



FINANCIAL STATEMENTS AND ANNUAL REPORT

| | |
|-----------------------------|----------------|
| Company Registration | 5820675 |
| Charity Registration | 1124248 |

**For the Financial Year
To 31st May 2021**

Registered Office: 3 Tresillian Street, Plymouth PL4 0QP

Contact: Robbie Nairn OBE, Chief Executive

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e-mail: admin@eldertreebefriending.co.uk

website: www.eldertreeplymouth.co.uk

ELDER TREE LTD
(Company Limited By Guarantee)

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Introduction

This has been without a doubt the strangest and most demanding year that our charity has faced and one that our team have responded to brilliantly. They have planned and executed a complex support model in a very short period of time that has worked to perfection. The majority of our beneficiaries have remained 'shielded' throughout this reporting period and we have worked diligently to ensure that they feel supported and valued.

They have all been contacted regularly and we have 'shopped until we dropped' and collected and delivered pharmacy scripts to anyone who needed them. The Zoom activities we started last March have been a real bonus and a lifeline and with a lot of hard work and patience we have enabled a number of our less IT 'savvy' participants to play a full part.

In true 'Elder Tree style', we have been at the forefront of supporting the older population of Plymouth and have never flinched from the multiple challenges that the Pandemic has thrown at us. We continue to play a leading role in the City Council's strategy for getting through the crisis and have made a real difference to everyone we have been in contact with.

The strategic leadership and direction that we have provided since day one of the crisis has been outstanding and we have set an example and introduced Covid19 specific support systems that others have followed. As always, we have punched well above our weight and made a real contribution and a significant impact on the lives of our beneficiaries.

The coming year will present a different challenge as we grapple to make sense of the 'new normal' but I have absolutely no doubt that our core ethos and social values will shine as brightly as ever and our charity will go from strength to strength.



Irene Tonkin
Chairperson

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LEGAL AND ADMINISTRATIVE DETAILS AS AT 31st MAY 2021

Chair Irene Tonkin - Founder

Company Secretary (Non Exec) Robbie Nairn OBE

Directors Annie Harris
Diane Gavin
Barbara James
Maureen Perilli
Sally Parkes
Jane Pawson
Elliot Malone

Chief Executive Robbie Nairn OBE

Projects Manager Louise Barnes

Business Manager Fraser Ball

Project Staff Denise Collinson Susan Miller Paula Hocking
Sharon Kitcher Adrian Cable Donna Marshall
Tracey O'Halloran Stacey Fowler Lorna Benwell
Lorraine Wilkinson Chantal Bracey Trevor Priest
Becky Camp Marcella Finazzi Marie Nethercott
Lesley Morton Lucy Kitcher Carole Elliot
Rosie Allan-Perdikeas Joanne Packam
Yvonne Sullivan Holly Macnamara Nadine Ball
Tonia Cleaver Keely Lynn

Registered Office 3 Tresillian Street Plymouth PL4 0QP

Company Registration 5820675

Charity Registration 1124248

Independent Examiner Sharon Soady
Payroll and Bookkeeping Services

Bankers Co-operative Bank PLC
PO Box 250
Delft Street
SKELMERSDALE N8 6WT

Report of the Management Board

The Trustees present their report for the financial year to 31st May 2021.

Charitable Object:

The Company is governed by its Memorandum and Articles of Association. These state that the Company's main object is:

'To assist, comfort and guide older people who may be in distress by reason of poverty, ill-health, loneliness, social isolation or any other cause; to promote, encourage and foster any objects which may be for the common good of older people resident within Plymouth and the surrounding area.

Principal Activities:

Prior to the Pandemic Lockdown on the 23 March 2020 and the implementation of Social Distancing, we delivered 92 weekly activities in 45 separate locations across the city including 5 Extra Care Settings and supporting over 1600 beneficiaries. The principal weekly activities of the Charity were:

- 'One to One' Volunteer Befriending for 87 socially isolated older people in their homes
- 3 weekly Lunch Clubs and an Older Men's Supper Club
- 10 Coffee and Advice 'drop ins'
- 2 Cardio Fit Classes
- 44 Dance Exercise and Movement Classes and Advice Drop Ins
- 2 Walking Groups
- 10 Tai Chi Classes
- 3 Pilates Groups
- 9 Active Men's Groups
- 2 Silver Surfer IT Classes
- 2 Community Choirs
- 'Access to the Theatre' Club
- 3 Craft Groups

From 1 June onwards, a large proportion of our beneficiaries were shielding. We have delivered our weekly Social Inclusion programme through 31 Group Zoom activities, individual beneficiary Welfare Checks

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and Pharmacy and Shopping collections for our most vulnerable and shielded Beneficiaries. We have also worked with local agencies delivering hot meals twice weekly.

