u>361,007</u></u>

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BALANCE SHEET (CONTINUED)
AS AT 30 JUNE 2023

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 on 21 November 2023 and signed on their behalf by:

Carey Scott

.....
Carey Scott
Treasurer

The notes on pages 16 to 34 form part of these financial statements.

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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2023

	2023	2022
	£	£
Cash flows from operating activities		
Net cash used in operating activities	(903)	36,438
Cash flows from investing activities		
Dividends, interests and rents from investments	2,097	774
Purchase of tangible fixed assets	(5,467)	(1,979)
Net cash used in investing activities	(3,370)	(1,205)
Change in cash and cash equivalents in the year	(4,273)	35,233
Cash and cash equivalents at the beginning of the year	448,829	413,596
Cash and cash equivalents at the end of the year	444,556	448,829

The notes on pages 16 to 34 form part of these financial statements

FIRST STORY LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023

1. General information

First Story Limited is a charitable company limited by guarantee, incorporated in the United Kingdom and registered in England and Wales, registered number 06487410. The address of the registered office is 44 Webber Street, London, SE1 8QW.

The financial statements are prepared in sterling, which is the presentation currency of the charitable company, and are rounded to the nearest £1.

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) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

First Story Limited 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

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the next twelve months. For this reason they continue to adopt the going concern basis in preparing the financial statements.

FIRST STORY LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023

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 are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general time of the volunteers is not recognised and please refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Income arises from fundraising events which promote the work of First Story and is taken to the SOFA in the period in which the event has been held.

Investment income and interest is shown as gross and is included in the accounts when receivable.

The principal source of income for the charity is voluntary income from individuals and organisations, which is analysed further in note 3. Unless there is a contractual arrangement to specify that the donation relates to a specified period, donations are recognised as income when they are received.

Income also arises from fees from workshops and sales of publications that are educational in nature and consistent with the charity's charitable objects. Income is included in the period in which the workshop is held or, for the sales of publications, when the sale is made.

FIRST STORY LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

2. Accounting policies (continued)

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 is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred to support the principal activities of the charity but which are not directly attributed to a particular activity. Support costs are re-allocated to each of the activities on the following basis, which is an estimate based on staff time:

- costs of generating voluntary income (including fundraising events): 14%

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

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 Tangible fixed assets and depreciation

Tangible fixed assets costing £1,000 or more are capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Fixtures and fittings	- 25% on cost
Computer equipment	- 25% on cost

FIRST STORY LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023

2. Accounting policies (continued)

2.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs.

2.9 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.

2.10 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.

2.11 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.

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.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.12 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 Operating leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

FIRST STORY LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

4. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Fees receivable from workshops and programmes	255,470	255,470	214,100
Sales of publications	4,790	4,790	4,032
	<u>260,260</u>	<u>260,260</u>	<u>218,132</u>

5. Activities for generating funds

Income from fundraising events

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Proceeds from fundraising events	4,663	4,663	1,841
	<u>4,663</u>	<u>4,663</u>	<u>1,841</u>

6. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Bank interest received	2,097	2,097	774
	<u>2,097</u>	<u>2,097</u>	<u>774</u>

FIRST STORY LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

7. Costs of generating voluntary income

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Cost of fundraising events	90	5,583	5,673
Reallocated support costs	-	47,523	47,523
Consultancy	-	4,835	4,835
	<u>90</u>	<u>57,941</u>	<u>58,031</u>
	<u>90</u>	<u>57,941</u>	<u>58,031</u>
	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Cost of fundraising events	195	289	484
Reallocated support costs	-	43,254	43,254
	<u>195</u>	<u>43,543</u>	<u>43,738</u>
	<u>195</u>	<u>43,543</u>	<u>43,738</u>

