



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' annual report (including Directors' report) for the period

From: 1<sup>st</sup> January, 2021 To: 31<sup>st</sup> December, 2021

Charity name: Manna Ministries/ Manna Theatre Company

Charity registration number:1163871

## Objectives and activities

|  | SORP reference     |   |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | <ol style="list-style-type: none"><li>1. The advancement of the Christian Faith.</li><li>2. The prevention and relief of poverty and financial hardship, and</li><li>3. To relieve the needs and improve the quality of life of children and young people suffering with connective tissues and autonomic diseases and relieving the charitable needs of their careers and families.</li><li>4. To teach Christian performing arts to children, regardless of race, boy or girl, faith and finances. Performing arts accessible to all on a donation only basis and to help those who need financial assistance in order to attend.</li></ol> |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <ol style="list-style-type: none"><li>1. Christian performing arts, providing donation only classes, subject to personal affordability.</li><li>2. Using funds to help the needy and provide costumes/uniforms for those that cannot afford it</li><li>3. Promote the Christian faith.</li></ol>  |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | The Trustees are satisfied that the charity continues to operate for public benefit as defined by the charity Commission.   |

## Additional information (optional)

You may choose to include further statements where relevant about:

|                        | SORP reference |     |
|------------------------|----------------|-----|
| Policy on grant making | Para 1.38      | N/A |

|  |           |  |
|--|-----------|--|
|  |           |  |
| Policy on social investment including program related investment | Para 1.38 | N/A  |
| Contribution made by volunteers                                  | Para 1.38 | During 2021 the Covid pandemic still had a significant impact on the charity. Given the normal focus and running of the performing arts. We had started to meet more often face to face to train and rehearse for forth coming shows etc. we also had zoom meetings to include those that were uncomfortable with physical meetings at the time.<br>Even though there were still some restrictions emotionally, all in all the Charity performed well and achieved more than in 2020.The vision for Manna still achieved all that was expected of it and was growing with regards to cast. |
| Other  |           |  |

Para 1.20

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

|                                     |           |   |  |
|-------------------------------------|-----------|---|--|
| Achievements against objectives set | Para 1.41 | The Charity achieved its key objectives including the teaching of Christian performing arts to children and adults. |  |
|-------------------------------------|-----------|---|--|

|  |           |  |  |
|--|-----------|--|--|
| Performance of fundraising activities against objectives set | Para 1.41 |  |  |
| Investment performance against objectives                    | Para 1.41 |  |  |
| Other  |           |  |  |

## Financial review

|  |           |   |
|--|-----------|---|
| Review of the charity's financial position at the end of the period              | Para 1.21 | Still coming out of the pandemic our finances were low but we still managed a small profit.   |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | As the regular expenditure of the charity is largely balanced by regular donations, we maintain minimal amount of holding reserves. |
| Amount of reserves held  | Para 1.22 | See above   |
| Reasons for holding zero reserves  | Para 1.22 | See above   |
| Details of fund materially in deficit  | Para 1.24 | None  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | None  |

## Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |   |
|---|-----------|---|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | <ol style="list-style-type: none"> <li>1. individual donations</li> <li>2. Grants</li> <li>3. Tickets and merchandise sales</li> <li>4. Fundraising events</li> </ol> |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | N/A   |
|   |           | During this period of the report, the charity faced continuing risks associated with the  |

|   |           |  |
|---|-----------|--|
| A description of the principal risks facing the charity | Para 1.46 | pandemic. However we continued to be flexible and met all our commitments through various means. All risks were handled well and the charity continued in a strong position. |
| Other   |           |  |

## Structure, governance and management

|   |           |   |
|---|-----------|---|
| Description of charity's trusts:  |           |   |
| Type of governing document: for example, <a href="#">trust deed</a> , <a href="#">memorandum and articles of association etc</a>  | Para 1.25 | Constitution  |
| How is the charity constituted? for example <a href="#">limited company</a> , <a href="#">unincorporated association</a> , <a href="#">CIO</a>                            | Para 1.25 | C I O.  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Invitation by serving trustees, agreed at a trustees meeting. |
|   |           |   |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | All charity policy and procedure documents are shared with new trustees. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties   | Para 1.51 | None   |
| Other   |           |  |

## Reference and administrative details

|                             |   |
|-----------------------------|---|
| Charity name                | Manna Ministries/ Manna theatre company |
| Other name the charity uses | N/A                                     |
| Registered charity number   | 1163871                                 |
| Charity's principal address | 5 Overdale Place, Leek. ST13 8 LZ       |

## Names of the charity trustees who manage the charity

|    | Trustee name  | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------|-----------------|-----------------------------------|---|
| 1  | Gary Crick    |                 |                                   |   |
| 2  | Noah Crick    |                 |                                   |   |
| 3  | Andrew Powell |                 |                                   |   |
| 4  | Katie Flitton |                 |                                   |   |
| 5  |               |                 |                                   |   |
| 6  |               |                 |                                   |   |
| 7  |               |                 |                                   |   |
| 8  |               |                 |                                   |   |
| 9  |               |                 |                                   |   |
| 10 |               |                 |                                   |   |
| 11 |               |                 |                                   |   |
| 12 |               |                 |                                   |   |
| 13 |               |                 |                                   |   |
| 14 |               |                 |                                   |   |
| 15 |               |                 |                                   |   |
| 16 |               |                 |                                   |   |
| 17 |               |                 |                                   |   |
| 18 |               |                 |                                   |   |
| 19 |               |                 |                                   |   |

Corporate trustees – names of the directors at the date the report was approved

| Director name |  |
|---------------|--|
|               |  |
|               |  |
|               |  |
|               |  |
|               |  |
|               |  |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year |
|--------------|-----------------------------------|
| N/A          |                                   |
|              |                                   |
|              |                                   |
|              |                                   |
|              |                                   |
|              |                                   |

### Funds held as custodian trustees on behalf of others

|   |      |
|---|------|
| Description of the assets held in this capacity   | None |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | N/A  |

### Additional information (optional)

#### Names and addresses of advisers (optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|-----------------|------|---------|

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#### Name of chief executive or names of senior staff members (optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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**Other optional information**

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**Declarations**

The company has taken advantage of the small companies’ exemption in preparing the report above.

The trustees declare that they have approved the trustees’ report (including directors’ report) above.

Signed on behalf of the charity’s trustees/directors

|   |                    |            |
|---|--------------------|------------|
| <b>Signature(s)</b>                                 |                    |            |
| <b>Full name(s)</b>                                 | Gary Crick         | Noah Crick |
| <b>Position (for example Secretary, Chair, etc)</b> | Founder/ principal | Chair      |
| <b>Date</b>   | 12/10/2022.        |            |

|                                |            |    |                        |            |  |
|--------------------------------|------------|----|------------------------|------------|--|
| Manna Ministries               |            |    | Charity No<br>(if any) | 1163871    |  |
| Annual accounts for the period |            |    |                        |            |  |
| Period start date              | 01/01/2021 | To | Period end date        | 12/31/2021 |  |

## Section A Statement of financial activities

| Recommended categories by activity  | Guidance Notes | Unrestricted funds<br>£<br>F01 | Restricted income funds<br>£<br>F02 | Endowment funds<br>£<br>F03 | Total funds<br>£<br>F04 | Prior year funds<br>£<br>F05 |
|---|----------------|--------------------------------|-------------------------------------|-----------------------------|-------------------------|------------------------------|
| <b>Incoming resources (Note 3)</b>  |                |                                |                                     |                             |                         |                              |
| <b>Income and endowments from:</b>  |                |                                |                                     |                             |                         |                              |
| Donations and legacies  | S01            | 34,076                         | -                                   | -                           | 34,076                  | 18,549                       |
| Charitable activities   | S02            | 4,386                          | -                                   | -                           | 4,386                   | 2,385                        |
| Other trading activities  | S03            | -                              | -                                   | -                           | -                       | -                            |
| Investments   | S04            | -                              | -                                   | -                           | -                       | -                            |
| Separate material item of income  | S05            | -                              | -                                   | -                           | -                       | -                            |
| Other   | S06            | -                              | -                                   | -                           | -                       | -                            |
| <b>Total</b>  | S07            | 38,463                         | -                                   | -                           | 38,463                  | 20,934                       |
| <b>Resources expended (Note 6)</b>  |                |                                |                                     |                             |                         |                              |
| <b>Expenditure on:</b>  |                |                                |                                     |                             |                         |                              |
| Raising funds   | S08            | 221                            | -                                   | -                           | 221                     | - 194                        |
| Charitable activities   | S09            | 30,184                         | -                                   | -                           | 30,184                  | 22,204                       |
| Separate material item of expense   | S10            | -                              | -                                   | -                           | -                       | -                            |
| Other   | S11            | -                              | -                                   | -                           | -                       | -                            |
| <b>Total</b>  | S12            | 30,405                         | -                                   | -                           | 30,405                  | 22,010                       |
| <b>Net income/(expenditure) before investment gains/(losses)</b>          |                |                                |                                     |                             |                         |                              |
| Net gains/(losses) on investments   | S13            | 8,058                          | -                                   | -                           | 8,058                   | - 1,076                      |
| <b>Net income/(expenditure)</b>   | S14            | -                              | -                                   | -                           | -                       | -                            |
| <b>Extraordinary items</b>  | S15            | 8,058                          | -                                   | -                           | 8,058                   | - 1,076                      |
| <b>Transfers between funds</b>  | S16            | -                              | -                                   | -                           | -                       | -                            |
| <b>Other recognised gains/(losses):</b>                                   | S17            | -                              | -                                   | -                           | -                       | -                            |
| Gains and losses on revaluation of fixed assets for the charity's own use | S18            | -                              | -                                   | -                           | -                       | -                            |
| Other gains/(losses)  | S19            | -                              | -                                   | -                           | -                       | -                            |
| <b>Net movement in funds</b>  | S20            | 8,058                          | -                                   | -                           | 8,058                   | - 1,076                      |
| <b>Reconciliation of funds:</b>   |                |                                |                                     |                             |                         |                              |
| Total funds brought forward   | S21            | 13,549                         | -                                   | -                           | 13,549                  | 14,625                       |
| <b>Total funds carried forward</b>  | S22            | 21,607                         | -                                   | -                           | 21,607                  | 13,549                       |