Description of the Company's Organisation:

The Company is run by a Board of Trustees and is supported by 185 volunteers and 29 paid staff: the Chief Executive, Projects Manager, Business Manager and 26 Project and Support Workers.

Trustees Interests:

No Trustee has a beneficial interest in the Company.

Trustees Responsibilities:

The Trustees are responsible for the Company in line with the relevant legislation for companies limited by guarantee and registered charities. They oversee the activities of the charity against a robust Assurance and Governance Framework and conduct routine Assurance and Governance visits and report their findings formally to the Management Board.

Inaugural General Meeting:

The Elder Tree Ltd was incorporated on 17 May 2006 but it was entitled to an exemption under Section 249A (2) of the Companies Act 1985. The Company started trading on 1 June 2008 and held its Inaugural General Meeting on 23 July 2008.

Meeting of the Board of Trustees

Tuesday 28 July 2020

Tuesday 29 September 2020

Tuesday 24 November 2020

Tuesday 26 January 2021

Tuesday 30 March 2021

Tuesday 25 May 2021

In Addition, individuals Trustees conducted Governance and Assurance checks on the following dates:

| | | |
|---------------------|------------------|------------------|
| Financial Assurance | 24 August 2020 | 4 March 2021 |
| Contract Assurance | 26 November 2020 | 15 March 2021 |
| Active Volunteers | 26 November 2020 | 23 February 2021 |
| Referral Pathway | 19 December 2020 | 2 March 2021 |

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| | | |
|-------------------------|------------------|------------------|
| HR Systems and Security | 11 November 2020 | 2 March 2021 |
| Evaluation | 26 November 2020 | 25 March 2021 |
| Active Lives | 14 October 2020 | 8 April 2021 |
| Policies and Procedures | 11 November 2020 | 25 February 2021 |
| Digital Platform | 15 November 2020 | 10 march 2021 |

Employees and Volunteers

Company staff and volunteers are recruited and employed in accordance with our Equality and Recruitment policies.

Trustees:

The Board of the Elder Tree Ltd is made up of 8 Trustees who reflect the communities and beneficiaries we serve; one of the Trustees is also a Beneficiaries and one is a Volunteer Befriender.

The original Trustees were elected in 2006 for a three year term. The Trustees currently under review after the end of their 3 year term are Sally Parkes and Elliot Malone and their future tenure with the charity will be determined at the September 2021 Management Board meeting.

Irene Tonkin - Chair (2023)
Maureen Perilli (2023)
Barbara James (2022)
Diane Gavin (2023)
Sally Parkes (2021)
Annie Harris (2022)
Jane Pawson (2023)
Elliot Malone (2021)

Befriending Developments

We entered this reporting period fully expecting to emerge from Lockdown in August and return our activity programme to the levels of 22 March 2020. Sadly, that was not the case and we have continued to deliver our main effort remotely via Zoom, doorstep visits and by phone. The commissioning of our CRM with the full capability for remote working coincided with the First Lockdown and it has been a real game changer for us. My team have all been able to work remotely with absolute confidence in the integrity of our system.

Shopping and Pharmacy collections played a key role in supporting our beneficiaries and we also took on a significant number of 'shielded' individuals who had no family or friend/neighbour support. Throughout this time, we have worked in close partnership with our Statutory and

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Voluntary partners and the Charity has had a major impact and has been recognised by Plymouth City Council for playing a leading role throughout the Lockdown in supporting the over 50s in Plymouth. I am particularly proud of our staff and our volunteers who have worked tirelessly in support of our beneficiaries.

Our funding partners have been particularly supportive and the additional Covid19 funding from the Community Fund has bridged the gap of lost income and also enabled us to provide hot meals twice a week for our most isolated and vulnerable beneficiaries.

An early indication of a return to something resembling normality came about in March with the start of our participation in the Rank Foundation 'Time to Shine' Programme. This has enabled us to recruit a local graduate who will be with us for 12 months and she will be responsible for developing our Digital Footprint. The main focus of her work will be auditing the performance of the CRM and introducing a platform that enables us to operate all of our Social Inclusion activities 'cashless'. The 'Time to Shine' leader is also benefiting from direct Leadership and Management mentoring from our Projects Manager and the Foundation's Support team.

Finally, we will be holding preliminary discussion with Plymouth City Council on extending Befriending Support and Extra Care contracts that are due to end on 30 September 2022.