8. Expenditure on charitable activities summarised by fund and by expenditure type

Summary by fund type

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total 2023 £
Education through creative writing	<u>206,340</u>	<u>537,048</u>	<u>743,388</u>
	<u>206,340</u>	<u>537,048</u>	<u>743,388</u>
	Restricted funds 2022 £	Unrestricted funds 2022 £	Total 2022 £
Education through creative writing	<u>143,715</u>	<u>449,607</u>	<u>593,322</u>
	<u>143,715</u>	<u>449,607</u>	<u>593,322</u>

FIRST STORY LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

9. Analysis of charitable activities by key components of resources expended

	Direct costs 2023 £	Support costs 2023 £	Total funds 2023 £
Education through creative writing	351,816	391,572	743,388

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Education through creative writing	248,899	344,423	593,322

Analysis of direct costs

	Activities 2023 £	Total funds 2023 £	Total funds 2022 £
Writer-in-Residence fees	234,140	234,140	170,800
Cost of publications	41,714	41,714	19,785
School trips and residential courses	17,025	17,025	18,385
Teacher and writer events	24,622	24,622	11,086
Staff costs	-	-	505
Travel and subsistence	9,458	9,458	4,153
Sundry expenses	3,029	3,029	1,621
Cost of Festivals and events	22,228	22,228	22,114
Bad debt written off	(400)	(400)	450
	351,816	351,816	248,899

FIRST STORY LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023

9. Analysis of charitable activities by key components of resources expended (continued)

Analysis of support costs

	Activities 2023 £	Total funds 2023 £
Staff costs	343,672	343,672
Depreciation	723	723
Reallocation of support costs	(47,523)	(47,523)
Office rent and facilities	32,369	32,369
Printing, postage and stationery	2,837	2,837
Recruitment and training	3,364	3,364
Advertising and publicity	2,407	2,407
Computer and website expenses	6,129	6,129
Insurance	3,068	3,068
Sundry expenses	95	95
Consultancy	32,185	32,185
Legal and professional governance costs	2,599	2,599
Accountancy and payroll costs	9,647	9,647
	<u>391,572</u>	<u>391,572</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

9. Analysis of charitable activities by key components of resources expended (continued)

Analysis of support costs (continued)

	Activities 2022 £	Total funds 2022 £
Staff costs	311,797	311,797
Depreciation	83	83
Reallocation of support costs	(43,254)	(43,254)
Office rent and facilities	26,699	26,699
Printing, postage and stationery	2,979	2,979
Recruitment and training	5,403	5,403
Advertising and publicity	979	979
Computer and website expenses	4,877	4,877
Insurance	2,179	2,179
Sundry expenses	125	125
Consultancy	22,291	22,291
Legal and professional governance costs	1,691	1,691
Accountancy and payroll costs	8,454	8,454
Governance costs	120	120
	<u>344,423</u>	<u>344,423</u>

Total support costs for the year ended 30 June 2023 amounted to £439,095 (2022- £387,677). Of the total support costs, £351,693 (2022 - £311,474) was to unrestricted funds and £87,402 (2022 - £76,203) was to restricted funds. From the unrestricted funds £47,523 (2022 - £43,254) have been allocated to Costs of generating voluntary income leaving £304,170 (2022 - £268,220) attributable to Charitable activities.

10. Independent examiner's remuneration

	2023 £	2022 £
Fees payable to the Company's independent examiner for the accounts preparation and independent examination of the Company's annual accounts	6,140	5,400
Fees payable to the charity's independent examiner in respect of:		
All other services not included above	<u>3,507</u>	<u>3,054</u>

FIRST STORY LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

11. Staff costs

	2023	2022
	£	£
Wages and salaries	308,152	280,708
Social security costs	26,574	22,762
Contribution to defined contribution pension schemes	8,946	8,327
	343,672	311,797

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

	2023	2022
	No.	No.
Number of management and administrative staff	5	4
Number of fundraising staff	1	-
Number of programme staff	3	4
	9	8

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

The key management personnel of the charity comprise the Executive Director, Head of Learning, Head of Development, Operations Manager and Head of Programmes.

Remuneration (including benefits) received during the year by key management personnel of the charity was £201,686 (2022 - £180,929), including employer's national insurance and pension contribution costs.