## Section B Balance sheet

|   |             | Guidance Notes | Unrestricted funds<br>£<br>F01 | Restricted income funds<br>£<br>F02 | Endowment funds<br>£<br>F03 | Total this year<br>£<br>F04 | Total last year<br>£<br>F05    |
|---|-------------|----------------|--------------------------------|-------------------------------------|-----------------------------|-----------------------------|--------------------------------|
| <b>Fixed assets</b>   |             |                |                                |                                     |                             |                             |                                |
| Intangible assets   | (Note 15)   | B01            | -                              | -                                   | -                           | -                           | -                              |
| Tangible assets   | (Note 14)   | B02            | 24,497                         | -                                   | -                           | 24,497                      | 25,774                         |
| Heritage assets   | (Note 16)   | B03            | -                              | -                                   | -                           | -                           | -                              |
| Investments   | (Note 17)   | B04            | -                              | -                                   | -                           | -                           | -                              |
| <b>Total fixed assets</b>                                   |             | B05            | 24,497                         | -                                   | -                           | 24,497                      | 25,774                         |
| <b>Current assets</b>                                       |             |                |                                |                                     |                             |                             |                                |
| Stocks  | (Note 18)   | B06            | -                              | -                                   | -                           | -                           | -                              |
| Debtors   | (Note 19)   | B07            | 281                            | -                                   | -                           | 281                         | 200                            |
| Investments   | (Note 17.4) | B08            | -                              | -                                   | -                           | -                           | -                              |
| Cash at bank and in hand                                    | (Note 24)   | B09            | 131                            | -                                   | -                           | 131                         | 308                            |
| <b>Total current assets</b>                                 |             | B10            | 412                            | -                                   | -                           | 412                         | 508                            |
| <b>Creditors: amounts falling due within one year</b>       | (Note 20)   | B11            | 3,303                          | -                                   | -                           | 3,303                       | 3,533                          |
| <b>Net current assets/(liabilities)</b>                     |             | B12            | - 2,890                        | -                                   | -                           | - 2,890                     | - 3,025                        |
| <b>Total assets less current liabilities</b>                |             | B13            | 21,607                         | -                                   | -                           | 21,607                      | 22,749                         |
| <b>Creditors: amounts falling due after one year</b>        | (Note 20)   | B14            | -                              | -                                   | -                           | -                           | 9,200                          |
| <b>Provisions for liabilities</b>                           |             | B15            | -                              | -                                   | -                           | -                           | -                              |
| <b>Total net assets or liabilities</b>                      |             | B16            | 21,607                         | -                                   | -                           | 21,607                      | 13,549                         |
| <b>Funds of the Charity</b>                                 |             |                |                                |                                     |                             |                             |                                |
| Endowment funds   | (Note 27)   | B17            | -                              |                                     |                             | -                           | -                              |
| Restricted income funds                                     | (Note 27)   | B18            |                                | 28                                  |                             | 28                          | 28                             |
| Unrestricted funds  |             | B19            | 21,579                         |                                     | -                           | 21,579                      | 13,521                         |
| Revaluation reserve   |             | B20            |                                |                                     |                             | -                           |                                |
| <b>Total funds</b>  |             | B21            | 21,579                         | 28                                  | -                           | 21,607                      | 13,549                         |
| Signed by one or two trustees on behalf of all the trustees |             |                | Signature                      |                                     | Print Name                  |                             | Date of approval<br>dd/mm/yyyy |
|   |             |                |                                |                                     |                             |                             |                                |
|   |             |                |                                |                                     |                             |                             |                                |

## Section C Notes to the accounts

### Note 1 Basis of preparation

**This section should be completed by all charities.**

#### 1.1 Basis of accounting

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

The accounts have been prepared in accordance with:

- and with\* 

|   |
|---|
| ✓ |
|---|

 the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with\* 

|   |
|---|
| ✓ |
|---|

 the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

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

\* -Tick as appropriate

#### 1.2 Going concern

**If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:**

An explanation as to those factors that support the conclusion that the charity is a going concern;

Disclosure of any uncertainties that make the going concern assumption doubtful;

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

**The net assets of the charity are satisfactory for the size and turnover of the charity.**

**Not applicable**

**Not applicable**

#### 1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note { }.

- Yes\* 

|   |
|---|
| ✓ |
|---|
- No\* 

|   |
|---|
| ✓ |
|---|

 \* -Tick as appropriate

**Please disclose:**

|   |  |
|---|--|
| <b>(i) the nature of the change in accounting policy;</b>   |  |
| <b>(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and</b>  |  |
| <b>(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP.</b> |  |

#### 1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

- Yes\* 

|   |
|---|
| ✓ |
|---|
- No\* 

|   |
|---|
| ✓ |
|---|

 \* -Tick as appropriate

**Please disclose:**

|  |  |
|--|--|
| <b>(i) the nature of any changes;</b>  |  |
| <b>(ii) the effect of the change on income and expense or assets and liabilities for the current period; and</b> |  |
| <b>(iii) where practicable, the effect of the change in one or more future periods.</b>                          |  |

#### 1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

- Yes\* 

|   |
|---|
| ✓ |
|---|
- No\* 

|   |
|---|
| ✓ |
|---|

 \* -Tick as appropriate

**Please disclose:**

|  |  |
|--|--|
| <b>(i) the nature of the prior period error;</b>   |  |
| <b>(ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and</b> |  |
| <b>(iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts.</b>                 |  |

**Note 2****Accounting policies**

Please complete this note when first reporting under FRS2102. Section 35 of FRS102, requires 3 reconciliations to be presented, if all are applicable.

## 2.1 RECONCILIATION WITH PREVIOUS GENERALLY ACCEPTED ACCOUNTING PRACTICE

Please provide a description of the nature of each change in accounting policy

### Reconciliation of funds per previous GAAP to funds determined under FRS 102

|  | Start of<br>period<br>£ | End of<br>period<br>£ |
|--|-------------------------|-----------------------|
| Fund balances as previously stated                             |                         |                       |
| <b>Adjustments:</b>  |                         |                       |
| Remove bank balances   |                         |                       |
| Replace with Funds b/wd Receipts and payments in the year 2019 |                         |                       |
| Exclude asset purchase and loans received and paid             |                         |                       |
| Accrued Revenue as at 31.12.19                                 |                         |                       |
| Accrued Expenditure as at 31.12.19                             |                         |                       |
| <br>Fund balance as restated                                   | <u>0</u>                | <u>0</u>              |

### Reconciliation of net income/(net expenditure) per previous GAAP to net income/(net expenditure) under FRS 102

|  | Start of<br>period<br>£ | End of<br>period<br>£ |
|--|-------------------------|-----------------------|
| Net income/(expenditure) as previously stated        |                         |                       |
| <b>Adjustments:</b>                                  |                         |                       |
| Accrued Revenue as at 31.12.19                       |                         |                       |
| Accrued Expenditure as at 31.12.19                   |                         |                       |
| Exclude asset purchase                               |                         |                       |
| Previous period net income/(expenditure) as restated | <u>0</u>                | <u>0</u>              |

## Note 2

## Accounting policies

## 2.2 INCOME

*This standard list of accounting policies has been applied but if a different or additional policy has been adopted then this is*

|  |   |
|--|---|
| <b>Recognition of income</b>                             | <p>These are included in the Statement of Financial Activities</p> <ul style="list-style-type: none"> <li>• the charity becomes entitled to the income</li> <li>• it is more likely than not that the charity will receive the income</li> <li>• the monetary value can be measured reliably</li> </ul>   |
| <b>Offsetting</b>  | <p>There has been no offsetting of income and expenditure unless permitted by the FRS 102 Statement of Financial Activities</p>   |
| <b>Grants and donations</b>                              | <p>Grants and donations are only included if the following criteria are met (5.10 to 5.12)</p>  |
| <b>Legacies</b>  | <p>In the case of performance related legacies, the charity has provided evidence that the legacy only occurs when the performance condition is met.</p> <p>Legacies are included in the Statement of Financial Activities if the charity has received a grant of probate, the executor has accepted the legacy on behalf of the charity and any conditions attached to the legacy have been met.</p>   |
| <b>Government grants</b>                                 | <p>The charity has received government grants</p>   |
| <b>Tax reclaims on donations and gifts</b>               | <p>Gift Aid receivable is included in the Statement of Financial Activities</p> <p>Any Gift Aid amount recovered from HMRC is treated as an addition to the income of the charity if the terms of the appeal have specified that the amount is to be used for the charity's purposes</p>  |
| <b>Contractual income and performance related grants</b> | <p>This is only included in the Statement of Financial Activities if the charity has provided services or met the performance conditions of the grant</p>   |
| <b>Donated goods</b>                                     | <p>Donated goods are measured at fair value (cost less any exchange) unless impracticable</p> <p>The cost of any stock of goods donated for resale is the fair value of those gifts at the time of receipt. In the reporting period, the cost is included as an expense at the carrying amount</p> <p>Donated goods for resale are included in the Statement of Financial Activities at the expected proceeds from sale, less any expected costs from other trading activities' and other activities' sheet. On its sale the value of the goods is included in the Statement of Financial Activities and the proceeds from the sale are included in the Statement of Financial Activities</p> <p>Goods donated for on-going use are included in the Statement of Financial Activities at the carrying amount and included in the SoFA as in the Statement of Financial Activities</p> |

|  |   |
|--|---|
|  | Gifts in kind for use by the charity when receivable.   |
| <b>Donated services and facilities</b>               | Donated services and facilities the gift to the charity provider<br><br>Donated services and facilities with an equivalent amount recorded in the SOFA. |
| <b>Support costs</b>                                 | The charity has incurred expenditure  |
| <b>Volunteer help</b>                                | The value of any voluntary help in the trustees' annual report.   |
| <b>Income from interest, royalties and dividends</b> | This is included in the accounts and can be measured reliably.  |
| <b>Income from membership subscriptions</b>          | Membership subscriptions received from Legacies.<br><br>Membership subscriptions where benefits are recognised as income from charitable activities     |
| <b>Settlement of insurance claims</b>                | Insurance claims are only included if the criteria are met (5.10 to 5.12 in the SoFA).  |
| <b>Investment gains and losses</b>                   | This includes any realised or unrealised gain or loss resulting from the year.  |