Robbie Nairn OBE
Chief Executive

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Finance for the Year Ending 31st May 2021

Income

Our Befriending Support and Social Inclusion Contracts with Plymouth City Council (“PCC”) have generated income totalling £492,794. Included is a further £30,000 received to provide non-care services to PCC domiciliary clients. This income represents our largest single source for this year.

Following on from last year’s fourth quarter, the continuing Covid-19 pandemic meant that our groups were closed for the majority of the financial year.

Due to the uncertainty and in order to mitigate any negative financial impact of the pandemic, we applied for financial assistance where we were eligible to do so. As a result, we received a National Lottery Community Fund grant of £65,336 to cover the lost income arising from our clubs and activities. We also received a related PCC business grant for £10,000 as well as Infection Control grant payments of £7,500.

Although we endeavoured to redeploy most staff throughout the pandemic, where staff were unable to work as groups had closed or they were forced to shield due to health concerns, we received £21,904 from the Government’s Job Retention Scheme.

This year we have also received a further £28,312 from the National Lottery Community Fund flowing from our “Befriending Extend” grant and another £14,004 in relation to our “Active Men” grant. Our existing collaboration partnership with Sporting Memories Network is now into its second year and under this agreement we received grant income of £31,960. A staff member has been sponsored on the Rank Foundation’s “Time to Shine” Programme and as a result, we received their first payment of £11,904.

Our renewed service level agreement with Livewell Southwest began from 1st April 2021 and generated income of £15,000. This sum was received after the end of our financial year.

The unrestricted funds held in our CAF Bank Fixed Rate Saver Account were reinvested for a further 12-month period and in spite of a general drop in interest rates, it generated interest after an adjustment of £577.

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Expenditure

Our biggest expenditure continues to relate to Wages and On Costs and this has increased this year. Throughout the uncertainty of the pandemic, we endeavoured to keep staff employed where possible and redeployed them for the welfare support of our beneficiaries. At different times when 6 members of staff were unable to work, we received financial assistance towards their wages from the Government's Job Retention Scheme. In a subsequent review of our operations and in the long term interests of the Charity, we also reluctantly decided to make 2 staff members redundant.

With the majority of our groups and activities curtailed for most of the year, it has meant expenditure savings associated with project costs such as venue rent, food and staff travel. However with more reliance on communications, our costs in relation to telephones and the internet increased.

Overall and compared to last year, our expenditure including support costs and overheads reduced. Our budget lines remain carefully managed and consistently reviewed at Board level to ensure we operate at the optimum of efficiency against the monthly predicted Forecast of Outturn statements.

In Year Profit

For this year, there is an in-year profit of £75,357. The balance of our accounts and cash in hand is £278,396. Following an additional transfer of £20,000, unrestricted funds of just over £75,000 remain on deposit in our CAF Bank Fixed Rate Saver account. The remaining balance is held with our Co-operative Bank Current Account of which £201,019 is restricted and £76,902 is unrestricted.

Future Financial Plan

Our long-term Befriending Support and Social Inclusion Contracts with PCC have been extended until September 2022 and we are confident of a further extension beyond this date. Our non-care services to PCC domiciliary clients are also in demand.

These PCC contracts and services continue to represent Elder Tree's core funding, allowing us the flexibility to seek other funding opportunities where appropriate.

To date and with some support, financially we seem to have weathered the effects of the Covid-19 pandemic. However we are continuing to review our business to ensure we remain as efficient as possible for the

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future. As our groups and activities re-opened consistently from mid-May, we are beginning to generate income again.

As banks are increasingly refusing to accept large deposits of coins, we are in the process of trialling card readers at our groups. This we hope will enable us to phase out cash payments involving such coinage, while also making the payments easier and more secure.

Contingency Plans

There has been a renewed demand for our services and this demand continues to grow. By keeping our business under review, we aim to maintain a lean resource model to deliver Befriending Support, Social Inclusion activities and non-care services. We value partnership working with both statutory and non-statutory organisations within Plymouth and will generate additional funds to support any new initiatives or activities we commission.

Our unrestricted funds are there to meet any deficits not covered by income in any one year and to enable the Charity to continue to operate in the event of a major withdrawal of external funding. The Charity considers it prudent to establish reserves to support 3 months trading and work towards 6 months. This year we have set aside an additional £20,000 for this purpose.

In the event of our contracts with Plymouth City Council not being renewed, we would be given 6 months' notice of cancellation and we have an operating plan in place should this happen.