12. Trustees' remuneration and expenses

During the year, no trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 30 June 2023, no expenses were reimbursed to Trustees (2021 - the same).

FIRST STORY LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

13. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Total £
Cost			
At 1 July 2022	-	2,879	2,879
Additions	1,327	4,140	5,467
At 30 June 2023	1,327	7,019	8,346
Depreciation			
At 1 July 2022	-	982	982
Charge for the year	55	668	723
At 30 June 2023	55	1,650	1,705
Net book value			
At 30 June 2023	1,272	5,369	6,641
At 30 June 2022	-	1,897	1,897

14. Fixed asset investments

Principal subsidiaries

The following was a subsidiary undertaking of the charity:

Name	Company number	Principal activity	Class of shares	Holding
First Story Enterprises Limited	07712492	Dormant	Ordinary	100%

The financial results of the subsidiary for the year were:

Name	Net assets £
First Story Enterprises Limited	1

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

15. Debtors

	2023	2022
	£	£
Due within one year		
Trade debtors	225	31,725
Other debtors	217	2,417
Prepayments and accrued income	51,627	1,594
	52,069	35,736

16. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Trade creditors	33,455	28,108
Amounts owed to group undertakings	1	1
Other taxation and social security	7,493	7,688
Other creditors	2,390	2,066
Accruals and deferred income	147,400	108,434
	190,739	146,297

At the balance sheet date deferred income included above was £37,455 of which £37,445 is restricted (2022 - £28,000 of which £10,000 restricted).

17. Financial instruments

	2023	2022
	£	£
Financial assets		
Financial assets measured at fair value through income and expenditure	444,556	448,829

Financial assets measured at fair value through income and expenditure comprise of cash in bank and at hand.

FIRST STORY LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

18. Statement of funds

Statement of funds - current year

	Balance at 1 July 2022 £	Income £	Expenditure £	Balance at 30 June 2023 £
Unrestricted funds				
General Funds	353,357	566,677	(594,989)	325,045
	<hr/>	<hr/>	<hr/>	<hr/>
Restricted funds				
Summer Residential Programme	7,650	12,490	(20,140)	-
Young Writers' Programme	-	124,790	(124,790)	-
PRU Project	-	13,500	(13,500)	-
Oranisation Development - reach and impact	-	28,000	(28,000)	-
First Story Festival	-	20,000	(20,000)	-
	<hr/>	<hr/>	<hr/>	<hr/>
	7,650	198,780	(206,430)	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total of funds	<hr/> <hr/> 361,007	<hr/> <hr/> 765,457	<hr/> <hr/> (801,419)	<hr/> <hr/> 325,045

FIRST STORY LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023

18. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 July 2021 £	Income £	Expenditure £	Balance at 30 June 2022 £
Unrestricted funds				
General Funds	280,627	565,880	(493,150)	353,357
Restricted funds				
National Lottery	-	4,999	(4,999)	-
Summer Residential Programme	-	7,650	-	7,650
Young Writers' Programme	-	48,912	(48,912)	-
PRU Project	-	10,000	(10,000)	-
Writers in residence	-	25,000	(25,000)	-
Oranisational Development - reach and impact	-	35,000	(35,000)	-
Manchester Project Plan	-	20,000	(20,000)	-
	-	151,561	(143,911)	7,650
Total of funds	280,627	717,441	(637,061)	361,007

FIRST STORY LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

18. Statement of funds (continued)

A description of each restricted fund is as follows:

National Lottery fund – represents funding received from The Arts Council England for the purpose of delivering Reverbate project.

Summer Residential Programme – represents funding received from The Archie Lloyd Charitable Foundation for the purpose of delivering Summer residential events.