## 2.3 EXPENDITURE AND LIABILITIES

|  |  |
|--|--|
| <b>Liability recognition</b>                         | Liabilities are recognised where there is a constructive obligation and the obligation can be measured reliably.   |
| <b>Governance and support costs</b>                  | Support costs have been allocated to Governance costs comprise all costs of compliance with regulation and support costs include central categories on a basis consistent with floor areas, or per capita, staff costs |
| <b>Grants with performance conditions</b>            | Where the charity gives a grant for a service or output to be provided and the recipient of the grant has provided evidence of performance   |
| <b>Grants payable without performance conditions</b> | Where there are no conditions attached to the grant realistically avoid the commitment to the grant being recognised.  |
| <b>Redundancy cost</b>                               | The charity made no redundancy payments  |

|                                    |   |
|------------------------------------|---|
| <b>Deferred income</b>             | No material item of deferred i  |
| <b>Creditors</b>                   | The charity has creditors whic discounts                                      |
| <b>Provisions for liabilities</b>  | A liability is measured on recc measured at the best estimat reporting date   |
| <b>Basic financial instruments</b> | The charity accounts for basic paragraph 11.7 FRS102 SORP 11.19, FRS102 SORP. |

## 2.4 ASSETS

|   |   |
|---|---|
| <b>Tangible fixed assets for use by charity</b> | These are capitalised if they c<br><br>They are valued at cost.   |
| <b>Intangible fixed assets</b>                  | The depreciation rates and m<br>The charity has intangible fixe physical substance but are ide or legal rights. The amortisat   |
| <b>Heritage assets</b>                          | They are valued at cost.<br><br>The charity has heritage asse scientific, technological, geop maintained principally for the rates and methods used as di   |
| <b>Investments</b>                              | They are valued at cost.<br><br>Fixed asset investments in qu valued at initially at cost and end. The same treatment is a measured reliably in which ca<br><br>Investments held for resale or maturity date of less than 1 y |
| <b>Stocks and work in progress</b>              | Stocks held for sale as part of realisable value.<br><br>Goods or services provided as based on the service potentia<br><br>Work in progress is valued at   |
| <b>Debtors</b>                                  | Debtors (including trade debt settlement amount after any 1 they are measured at the casl   |
| <b>Current asset</b>                            | The charity has has investmei equivalents with a maturity d   |

**Current asset  
investments**

equivalents with a maturity of  
equivalents with a maturity di  
to meet short term cash comr

They are valued at fair value (

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

by the charity except for those ticked "No" or "N/a". Where a detailed in the box below.

Statement of Financial Activities (SoFA) when:  
 entitled to the resources;  
 that the trustees will receive the resources; and  
 be measured with sufficient reliability.

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

of assets and liabilities, or income and expenses, unless required or  
 FRS 102.

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

included in the SoFA when the general income recognition  
 FRS102 SORP).

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

related grants, income must only be recognised to the extent  
 the specified goods or services as entitlement to the grant  
 related conditions are met (5.16 FRS 102 SORP).

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

SoFA when receipt is probable, that is, when there has been  
 has established that there are sufficient assets in the  
 related to the legacy are either within the control of the

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Government grants in the reporting period

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

in income when there is a valid declaration from the donor.  
 on a donation is considered to be part of that gift and is  
 same fund as the initial donation unless the donor or the  
 specified otherwise.

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

FA once the charity has provided the related goods or  
 related conditions.

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

at fair value (the amount for which the asset could be  
 sold to do so.

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

if donated for distribution to beneficiaries is deemed to be  
 the time of their receipt and they are recognised on  
 the date in which the stocks are distributed, they are recognised  
 at the amount of the stocks at distribution.

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

measured at fair value on initial recognition, which is the  
 less the expected costs of sale, and recognised in 'Income  
 from the corresponding stock recognised in the balance  
 sheet if stock is charged against 'Income from other trading  
 activities' sale are also recognised as 'Income from other trading

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

those by the charity are recognised as tangible fixed assets  
 incoming resources when receivable.

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |



arity are included in the SoFA as income from donations

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

s are included in the SOFA when received at the value of  
d the value of the gift can be measured reliably.

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

s that are consumed immediately are recognised as income  
cognised as an expense under the appropriate heading in

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

nditure on support costs.

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

elp received is not included in the accounts but is described

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

ts when receipt is probable and the amount receivable can

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

ceived in the nature of a gift are recognised in Donations and

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

ich gives a member the right to buy services or other  
ome earned from the provision of goods and services as  
ies.

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

uded in the SoFA when the general income recognition  
FRS102 SORP) and are included as an item of other income

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

unrealised gains or losses on the sale of investments and  
1 revaluing investments to market value at the end of the

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

re it is more likely than not that there is a legal or  
itting the charity to pay out resources and the amount of  
ad with reasonable certainty.

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

ated between governance costs and other support.  
ll costs involving public accountability of the charity and its  
id good practice.

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

functions and have been allocated to activity cost  
:nt with the use of resources, eg allocating property costs by  
f costs by the time spent and other costs by their usage.

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

nt with conditions for its payment being a specific level of  
ed, such grants are only recognised in the SoFA once the  
vided the specified service or output.

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

s attaching to the grant that enables the donor charity to  
ment, a liability for the full funding obligation must be

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

ncy payments during the reporting period.

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

income has been included in the accounts.

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

which are measured at settlement amounts less any trade

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

recognition at its historical cost and then subsequently  
the amount required to settle the obligation at the

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

financial instruments on initial recognition as per  
Subsequent measurement is as per paragraphs 11.17 to

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

can be used for more than one year, and cost at least

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

methods used are disclosed in note 9.2.

ed assets, that is, non-monetary assets that do not have  
entifiable and are controlled by the charity through custody  
ion rates and methods used are disclosed in note 9.5

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

ts, that is, non-monetary assets with historic, artistic,  
hysical or environmental qualities that are held and  
ir contribution to knowledge and culture. The depreciation  
isclosed in note 9.6.1.4.

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

oted shares, traded bonds and similar investments are  
subsequently at fair value (their market value) at the year  
applied to unlisted investments unless fair value cannot be  
se it is measured at cost less impairment.

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

pending their sale and cash and cash equivalents with a  
ear are treated as current asset investments

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

non-charitable trade are measured at the lower or cost or net

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

part of a charitable activity are measured at net realisable value  
l provided by items of stock.

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

cost less any foreseeable loss that is likely to occur on the contract.

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

ors and loans receivable) are measured on initial recognition at  
trade discounts or amount advanced by the charity. Subsequently,  
h or other consideration expected to be received.

| Yes                                 | No                                  | N/a                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

nts which it holds for resale or pending their sale and cash and cash  
ate less than one year. These include cash on deposit and cash

| Yes | No | N/a |
|-----|----|-----|
|-----|----|-----|

|   |   |   |
|---|---|---|
| ✓ | ✓ | ✓ |
|---|---|---|

except where they qualify as basic financial instruments.