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Profit and Loss account and Statement of financial activities for the year ended 31st May 2021

| | Notes | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total funds 2021 £ | Total funds 2020 £ |
|---|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Grants & Other Income | 3 | 23,122 | 680,123 | 703,245 | 667,263 |
| Interest receivable | | 577 | | 577 | 681 |
| Total incoming resources | | <u>23,699</u> | <u>680,123</u> | <u>703,822</u> | <u>667,944</u> |
| Resources expended | | | | | |
| Cost of generating funds | 4 | 40,117 | 0 | 40,117 | 35,412 |
| <i>Charitable activities</i> | | | | | |
| Project application | 5 | | 561,277 | 561,277 | 575,844 |
| Governance costs | 6 | 475 | 26,596 | 27,071 | 27,898 |
| Total resources expended | | <u>40,592</u> | <u>587,873</u> | <u>628,465</u> | <u>639,154</u> |
| Net income resources being net movement in funds | | | | | |
| | | (16,893) | 92,250 | 75,357 | 28,790 |
| <i>Reconciliation of funds</i> | | | | | |
| Total funds brought forward | | 93,795 | 108,769 | 202,564 | 202,564 |
| Total funds carried forward | | 76,902 | 201,019 | 277,921 | |

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

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Balance Sheet as at 31st May 2021

| Notes | 2021 £ | 2020 £ |
|---|----------------|----------------|
| Current assets | | |
| Cash at bank and in hand | 278,396 | 203,039 |
| Creditors: amounts falling due within one year 7 | (475) | (475) |
| Net current assets | 277,921 | 202,564 |
| Net assets | <u>277,921</u> | <u>202,564</u> |
| General | 76,902 | 93,795 |
| Restricted funds | 201,019 | 108,769 |
| | <u>277,921</u> | <u>202,564</u> |

The directors are satisfied that the company is entitled to exemption under section 477 of the Companies Act 2006 relating to small companies and that no member or members have requested the company to obtain an audit of its accounts for the year in question in accordance with Section 476.

The directors acknowledge their responsibilities for ensuring that the company keeps proper accounting records which comply with Section 386 of the Companies Act 2006 and for preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirement of Section 394 and 395 and which otherwise comply with the requirements of Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small company's regime of the Companies Act 2006 and in accordance with the Financial Reporting Standard for smaller entities effective April 2008.

These financial statements were approved by the directors and authorised for issue on the date below and signed on their behalf by:

Signed.....*J. E Tonkin*..... Dated *5 OCTOBER 2021*
I Tonkin – Chairperson for the Elder Tree Ltd

Signed.....*A Harris*..... Dated *5 OCTOBER 2021*
A Harris – Director of the Elder Tree

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Notes to the Accounts for the year ended 31st May 2021

1 Accounting policies
Accounting convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities effective April 2008 and follow the recommendation in accounting and reporting by charities.

Grants are recognised in the Statement of Financial Activities in the period to which they relate. The SOFA distinguished between unrestricted and restricted funds.

Resources expended are recognised in the period in which they are incurred and include attributable VAT which cannot be recovered. Wherever possible these expenses are allocated to the particular activity to which they relate. However, certain costs are apportioned on a basis which is an estimate of the amount attributable to each activity. Charitable activities undertaken are analysed in Note 5 and Support Costs and their allocation are taken into consideration. Governance Costs are disclosed in Note 6.

Depreciation is provided to write off the costs of each asset over its expected useful life which in all cases is estimated to be four years. Items of equipment are capitalised where the purchase price exceeds £2000.

Taxation. Based on information provided to HM Revenue & Customs they have confirmed that for tax purposes The Elder Tree Ltd is a charitable Company and therefore exempt from corporation tax.

Pensions cost. The charity makes payment in line with recommendations by the government into an employee's workplace pension schemes. The annual contributions payable are charged to the Statement of Financial Activities, in accordance with FRS17.

Critical Accounting Estimates and Areas of Judgment Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances

Restricted funds Restricted funds are to be used for the specific purpose laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds Unrestricted funds consist of funds which the charity may use for its purposed at its discretion. It is the policy of the charity to ensure availability of adequate funds for present and future liabilities and in the event of a change in income circumstances.

- 2 Legal status of the charity** The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1

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Notes to the Accounts for the year ending 31st May 2021