Young Writers' Programme - represents part funding received from:
John Lyons Charity for the purpose of delivering 4 Young Writers' Programmes in Brent, London;
Boots Charitable Trust for the purpose of delivering 2 Young Writers' Programmes in Nottingham;
RWH Charity Fund for the purpose of delivering 1 Short Programme in London;
Wellington UK Foundation for delivering Young Writers' Programmes in 5 schools;
Amazon in relation to literary partnership;
ALCS for Young Writers' Programmes; and
The Drapers' Charitable fund for delivery in 2 schools in Tower Hamlets.

PRU Project - represents part funding received from The Blue Thread for the purpose of scaling our provision in Alternative Provision settings.

Writers in Residence - represents funding received from Mercers Charitable Foundation, for the purpose of delivering writers in residence projects in London.

Organisational Development - reach and impact project - represents funding received from The Arts Council England National Lottery Project Grants, for the purpose of delivering the project.

Manchester Project Plan - represents funding received from Wellington UK Foundation for the purpose of developing the Young Writers' Programme in Manchester.

First Story Festival – funding received from The Charlotte Aitken Trust for the Young Writers' Festival.

19. Summary of funds

Summary of funds - current year

	Balance at 1 July 2022 £	Income £	Expenditure £	Balance at 30 June 2023 £
General funds	353,357	566,677	(594,989)	325,045
Restricted funds	7,650	198,780	(206,430)	-
	<u>361,007</u>	<u>765,457</u>	<u>(801,419)</u>	<u>325,045</u>

FIRST STORY LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

19. Summary of funds (continued)

Summary of funds - prior year

	Balance at 1 July 2021 £	Income £	Expenditure £	Balance at 30 June 2022 £
General funds	280,627	565,880	(493,150)	353,357
Restricted funds	-	151,561	(143,911)	7,650
	<u>280,627</u>	<u>717,441</u>	<u>(637,061)</u>	<u>361,007</u>

20. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	-	6,641	6,641
Fixed asset investments	-	1	1
Current assets	37,445	471,697	509,142
Creditors due within one year	(37,445)	(153,294)	(190,739)
Total	<u>-</u>	<u>325,045</u>	<u>325,045</u>

Analysis of net assets between funds - prior year

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	-	1,897	1,897
Fixed asset investments	-	1	1
Current assets	17,650	487,757	505,407
Creditors due within one year	(10,000)	(136,297)	(146,297)
Total	<u>7,650</u>	<u>353,358</u>	<u>361,008</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

21. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(35,962)	80,380
Adjustments for:		
Depreciation charges	723	82
Dividends, interests and rents from investments	(2,097)	(774)
Decrease/(increase) in stocks	8,324	(2,483)
Increase in debtors	(16,333)	(25,693)
Increase/(decrease) in creditors	44,442	(15,074)
Net cash provided by/(used in) operating activities	(903)	36,438

22. Analysis of cash and cash equivalents

	2023 £	2022 £
Cash in hand	210,358	216,145
Notice deposits (less than 3 months)	234,198	232,684
Total cash and cash equivalents	444,556	448,829

23. Analysis of changes in net debt

	At 1 July 2022 £	Cash flows £	At 30 June 2023 £
Cash at bank and in hand	448,829	(4,273)	444,556
	448,829	(4,273)	444,556

24. Pension commitments

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £8,946 (2022 - £8,327).

Included in other creditors at the year end is an amount of £2,390 (2022 - £2,066) of outstanding pension contributions due.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

24. Pension commitments (continued)

25. Operating licence commitments (office space)

At 30 June 2023 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Not later than 1 year	7,860	15,720
	<u>7,860</u>	<u>15,720</u>

Licence payments recognised as an expense in the SOFA total £32,400 (2022 - £28,820).

26. Related party transactions

Related parties include the charity trustees, close relatives and key management personnel. Donations received during the year from related parties are noted below:

	2023 £	2022 £
Donations received	1,695	1,380
	<u>1,695</u>	<u>1,380</u>

27. Share capital

The charitable company does not have any share capital and is limited by guarantee.

At 30 June 2023 it had 8 members (2022 - 9).

Every member of the charitable company undertakes to contribute such an amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while they are a member, or within one year after they cease to be a member.