| Yes | No | N/a |
|-----|----|-----|
| ✓   | ✓  | ✓   |

|  |
|--|
|  |
|--|

## Note 3

## Analysis of income

| Analysis                                 |  | Unrestricted funds | Restricted income funds | Endowment funds | Total funds<br>£ | Prior year<br>£ |
|--|--|--------------------|-------------------------|-----------------|------------------|-----------------|
| <b>Donations and legacies:</b>           | Donations and gifts  | 20,467             | -                       | -               | 20,467           | 13,007          |
|  | Gift Aid   | 432                | -                       | -               | 432              | 1,581           |
|  | Legacies   | -                  | -                       | -               | -                | -               |
|  | General grants provided by government/other charities                      | 13,177             | -                       | -               | 13,177           | 5,000           |
|  | Membership subscriptions and sponsorships which are in substance donations | -                  | -                       | -               | -                | -               |
|  | Donated goods, facilities and services                                     | -                  | -                       | -               | -                | -               |
|  | Other  | -                  | -                       | -               | -                | -               |
| <b>Total</b>                             |  | <b>34,076</b>      | <b>-</b>                | <b>-</b>        | <b>34,076</b>    | <b>19,588</b>   |
| <b>Charitable activities:</b>            |  | -                  | -                       | -               | -                | -               |
|  |  | -                  | -                       | -               | -                | -               |
|  |  | -                  | -                       | -               | -                | -               |
|  | Other  | 1,857              | -                       | -               | 1,857            | 113             |
| <b>Total</b>                             |  | <b>1,857</b>       | <b>-</b>                | <b>-</b>        | <b>1,857</b>     | <b>113</b>      |
| <b>Other trading activities:</b>         | Sales - general goods  | 578                | -                       | -               | 578              | 719             |
|  | Sales - tickets  | 1,952              | -                       | -               | 1,952            | 92              |
|  | Sales - services   | -                  | -                       | -               | -                | 422             |
|  | Other  | -                  | -                       | -               | -                | -               |
|  | <b>Total</b>   | <b>2,530</b>       | <b>-</b>                | <b>-</b>        | <b>2,530</b>     | <b>1,233</b>    |
| <b>Income from investments:</b>          | Interest income  | -                  | -                       | -               | -                | -               |
|  | Dividend income  | -                  | -                       | -               | -                | -               |
|  | Rental and leasing income  | -                  | -                       | -               | -                | -               |
|  | Other  | -                  | -                       | -               | -                | -               |
|  | <b>Total</b>   | <b>-</b>           | <b>-</b>                | <b>-</b>        | <b>-</b>         | <b>-</b>        |
| <b>Separate material item of income:</b> |  | -                  | -                       | -               | -                | -               |
|  |  | -                  | -                       | -               | -                | -               |
|  |  | -                  | -                       | -               | -                | -               |
|  |  | -                  | -                       | -               | -                | -               |
|  | <b>Total</b>   | <b>-</b>           | <b>-</b>                | <b>-</b>        | <b>-</b>         | <b>-</b>        |
| <b>Other:</b>                            | Conversion of endowment funds into income                                  | -                  | -                       | -               | -                | -               |
|  | Gain on disposal of a tangible fixed asset held for charity's own use      | -                  | -                       | -               | -                | -               |
|  | Gain on disposal of a programme related investment                         | -                  | -                       | -               | -                | -               |
|  | Royalties from the exploitation of intellectual property rights            | -                  | -                       | -               | -                | -               |
|  | Other  | -                  | -                       | -               | -                | -               |
|  | <b>Total</b>   | <b>-</b>           | <b>-</b>                | <b>-</b>        | <b>-</b>         | <b>-</b>        |
| <b>TOTAL INCOME</b>                      |  | <b>38,463</b>      | <b>-</b>                | <b>-</b>        | <b>38,463</b>    | <b>20,934</b>   |

## Other information:

All income in the prior year was unrestricted except for:  
(please provide description and amounts)

Where any endowment fund is converted into income in the reporting period, please give the reason for the conversion.

Where any endowment fund is converted into income in the prior period, please give the reason for the conversion.

Within the income items above the following items are material: (please disclose the nature, amount and any prior year amounts)

Note 4

Analysis of receipts of government grants

|                    | Description    |
|--------------------|----------------|
| Government grant 1 | Not applicable |
| Government grant 2 |                |
| Government grant 3 |                |
| Other              |                |

|                    | Description    |
|--------------------|----------------|
| Government grant 1 | Not applicable |
| Government grant 2 |                |
| Government grant 3 |                |
| Other              |                |

|  | This year |
|--|-----------|
| <i>Please provide details of any unfulfilled conditions and other contingencies attaching to grants that have been recognised in income.</i> |           |

|   | This year |
|---|-----------|
| <i>Please give details of other forms of government assistance from which the charity has directly benefited.</i> |           |

**(cont)**

**This year  
£**

|              |        |
|--------------|--------|
|              | -      |
|              | -      |
|              | -      |
|              | 13,177 |
| <b>Total</b> | 13,177 |

**Last year  
£**

|              |       |
|--------------|-------|
|              | -     |
|              | -     |
|              | -     |
|              | 5,000 |
| <b>Total</b> | 5,000 |

**Last year**

|  |
|--|
|  |
|--|

**Last year**

|  |
|--|
|  |
|--|

## Note 5

## Donated goods, facilities and services

Seconded staff  
Use of property  
Other

This year

Please provide details of the accounting policy for the recognition and valuation of donated goods, facilities and services.

Please provide details of any unfulfilled conditions and other contingencies attaching to resources from donated goods and services not recognised in income.

Please give details of other forms of other donated goods and services not recognised in the accounts, eg contribution of unpaid volunteers.

(cont)

| This year<br>£ | Last year<br>£ |
|----------------|----------------|
| -              | -              |
| -              | -              |
| -              | -              |
| -              | -              |

Last year



**Section C** **Notes to the accounts** **(cont)**

**Note 6** **Analysis of expenditure**

| Analysis  | This year          |                         |                 |             | Last year          |                         |                 |             |
|---|--------------------|-------------------------|-----------------|-------------|--------------------|-------------------------|-----------------|-------------|
|   | Unrestricted funds | Restricted income funds | Endowment funds | Total funds | Unrestricted funds | Restricted income funds | Endowment funds | Total funds |
| <b>Expenditure on raising funds:</b>                                    |                    |                         |                 | <b>£</b>    |                    |                         |                 | <b>£</b>    |
| Incurred seeking donations  | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Incurred seeking legacies   | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Incurred seeking grants   | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Operating membership schemes and social lotteries                       | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Staging fundraising events  | 75                 | -                       | -               | 75          | 330                | -                       | -               | 330         |
| Fundraising agents  | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Operating charity shops   | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Operating a trading company undertaking non-charitable trading activity | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Advertising, marketing, direct mail and publicity                       | 87                 | -                       | -               | 87          | 17                 | -                       | -               | 17          |
| Start up costs incurred in generating new source of future income       | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Database development costs  | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Other trading activities  | 59                 | -                       | -               | 59          | 119                | -                       | -               | 119         |
| Investment management costs:  | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Portfolio management costs  | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Cost of obtaining investment advice                                     | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Investment administration costs   | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Intellectual property licencing costs                                   | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| Rent collection, property repairs and maintenance charges               | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
|   | -                  | -                       | -               | -           | -                  | -                       | -               | -           |
| <b>Total expenditure on raising funds</b>                               | <b>221</b>         | <b>-</b>                | <b>-</b>        | <b>221</b>  | <b>194</b>         | <b>-</b>                | <b>-</b>        | <b>194</b>  |

|   |               |          |          |               |               |              |          |               |
|---|---------------|----------|----------|---------------|---------------|--------------|----------|---------------|
| <b>Expenditure on charitable activities:</b>      | -             | -        | -        | -             | -             | -            | -        | -             |
| Direct Expenses                                   | 12,776        | -        | -        | 12,776        | 8,013         | -            | -        | 8,013         |
| Overheads   | 17,408        | -        | -        | 17,408        | 12,454        | 1,737        | -        | 14,191        |
|   | -             | -        | -        | -             | -             | -            | -        | -             |
| <b>Total expenditure on charitable activities</b> | <b>30,184</b> | <b>-</b> | <b>-</b> | <b>30,184</b> | <b>20,467</b> | <b>1,737</b> | <b>-</b> | <b>22,204</b> |

|  |          |          |          |          |          |          |          |          |
|--|----------|----------|----------|----------|----------|----------|----------|----------|
| <b>Separate material item of expense</b> | -        | -        | -        | -        | -        | -        | -        | -        |
|  | -        | -        | -        | -        | -        | -        | -        | -        |
|  | -        | -        | -        | -        | -        | -        | -        | -        |
| <b>Total</b>                             | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |

|                                |               |          |          |               |               |              |          |               |
|--------------------------------|---------------|----------|----------|---------------|---------------|--------------|----------|---------------|
| <b>Other</b>                   | -             | -        | -        | -             | -             | -            | -        | -             |
|                                | -             | -        | -        | -             | -             | -            | -        | -             |
|                                | -             | -        | -        | -             | -             | -            | -        | -             |
|                                | -             | -        | -        | -             | -             | -            | -        | -             |
| <b>Total other expenditure</b> | <b>-</b>      | <b>-</b> | <b>-</b> | <b>-</b>      | <b>-</b>      | <b>-</b>     | <b>-</b> | <b>-</b>      |
| <b>TOTAL EXPENDITURE</b>       | <b>30,405</b> | <b>-</b> | <b>-</b> | <b>30,405</b> | <b>20,273</b> | <b>1,737</b> | <b>-</b> | <b>22,010</b> |