3 Incoming resources from activities to further the charity's objectives

| | Unrestricted funds 2021 | Restricted funds 2021 | Total funds 2021 |
|--------------------------|--|--------------------------------------|---------------------------------|
| | £ | £ | £ |
| Supporting People | | 492,795 | 492,795 |
| NL – Community Fund | | 107,652 | 107,652 |
| Sporting Memories | | 31,960 | 31,960 |
| HMRC/Furlough | | 21,904 | 21,904 |
| Livewell S.W. | | (15,000) | (15,000) |
| Rank Foundation | | 11,904 | 11,904 |
| Project Income Generated | 11,512 | 64 | 11,576 |
| NHS Devon CCG | | 10,000 | 10,000 |
| PCC – Business Grant | | 10,000 | 10,000 |
| PCC – ICF2 Grant | | 7,500 | 7,500 |
| St Luke's Hospice | 5,000 | | 5,000 |
| Donations | 4,361 | | 4,361 |
| White Stuff | 703 | | 703 |
| University of Plymouth | | 656 | 656 |
| Crowne Plaza Plymouth | 500 | | 500 |
| Clarion/Groundwork | | 488 | 488 |
| PCC – Polling Station | 450 | | 450 |
| EDF Energy | 353 | | 353 |
| Siemens Fin. Serv. | 214 | | 214 |
| Peninsula Dental | | 200 | 200 |
| Amazon Smile Programme | 29 | | 29 |
| | <u>23,122</u> | <u>680,123</u> | <u>703,245</u> |

The restricted income was in respect of all of our Befriending Projects

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Notes to the Accounts for the year ended 31st May 2021

4 Cost of generating funds

| | Unrestricted funds 2021 | Restricted funds 2021 | Total funds 2021 |
|---------------------------|--|--------------------------------------|---------------------------------|
| | £ | £ | £ |
| Staff Costs | 38,641 | | 38,641 |
| Stationery/Telephone Etc. | 1,476 | | 1,476 |
| | <u>40,117</u> | | <u>40,117</u> |

5 Charitable activities: Project applications

| | Unrestricted funds 2021 | Restricted funds 2021 | Total funds 2021 |
|---|--|--------------------------------------|---------------------------------|
| | £ | £ | £ |
| Staff Costs | | 432,458 | 432,458 |
| Project Expenditure | | 19,284 | 19,284 |
| Office Costs/Equipment | | 11,068 | 11,068 |
| Rent | | 6,018 | 6,018 |
| Others | | 3,487 | 3,487 |
| Telephone/Internet | | 2,092 | 2,092 |
| Volunteer Expenses | | 1,791 | 1,791 |
| Insurance | | 1,659 | 1,659 |
| Staff Travel | | 1,517 | 1,517 |
| Training | | 1,040 | 1,040 |
| Database/Website | | 1,039 | 1,039 |
| Memberships | | 35 | 35 |
| | | <u>481,488</u> | <u>481,488</u> |
| Support costs and overheads (see note 6) | | 79,789 | 79,789 |
| | | <u>561,277</u> | <u>561,277</u> |

Applied to all Elder Tree Befriending Projects

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Notes to the Accounts for the year ended 31st May 2021

6 Support costs and overheads

| | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total funds 2021 £ |
|--------------------|------------------------------------|----------------------------------|-----------------------------|
| Staff Costs | | 101,750 | 101,750 |
| Insurance | | 1,659 | 1,659 |
| Telephone/Internet | | 1,605 | 1,605 |
| Office Costs | | 969 | 969 |
| Database/Website | | 202 | 202 |
| Travel | | 201 | 201 |
| Rent | | 0 | 0 |
| Independent Review | 475 | | 475 |
| | <u>475</u> | <u>106,385</u> | <u>106,860</u> |
| Apportioned: | | | |
| Support Costs (5) | | 79,789 | 79,789 |
| Governance | <u>475</u> | <u>26,596</u> | <u>27,071</u> |
| | <u>475</u> | <u>106,385</u> | <u>106,860</u> |

Governance has been calculated as 25% of the total support costs on the basis of time spent together with the whole costs of the review.

7 Creditors: amount falling due within one year to include auditor's remuneration

Creditors: 475

8 Related Parties

No expenses were reimbursed to any of the trustees

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27.9.2021

Reviewers Report

Independent Review Report
To the Trustees of the Elder Tree Ltd

I have reviewed the accounts of the Elder Tree Ltd in order to assist you to fulfil your duties under the Companies Act 2006 for the year ended 31 May 2021 which comprise the Profit and Loss Account, the Balance Sheet and related notes.

Responsibilities of the Trustees

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's trustees consider that a full audit is not required for the year (under section 43 (2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. It is my responsibility to examine the Accounts (under section 43 (3) (a) of the 1993 Act) and to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners (under section 43 (7) (b) of the 1993 Act) and to state whether particular matters have come to my attention.

Independent Examiners Report

For the Financial year ended 31 May 2021 the company was entitled to exemption from audit under Section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and if its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to small company's regime of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

There is strong evidence throughout the accounts of the Trustees regular involvement to adhere to the Governance of the Financial Affairs.

The information given in the trustees report is consistent with the accounts.



Sharon Soady MAAT/MIP
Independent Review