**Other information:**

| Activity or programme                       | This year                      |                             |               |                 | Last year                      |                             |               |                 |
|---|--------------------------------|-----------------------------|---------------|-----------------|--------------------------------|-----------------------------|---------------|-----------------|
|   | Activities undertaken directly | Grant funding of activities | Support Costs | Total this year | Activities undertaken directly | Grant funding of activities | Support Costs | Total last year |
|   | £                              | £                           | £             | £               | £                              | £                           | £             | £               |
| 5000 - Cost of Sales - Goods                | 693                            | -                           | -             | 693             | 702                            | -                           | -             | 702             |
| 5001 - Cost of Sales - Uniforms             | 182                            | -                           | -             | 182             | 405                            | -                           | -             | 405             |
| 5011 - Academy materials                    | 182                            | -                           | -             | 182             | -                              | -                           | -             | -               |
| 5012 - Event materials                      | 995                            | -                           | -             | 995             | -                              | -                           | -             | -               |
| 5014 - Show materials                       | 8,281                          | -                           | -             | 8,281           | 1,432                          | -                           | -             | 1,432           |
| 5015 - Music and media                      | 17                             | -                           | -             | 17              | 124                            | -                           | -             | 124             |
| 5055 - Donation Correction                  | 124                            | -                           | -             | 124             | 145                            | -                           | -             | 145             |
| 5080 - Tools and Equipment                  | 2,302                          | -                           | -             | 2,302           | 5,205                          | -                           | -             | 5,205           |
| 7300 - Vehicle Fuel                         | 2,188                          | -                           | -             | 2,188           | 1,112                          | -                           | -             | 1,112           |
| 7310 - Vehicle Repair and Servicing         | 625                            | -                           | -             | 625             | 1,482                          | -                           | -             | 1,482           |
| 7320 - Vehicle Licences                     | 234                            | -                           | -             | 234             | 294                            | -                           | -             | 294             |
| 7330 - Vehicle Insurance                    | 2,409                          | -                           | -             | 2,409           | 1,859                          | -                           | -             | 1,859           |
| 7400 - Travelling                           | 138                            | -                           | -             | 138             | -                              | -                           | -             | -               |
| 7420 - Hotel and Accommodation              | 1,123                          | -                           | -             | 1,123           | -                              | -                           | -             | -               |
| 7505 - Office Admin                         | 915                            | -                           | -             | 915             | 914                            | -                           | -             | 914             |
| 7550 - Computer & Software                  | 1,265                          | -                           | -             | 1,265           | 1,135                          | -                           | -             | 1,135           |
| 7551 - Computer - Hosting                   | 798                            | -                           | -             | 798             | 865                            | -                           | -             | 865             |
| 7560 - Mobile Charges                       | 416                            | -                           | -             | 416             | 518                            | -                           | -             | 518             |
| 7610 - Accountancy Fees                     | -                              | -                           | -             | -               | 358                            | -                           | -             | 358             |
| 7620 - Consultancy & Professional Fees      | 210                            | -                           | -             | 210             | -                              | -                           | -             | -               |
| 7630 - Business Insurance                   | 901                            | -                           | -             | 901             | 772                            | -                           | -             | 772             |
| 7640 - Equipment Hire                       | 987                            | -                           | -             | 987             | -                              | -                           | -             | -               |
| 7900 - Bank Charges and Interest            | 4                              | -                           | -             | 4               | 2                              | -                           | -             | 2               |
| 8030 - Office Equipment and IT Depreciation | 871                            | -                           | -             | 871             | 664                            | -                           | -             | 664             |
| 8050 - Motor Vehicles Depreciation          | 2,692                          | -                           | -             | 2,692           | 2,692                          | -                           | -             | 2,692           |
| 8202 - Levy/Donation                        | 926                            | -                           | -             | 926             | 359                            | -                           | -             | 359             |
| 8210 - Subscriptions                        | 248                            | -                           | -             | 248             | 357                            | -                           | -             | 357             |
| 8230 - Training Costs                       | 18                             | -                           | -             | 18              | 296                            | -                           | -             | 296             |
| 8232 - Safeguarding Costs                   | 167                            | -                           | -             | 167             | 512                            | -                           | -             | 512             |
| 8233 - IT Support Costs                     | 273                            | -                           | -             | 273             | -                              | -                           | -             | -               |
| <b>Total</b>                                | <b>30,184</b>                  | <b>-</b>                    | <b>-</b>      | <b>30,184</b>   | <b>22,204</b>                  | <b>-</b>                    | <b>-</b>      | <b>22,204</b>   |

**Section C****Notes to the accounts****Note 7                      Extraordinary items**

*Please explain the nature of each extraordinary item occurring in the period*

|                          | Description    |
|--------------------------|----------------|
| Extraordinary item 1     | Not applicable |
| Extraordinary item 2     |                |
| Extraordinary item 3     |                |
| Extraordinary item 4     |                |
| Total extrordinary items |                |

(c)

!

| This year<br>£ | Last year<br>£ |
|----------------|----------------|
| -              | -              |
| -              | -              |
| -              | -              |
| -              | -              |
| -              | -              |
| -              | -              |

**Section C** **Notes to the accounts**

**Note 8** **Funds received as agent**

**8.1** Please complete this note if the charity has agreed to administer the funds of another entity as its agent. Note: If a charity is acting as an agent, it should not recognise the income in the Statement of Financial Activities or the Balance Sheet.

| Description/name of party | Related party (Yes or No) | Amount received |           | Amount paid out |           | Balance held at period end |           |
|---------------------------|---------------------------|-----------------|-----------|-----------------|-----------|----------------------------|-----------|
|                           |                           | This year       | Last year | This year       | Last year | This year                  | Last year |
|                           |                           | £               | £         | £               | £         | £                          | £         |
| Not applicable            |                           | -               | -         | -               | -         | -                          | -         |
|                           |                           | -               | -         | -               | -         | -                          | -         |
|                           |                           | -               | -         | -               | -         | -                          | -         |
|                           |                           | -               | -         | -               | -         | -                          | -         |
|                           |                           | -               | -         | -               | -         | -                          | -         |
|                           |                           | -               | -         | -               | -         | -                          | -         |
| <b>Total</b>              |                           | -               | -         | -               | -         | -                          | -         |

**8.2** Where a consortia or similar arrangement exists whereby 2 or more charities co-operate to achieve economies in the purchase of goods or services, please disclose details of any balances outstanding between any participating members.

| Description/name of party | Balance held at period end |           |
|---------------------------|----------------------------|-----------|
|                           | This year                  | Last year |
|                           | £                          | £         |
|                           | -                          | -         |
|                           | -                          | -         |
|                           | -                          | -         |
|                           | -                          | -         |
|                           | -                          | -         |
|                           | -                          | -         |
| <b>Total</b>              |                            | -         |

**Section C****Notes to the accounts****Note 9 Support Costs**

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

**This year**

| Support cost<br>(examples) | Raising funds | Activity 1 | Activity 2 | Activity 3 |
|----------------------------|---------------|------------|------------|------------|
|                            | £             | £          | £          | £          |
| Governance                 | -             | -          | -          | -          |
|                            | -             | -          | -          | -          |
|                            | -             | -          | -          | -          |
|                            | -             | -          | -          | -          |
| Other                      | -             | -          | -          | -          |
| <b>Total</b>               | -             | -          | -          | -          |

**Last year**

| Support cost<br>(examples) | Raising funds | Activity 1 | Activity 2 | Activity 3 |
|----------------------------|---------------|------------|------------|------------|
|                            | £             | £          | £          | £          |
| Governance                 | -             | -          | -          | -          |
|                            | -             | -          | -          | -          |
|                            | -             | -          | -          | -          |
|                            | -             | -          | -          | -          |
| Other                      | -             | -          | -          | -          |
| <b>Total</b>               | -             | -          | -          | -          |

***Please provide details of the accounting policy adopted for the apportionment of costs between activities and any estimation techniques used to calculate their apportionment.***



| Grand total | Basis of allocation |
|-------------|---------------------|
| £           | (Describe method)   |
| -           |                     |
| -           |                     |
| -           |                     |
| -           |                     |
| -           |                     |
| -           |                     |

| Grand total | Basis of allocation |
|-------------|---------------------|
| £           | (Describe method)   |
| -           |                     |
| -           |                     |
| -           |                     |
| -           |                     |
| -           |                     |
| -           |                     |

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## Section C

## Notes to the accounts

### **Note 10** Details of certain items of expenditure

#### **10.1 Fees for examination of the accounts**

***Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).***

**Independent examiner's fees**

**Assurance services other than audit or independent examination**

**Tax advisory fees**

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



| <b>This year<br/>£</b> | <b>Last year<br/>£</b> |
|------------------------|------------------------|
| 210                    | 210                    |
| -                      | -                      |
| -                      | -                      |
| -                      | -                      |



**Section C****Notes to the accounts****Note 11****Paid employees**

*Please complete this note if the charity has any employees.*

**11.1 Staff Costs**

|   | <b>This year<br/>£</b> |
|---|------------------------|
| Salaries and wages                          | -                      |
| Social security costs                       | -                      |
| Pension costs (defined contribution scheme) |                        |
| Other employee benefits                     | -                      |
| <b>Total staff costs</b>                    | -                      |

**This year:**

**Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party**

|  |
|--|
|  |
|--|

**Last year:**

**Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party**

|  |
|--|
|  |
|--|

*Please give details of the number of employees whose total employee benefits (excluding pension costs) fell within each band of £10,000 from £60,000 upwards. If there are transactions, please enter 'true' in the box provided.*

**No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000**

|  |
|--|
|  |
|--|

| <b>Band</b>          | <b>Number of<br/>This year</b> |
|----------------------|--------------------------------|
| £60,000 to £69,999   | -                              |
| £70,000 to £79,999   | -                              |
| £80,000 to £89,999   | -                              |
| £90,000 to £99,999   | -                              |
| £100,000 to £109,999 | -                              |
|                      |                                |

**Please provide the total amount paid to key management personnel (includes trustees and senior management) for their services to the charity. For specific amounts paid to trustees, see Note 28.**

| <b>This year<br/>£</b> |
|------------------------|
| -                      |

**11.2 Average head count in the year****The parts of the charity in which the employees work**

|                              | <b>This year<br/>Number</b> |
|------------------------------|-----------------------------|
| <b>Fundraising</b>           | -                           |
| <b>Charitable Activities</b> | -                           |
| <b>Governance</b>            | -                           |
| <b>Other</b>                 | -                           |
| <b>Total</b>                 | -                           |

**11.3 Ex-gratia payments to employees and others (excluding trustees)*****Please complete if an ex-gratia payment is made.*****Please explain the nature of the payment**

|                  |  |
|------------------|--|
| <b>This year</b> |  |
| <b>Last year</b> |  |

**Please state the legal authority or reason for making the payment**

|                  |  |
|------------------|--|
| <b>This year</b> |  |
| <b>Last year</b> |  |

**Please state the amount of the payment (or value of any waiver of a right to an asset)**

| <b>This year<br/>£</b> |
|------------------------|
| -                      |

#### 11.4 Redundancy payments

*Please complete if any redundancy or termination payment is made in the period.*

**Total amount of payment**

| <b>This year</b> |
|------------------|
| <b>£</b>         |
| -                |

**The nature of the payment (cash, asset etc.)**

|  |
|--|
|  |
|--|

**The extent of redundancy funding at the balance sheet date**

| <b>This year</b> |
|------------------|
| <b>£</b>         |
| -                |

**Please state the accounting policy for any redundancy or termination payments**

|  |
|--|
|  |
|--|

**(cont)**

| Last year<br>£ |
|----------------|
| -              |
| -              |
| -              |
| -              |
| -              |

|  |
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|  |
|--|

|  |
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|  |
|--|

***including employer  
no such***

|  |
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|  |
|--|

| employees |
|-----------|
| Last year |
| -         |
| -         |
| -         |
| -         |
| -         |
|           |

| Last year |
|-----------|
| £         |
| -         |

| Last year<br>Number |
|---------------------|
| -                   |
| -                   |
| -                   |
| -                   |
| -                   |

|  |
|--|
|  |
|  |

|  |
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|  |
|  |

| Last year<br>£ |
|----------------|
| -              |

| Last year |
|-----------|
| £ -       |

|  |
|--|
|  |
|--|

| Last year |
|-----------|
| £ -       |

|  |
|--|
|  |
|--|

## Section C Notes to the accounts

## Section C Notes to the accounts

**Note 12** Defined contribution pension scheme or defined benefit scheme or a defined contribution scheme.

**12.1 Please complete this note if a defined contribution pension scheme is operated.**

|   |                  |
|---|------------------|
|   | <b>This year</b> |
|   | <b>£</b>         |
| <b>Amount of contributions recognised in the SOFA as an expense</b> | -                |

**Please explain the basis for allocating the liability and expense of defined contribution pension scheme between activities and between restricted and unrestricted funds.**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**12.2 Please complete this section where the charity participates in a defined benefit pension scheme to ascertain its share of the underlying assets and liabilities.**

|  |  |
|--|--|
| <p><b>Please confirm that although the scheme is accounted for as a defined contribution plan, it is a defined benefit plan.</b></p> |  |
|--|--|

|  |
|--|
|  |
|--|

|   |  |
|---|--|
| <p><b>Please provide such information as is available about the plan's surplus or deficit and the implications, if any, for the reporting charity for this year and last year, if different</b></p> |  |
|---|--|

|  |
|--|
|  |
|--|

**12.3 Please complete this section where the charity participates in a multi-employer defined plan that is accounted for as a defined contribution plan.**

|   |  |
|---|--|
| <p><b>Describe the extent to which the charity can be liable to the plan for other entities' obligations under the terms and conditions of the multi-employer plan. If this is different for last year, provide details</b></p> |  |
|---|--|

|  |
|--|
|  |
|--|

**Provide an explanation of how any liability arising from an agreement with a multi-employer plan to fund a deficit has been determined. If this is different for last year, provide details**



**(cont)**

me accounted for as

| Last year |
|-----------|
| £         |
| -         |

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|  |
|--|

*sion plan but is unable*

|  |
|--|
|  |
|  |

*ined benefit pension*

|  |
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|  |
|--|



**Section C****Notes to the accounts****Note 13 Grantmaking**

**Please complete this note if the charity made any grants or donations which i the charitable activities undertaken.**

**This year:****13.1 Analysis of grants paid (included in cost of charitable activities)**

| Analysis              | Grants to institutions | Grants to individuals |
|-----------------------|------------------------|-----------------------|
| Activity or project 1 | -                      | -                     |
| Activity or project 2 | -                      | -                     |
| Activity or project 3 | -                      | -                     |
| Activity or project 4 | -                      | -                     |
| <b>Total</b>          | -                      | -                     |

**Please enter "Nil" if the charity does not identify and/or allocate support cost**

**13.2 Grants made to institutions**

**My charity has made grants to particular institutions that are material in the context of its grantmaking. Details of the institution supported, purpose of the grant and total paid to each institution is available on the charity's web site.**

| Names of institution | Purpose |
|----------------------|---------|
|                      |         |
|                      |         |
|                      |         |
|                      |         |
|                      |         |
|                      |         |
|                      |         |
|                      |         |
|                      |         |
|                      |         |

**Total grants to institutions in reporting period**

***Other unanalysed grants***

***TOTAL GRANTS PAID***

**Last year:****13.3 Analysis of grants paid (included in cost of charitable activities)**

| <b>Analysis</b>       | <b>Grants to institutions</b> | <b>Grants to individuals</b> |
|-----------------------|-------------------------------|------------------------------|
| Activity or project 1 | -                             | -                            |
| Activity or project 2 | -                             | -                            |
| Activity or project 3 | -                             | -                            |
| Activity or project 4 | -                             | -                            |
| <b>Total</b>          | -                             | -                            |

***Please enter "Nil" if the charity does not identify and/or allocate support costs***

**13.4 Grants made to institutions**

***My charity has made grants to particular institutions that are material in the context of its grantmaking. Details of the institution supported, purpose of the grant and total paid to each institution is available on the charity's web site.***

| <b>Names of institution</b> | <b>Purpose</b> |
|-----------------------------|----------------|
|                             |                |
|                             |                |
|                             |                |
|                             |                |
|                             |                |
|                             |                |
|                             |                |
|                             |                |
|                             |                |
|                             |                |

***Total grants to institutions in reporting period***

***Other unanalysed grants***

**TOTAL GRANTS PAID**

**(cont)**

*in aggregate form a material part of*

| <b>Support costs</b> | <b>Total</b> |
|----------------------|--------------|
| <b>£</b>             | <b>£</b>     |
| -                    | -            |
| -                    | -            |
| -                    | -            |
| -                    | -            |
| -                    | -            |

**ts.**

|            |  |
|------------|--|
| <b>Yes</b> | <b><i>Please provide details of charity's URL.</i></b> |
| <b>No</b>  | <b><i>Provide details below</i></b>                    |

| <b>se</b> | <b>Total amount of grants paid £</b> |
|-----------|--------------------------------------|
|           | -                                    |
|           | -                                    |
|           | -                                    |
|           | -                                    |
|           | -                                    |
|           | -                                    |
|           | -                                    |
|           | -                                    |
|           | -                                    |
|           | -                                    |
|           | -                                    |

|  |   |
|--|---|
|  | - |
|  | - |





**Note 14** **Tangible fixed assets**  
**Please complete this note if the charity has any tangible fixed assets**  
**14.1 Cost or valuation**

|                              | Freehold land & buildings | Other land & buildings | Plant, machinery and motor vehicles | Fixtures, fittings and equipment | Total  |
|------------------------------|---------------------------|------------------------|-------------------------------------|----------------------------------|--------|
|                              | £                         | £                      | £                                   | £                                | £      |
| At the beginning of the year | -                         | -                      | 26,921                              | 2,209                            | 29,130 |
| Additions                    | -                         | -                      | -                                   | 2,287                            | 2,287  |
| Revaluations                 | -                         | -                      | -                                   | -                                | -      |
| Disposals                    | -                         | -                      | -                                   | -                                | -      |
| Transfers *                  | -                         | -                      | -                                   | -                                | -      |
| At end of the year           | -                         | -                      | 26,921                              | 4,496                            | 31,417 |

**14.2 Depreciation and impairments**

|                          | **Basis | SL or RB (Straight Line or Reducing Balance) | SL or RB | SL    | SL    | SL or RB |
|--------------------------|---------|--|----------|-------|-------|----------|
|                          | ** Rate |  |          | 10%   | 33%   |          |
| At beginning of the year |         | -  | -        | 2,692 | 664   | 3,356    |
| Disposals                |         | -  | -        | -     | -     | -        |
| Depreciation             |         | -  | -        | 2,692 | 872   | 3,564    |
| Impairment               |         | -  | -        | -     | -     | -        |
| Transfers*               |         | -  | -        | -     | -     | -        |
| At end of the year       |         | -  | -        | 5,384 | 1,536 | 6,920    |

**14.3 Net book value**

|   |   |   |        |       |        |
|---|---|---|--------|-------|--------|
| Net book value at the beginning of the year | - | - | 24,229 | 1,545 | 25,774 |
| Net book value at the end of the year       | - | - | 21,537 | 2,960 | 24,497 |

**14.4 Impairment**

**This year: Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.**

**Last year: Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.**

**14.5 Revaluation**

**If an accounting policy of revaluation is adopted, please provide:**

**the effective date of the revaluation**

**the name of independent valuer, if applicable**

**the methods applied and significant assumptions**

**the carrying amount that would have been recognised had the assets been carried under the cost model.**

| This year | Last year |
|-----------|-----------|
|           |           |
|           |           |
|           |           |
| -         | -         |

**14.6 Other disclosures**

**(i) Please state the amount of borrowing costs, if any, capitalised in the construction of tangible fixed assets and the capitalisation rate used.**

**(ii) Please provide the amount of contractual commitments for the acquisition of tangible fixed assets.**

**(iii) Details of the existence and carrying amounts of property, plant and equipment to which the charity has restricted title or that are pledged as security for liabilities.**

| This year | Last year |
|-----------|-----------|
| £         | £         |
| -         | -         |
| -         | -         |
|           |           |

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

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

**Section C****Notes to the accounts****Note 15 Intangible assets***Please complete this note if the charity has any intangible assets***15.1 Cost or valuation**

|                          | Research & development | Patents and trademarks | Other | Total |
|--------------------------|------------------------|------------------------|-------|-------|
|                          | £                      | £                      | £     | £     |
| At beginning of the year | -                      | -                      | -     | -     |
| Additions                | -                      | -                      | -     | -     |
| Disposals                | -                      | -                      | -     | -     |
| Revaluations             | -                      | -                      | -     | -     |
| Transfers *              | -                      | -                      | -     | -     |
| At end of the year       | -                      | -                      | -     | -     |

**15.2 Amortisation and impairments**

|                          |          |          |          |          |   |
|--------------------------|----------|----------|----------|----------|---|
| <b>**Basis</b>           | SL or RB | SL or RB | SL or RB | SL or RB | Straight Line ("SL") or Reducing Balance ("RB") |
| <b>** Rate</b>           |          |          |          |          |   |
| At beginning of the year | -        | -        | -        | -        |   |
| Disposals                | -        | -        | -        | -        |   |
| Amortisation             | -        | -        | -        | -        |   |
| Impairment               | -        | -        | -        | -        |   |
| Transfers*               | -        | -        | -        | -        |   |
| At end of year           | -        | -        | -        | -        |   |

**15.3 Net book value**

|   |   |   |   |   |
|---|---|---|---|---|
| Net book value at the beginning of the year | - | - | - | - |
| Net book value at the end of the year       | - | - | - | - |

**15.4 Accounting policy***Please disclose the accounting policy for intangible fixed assets including:**Reasons for choosing amortisation rates**Policies for the recognition of any capital development*

|  |
|--|
|  |
|  |

### 15.5 Impairment

This year:

**Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.**

Last year:

**Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.**

### 15.6 Revaluation

**If an accounting policy of revaluation is adopted, please provide:**

**the effective date of the revaluation**

**the name of independent valuer, if applicable**

**the methods applied**

**the carrying amount that would have been recognised had the assets been carried under the cost model.**

| This year | Last year |
|-----------|-----------|
|           |           |
|           |           |
|           |           |
|           |           |

### 15.7 Other disclosures

**(i) If your intangible asset was acquired by way of grant, provide value on initial recognition and carrying amount of the asset.**

**(ii) Details of the carrying amounts of any intangible assets to which the charity has restricted title or that are pledged as security for liabilities.**

**(iii) Please provide the amount of contractual commitments for the acquisition of intangible assets.**

**(iv) State the amount of research and development expenditure recognised as expenditure in the year.**

**(v) Please detail the headings in the SOFA in which a charge for amortisation of intangible assets is included.**

**(vi) For any material intangible assets, please provide a description, its carrying amount and any remaining amortisation period.**

|  |  |
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|  |  |

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

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

**Note 16** Heritage assets*Please complete this note if the charity has heritage assets***16.1 General disclosures for all charities holding heritage assets****(i) Explain the nature and scale of heritage assets held.****(ii) Explain the policy for the acquisition, preservation, management and disposal of heritage assets.**

| This year |
|-----------|
|           |
|           |

**16.2 Cost or valuation**

At beginning of the year

Additions

Disposals

Revaluations

Transfers \*

At end of the year

| Heritage asset<br>1<br>£ | Heritage asset<br>2<br>£ | Heritage asset<br>3<br>£ |
|--------------------------|--------------------------|--------------------------|
| -                        | -                        | -                        |
| -                        | -                        | -                        |
| -                        | -                        | -                        |
| -                        | -                        | -                        |
| -                        | -                        | -                        |
| -                        | -                        | -                        |

**16.3 Depreciation and impairments****\*\*Basis****\*\* Rate**

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

At beginning of the year

Disposals

Depreciation

Impairment

Transfers\*

At end of year

|   |   |   |
|---|---|---|
| - | - | - |
| - | - | - |
| - | - | - |
| - | - | - |
| - | - | - |
| - | - | - |

#### 16.4 Net book value

Net book value at the beginning of the year

Net book value at the end of the year

|   |   |   |
|---|---|---|
| - | - | - |
| - | - | - |

## 16.5 Impairment

### This year

***Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.***

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### Last year

***Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.***

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## 16.6 Revaluation

***If an accounting policy of revaluation is adopted, please provide:***

***the effective date of the revaluation***

***the name of independent valuer, if applicable***

***qualifications of independent valuer***

***the methods applied and significant assumptions***

***any significant limitations on the valuation***

| This |
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## 16.7 Analysis of heritage assets by class or group distinguishing those at cost

Carrying amount at the beginning of the period

Additions

Disposals

Depreciation/impairment

Revaluation

Carrying amount at the end of period

## 16.8 Heritage assets (where heritage assets are not recognised on the balance sheet)

|                  |
|------------------|
| <b>This year</b> |
|------------------|

**(i) Explain the reason why heritage assets have not been recognised on the balance sheet.**

**(ii) Describe the significance and nature of heritage assets.**

**(iii) Disclose information that is helpful in assessing the value of heritage assets.**

**(iv) Explain the reason why it is not practicable to obtain a valuation of heritage assets.**

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## 16.9 Five year summary of heritage assets transactions

|                                    | 2015 | 2014 | 2013 |
|------------------------------------|------|------|------|
|                                    | £    | £    | £    |
| <b>Purchases</b>                   |      |      |      |
| Group A                            | -    | -    | -    |
| Group B                            | -    | -    | -    |
| Group C                            | -    |      |      |
| Other                              | -    |      |      |
| <b>Donations</b>                   |      |      |      |
| Group A                            | -    | -    | -    |
| Group B                            | -    | -    | -    |
| Group C                            | -    | -    | -    |
| Other                              | -    | -    | -    |
| <b>Total additions</b>             | -    | -    | -    |
|                                    |      |      |      |
| <b>Charge for impairment</b>       |      |      |      |
| Group A                            | -    | -    | -    |
| Group B                            | -    | -    | -    |
| Group C                            | -    | -    | -    |
| Other                              | -    | -    | -    |
| <b>Total charge for impairment</b> | -    | -    | -    |
|                                    |      |      |      |
| <b>Disposals</b>                   |      |      |      |
| Group A - carrying amount          | -    | -    | -    |
| Group B - carrying amount          | -    | -    | -    |
| Group C                            | -    | -    | -    |
| Other                              | -    | -    | -    |
| <b>Total disposals</b>             | -    | -    | -    |



**(cont)**

| Last year |
|-----------|
|           |
|           |

| Heritage asset<br>4<br>£ | Total<br>£ |
|--------------------------|------------|
| -                        | -          |
| -                        | -          |
| -                        | -          |
| -                        | -          |
| -                        | -          |
| -                        | -          |

|  |  |   |
|--|--|---|
|  |  | Straight Line<br>("SL") or<br>Reducing<br>Balance<br>("RR") |
|  |  |   |

|   |   |
|---|---|
| - | - |
| - | - |
| - | - |
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| year | Last year |
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|      |           |
|      |           |

and those at valuation

| At valuation<br>Group A<br>£ | At cost Group<br>B<br>£ | Total<br>£ |
|------------------------------|-------------------------|------------|
| -                            | -                       | -          |
| -                            | -                       | -          |
| -                            | -                       | -          |
| -                            | -                       | -          |
| -                            | -                       | -          |
| -                            | -                       | -          |

e sheet)

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| Last year |
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**Section C****Notes to the accounts****Note 17 Investment assets**

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

**17.1 Fixed assets investments (please provide for each class of investment)**

|  | Cash & cash equivalents | Listed investments | Investment properties |
|--|-------------------------|--------------------|-----------------------|
| Carrying (fair) value at beginning of period         | -                       | -                  | -                     |
| <b>Add:</b> additions to investments during period*  | -                       | -                  | -                     |
| <b>Less:</b> disposals at carrying value             | -                       | -                  | -                     |
| <b>Less: impairments</b>                             | -                       | -                  | -                     |
| <b>Add: Reversal of impairments</b>                  | -                       | -                  | -                     |
| <b>Add/(deduct):</b> transfer in/(out) in the period | -                       | -                  | -                     |
| <b>Add/(deduct):</b> net gain/(loss) on revaluation  | -                       | -                  | -                     |
| Carrying (fair) value at end of year                 | -                       | -                  | -                     |

**\*Please specify additions resulting from acquisitions through business combinations, if any.**

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***Please note that Fair Value in this context is the amount for which an asset could be sold between knowledgeable and willing parties in an arm's length transaction. For traded securities, the fair value is the closing price on the London Stock Exchange Daily Official List or equivalent. For other assets, it is the trustees' or valuers' best estimate of fair value.***

**17.2 Please provide a breakdown of investments shown above agreeing the total value, differentiating between those held at fair value and those held at cost**

**This year:**

**Analysis of investments**

**Cash or cash equivalents**

**Listed investments**

**Investment properties**

|                               |
|-------------------------------|
|                               |
| <b>Fair value at year end</b> |
| <b>£</b>                      |
|                               |
|                               |
|                               |

|  |  |
|--|--|
| <b>Social investments</b>  |  |
| <b>Other investments</b>   |  |
| <b>Total</b>   |  |
| <b>Grand total (Fair value at year end+Cost less impairment)</b> |  |

|  |                     |
|--|---------------------|
| <b>Last year:</b>  |                     |
| <b>Analysis of investments</b>                                   |                     |
|  | <b>Fair value a</b> |
|  | <b>£</b>            |
| <b>Cash or cash equivalents</b>                                  |                     |
| <b>Listed investments</b>  |                     |
| <b>Investment properties</b>                                     |                     |
| <b>Social investments</b>  |                     |
| <b>Other investments</b>   |                     |
| <b>Total</b>   |                     |
| <b>Grand total (Fair value at year end+Cost less impairment)</b> |                     |

### 17.3 If your charity holds investment properties, please complete the following

(i) Explain the methods and significant assumptions in determining the fair value of investment property held by the charity

(ii) Name or independent valuer, if applicable, and relevant qualifications

(iii) Provide details of any restrictions on the ability to realise investment property or on the remittance of income or disposal proceeds

(iv) Explain any contractual obligations for the purchase, construction or development of investment property or for repairs, maintenance or enhancements

This year

### 17.4 Please provide a breakdown of current asset investments, if applicable

#### Analysis of current asset investments

Cash or cash equivalents

Listed investments

Investment properties

Social investments

Other investments

Total

This year

£

### 17.5 Guarantees

Please provide details and amount of any guarantee made to or on behalf of a third party

Name of the entity or entities benefitting from those guarantees



**Please explain how the guarantee furthers the charity's aims**

A large, empty rectangular box with a thin black border, intended for the user to provide an explanation.

## 17.6 Concessionary loans

**Amount of concessionary loans made (Multiple loans made may be disclosed in aggregate provided that such aggregation does not obscure significant information).**

**Amount of concessionary loans received**  
*(Multiple loans received may be disclosed in aggregate provided that such aggregation does not obscure significant information).*

**Terms and conditions eg interest rate, security provided**

**Value of any concessionary loans which have been committed but not taken up at the reporting date**

### Amounts payable within 1 year

### Amounts payable after more than 1 year

### Amounts receivable within 1 year

### Amounts receivable after more than 1 year

## 17.7 Additional information

**Please provide information about the significance of investments to the charity's financial position or performance eg. terms and conditions of loans or the use of hedging to manage financial risk.**

**For all investments measured at fair value, the basis for determining the value, including any assumptions applied when using a valuation technique.**

[illegible]

|  |                  |
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|  | <b>This year</b> |
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**Where a charity has provided financial assets as a form of security, the carrying amount of the financial asset pledged as security and the terms and conditions relating to its pledge.**

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ment)

| Social investments | Other | Total |
|--------------------|-------|-------|
| -                  | -     | -     |
| -                  | -     | -     |
| -                  | -     | -     |
| -                  | -     | -     |
| -                  | -     | -     |
| -                  | -     | -     |
| -                  | -     | -     |
| -                  | -     | -     |

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*ould be exchanged between knowledgeable  
fair value is the value of the security quoted  
ets where there is no market price on a*

ng with the balance sheet row B04  
less impairment.

|             |                      |
|-------------|----------------------|
|             |                      |
| at year end | Cost less impairment |
|             | £                    |
| -           | -                    |
| -           | -                    |
| -           | -                    |

|   |   |
|---|---|
| - | - |
| - | - |
| - | - |
|   | - |

|                    |                             |
|--------------------|-----------------------------|
|                    |                             |
| <b>at year end</b> | <b>Cost less impairment</b> |
|                    | <b>£</b>                    |
| -                  | -                           |
| -                  | -                           |
| -                  | -                           |
| -                  | -                           |
| -                  | -                           |
| -                  | -                           |
| -                  | -                           |
|                    | -                           |

following note:

| year | Last year |
|------|-----------|
|      |           |
|      |           |
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|      |           |

licable, agreeing with the balance sheet.

| year | Last year |
|------|-----------|
|      | £         |
| -    | -         |
| -    | -         |
| -    | -         |
| -    | -         |
| -    | -         |
| -    | -         |

| This year | Last year |
|-----------|-----------|
|           |           |
|           |           |

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|--|--|

| <b>Description</b> | <b>This year £</b> | <b>Last year £</b> |
|--------------------|--------------------|--------------------|
|                    | -                  | -                  |
|                    | -                  | -                  |
|                    | -                  | -                  |
|                    | -                  | -                  |
|                    | -                  | -                  |
|                    | -                  | -                  |

| <b>Description</b> | <b>This year £</b> | <b>Last year £</b> |
|--------------------|--------------------|--------------------|
|                    | -                  | -                  |
|                    | -                  | -                  |
|                    | -                  | -                  |
|                    | -                  | -                  |

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|  | <b>Last year</b> |
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|  | <b>Last year</b> |
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**Section C****Notes to the accounts****Note 18****Stocks**

*Please complete this note if the charity holds any stock items*

**18.1 Please state the carrying amount of stock and work in progress analysed by activities.**

|                                  | Stock            |            | Donated goods    |            |
|----------------------------------|------------------|------------|------------------|------------|
|                                  | For distribution | For resale | For distribution | For resale |
|                                  | £                | £          | £                | £          |
| <b>Charitable activities:</b>    |                  |            |                  |            |
| <i>Opening</i>                   | -                | -          | -                | -          |
| <i>Added in period</i>           | -                | -          | -                | -          |
| <i>Expensed in period</i>        | -                | -          | -                | -          |
| <i>Impaired</i>                  | -                | -          | -                | -          |
| <i>Closing</i>                   | -                | -          | -                | -          |
| <b>Other trading activities:</b> |                  |            |                  |            |
| <i>Opening</i>                   | -                | -          | -                | -          |
| <i>Added in period</i>           | -                | -          | -                | -          |
| <i>Expensed in period</i>        | -                | -          | -                | -          |
| <i>Impaired</i>                  | -                | -          | -                | -          |
| <i>Closing</i>                   | -                | -          | -                | -          |
| <b>Other:</b>                    |                  |            |                  |            |
| <i>Opening</i>                   | -                | -          | -                | -          |
| <i>Added in period</i>           | -                | -          | -                | -          |
| <i>Expensed in period</i>        | -                | -          | -                | -          |
| <i>Impaired</i>                  | -                | -          | -                | -          |
| <i>Closing</i>                   | -                | -          | -                | -          |
| <b>Total this year</b>           | -                | -          | -                | -          |
| <b>Total previous year</b>       | -                | -          | -                | -          |

| This year | Last |
|-----------|------|
| £         | :    |

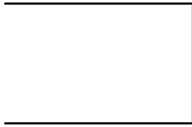
**18.2 Please specify the carrying amount of any stocks pledged as security for liabilities**

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| Work in progress |
| £                |
|                  |
| -                |
| -                |
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| year             |
| £                |



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| <b>Section C</b> | <b>Notes to the accounts</b> | <b>(cont)</b> |
|------------------|------------------------------|---------------|

**Note 19 Debtors and prepayments**

*Please complete this note if the charity has any debtors or prepayments.*

**19.1 Analysis of debtors**

Trade debtors

Prepayments and accrued income

Other debtors

**Total**

| This year<br>£ | Last year<br>£ |
|----------------|----------------|
| -              | -              |
| -              | -              |
| -              | -              |
| 281            | 200            |
| 281            | 200            |

*Please complete 19.2 where a material debtor is recoverable more than a year after the reporting date.*

**19.2 Analysis of debtors recoverable in more than 1 year (included in debtors above)**

Trade debtors

Prepayments and accrued income

Other debtors

| This year<br>£ | Last year<br>£ |
|----------------|----------------|
| -              | -              |
| -              | -              |
| -              | -              |
| -              | -              |
| <b>Total</b> - | <b>Total</b> - |

| Section C | Notes to the accounts | (cont) |
|-----------|-----------------------|--------|
|-----------|-----------------------|--------|

**Note 20** **Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**20.1 Analysis of creditors**

|  | Amounts falling due within one year |                | Amounts falling due after more than one year |                |
|--|-------------------------------------|----------------|--|----------------|
|  | This year<br>£                      | Last year<br>£ | This year<br>£                               | Last year<br>£ |
| Accruals for grants payable  | -                                   | -              | -  | -              |
| Bank loans and overdrafts  | -                                   | -              | -  | -              |
| Trade creditors  | 2,830                               | 3,533          | -  | -              |
| Payments received on account for contracts or performance-related grants | -                                   | -              | -  | -              |
| Accruals and deferred income   | -                                   | -              | -  | -              |
| Taxation and social security   | -                                   | -              | -  | -              |
| Other creditors  | 472                                 | -              | -  | 9,200          |
| <b>Total</b>   | <b>3,302</b>                        | <b>3,533</b>   | <b>-</b>                                     | <b>9,200</b>   |

**20.2 Deferred income**

*Please complete this note if the charity has deferred income.*

*Please explain the reasons why income is deferred.*

| This year | Last year |
|-----------|-----------|
|           |           |

**Movement in deferred income account**

Balance at the start of the reporting period  
 Amounts added in current period  
 Amounts released to income from previous periods  
 Balance at the end of the reporting period

| This year<br>£ | Last year<br>£ |
|----------------|----------------|
| -              | -              |
| -              | -              |
| -              | -              |
| -              | -              |

**Note 21 Provisions for liabilities and charges**

*Please complete this note if you have included in charity expenditure any provisions. A charity has a liability of uncertain timing or amount.*

**21.1 Movements in recognised provisions and funding commitment during the period**

Balance at the start of the reporting period

Amounts added in current period

Amounts charged against the provision in the current period

Unused amounts reversed during the period

Balance at the end of the reporting period

**21.2 Please provide:**

- a brief description of any obligations on the balance sheet and the expected amount and timing of resulting payments;

- an indication of the uncertainties about the amount or timing of those outflows; and

- the amount of any expected reimbursement, stating the amount of any asset that has been recognised for that expected reimbursement.

**This year**

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**This year**

**21.3 For any funding commitment that is not recognised as a liability or provision, provide details of commitment made, the time frame of that commitment, any performance-related conditions and details of how the commitment will be funded (with contracts for capital expenditure separately identified).**

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**21.4 Where unrestricted funds have been designated to a fund commitment, please disclose the nature of any amounts designated and the likely timing of that expenditure.**

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**(cont)**

**A provision is made when the**

| <b>This year<br/>£</b> | <b>Last year<br/>£</b> |
|------------------------|------------------------|
| -                      | -                      |
| -                      | -                      |
| -                      | -                      |
| -                      | -                      |
| -                      | -                      |

**Last year**

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**Last year**

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**Note 22 Other disclosures for debtors, creditors and other basic financial instruments**

**22.1 Please provide information about the significance of financial instruments (eg. debtors, creditors, investments etc) to the charity's financial position or performance, for example, the terms and conditions of loans or the use of hedging to manage financial risk.**

T

**22.2 If the charity has provided financial assets as a form of security, the carrying amount of the financial assets pledged as security and the terms and conditions related to its pledge should be given here.**

**(cont)**

**financial instruments**

| <b>this year</b> | <b>Last year</b> |
|------------------|------------------|
|                  |                  |
|                  |                  |

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**Note 23 Contingent liabilities and contingent assets****23.1 Contingent liabilities**

Where the charity has contingent liabilities, please complete the following section if the possibility of their existence is remote.

**This year**

| <b>Description of item including its legal nature.<br/>Please describe any security provided in connection<br/>to the liability.</b> | <b>Estimate of financial impact</b> |
|--|-------------------------------------|
|  |                                     |
|  |                                     |
|  |                                     |
|  |                                     |

**Last year**

| <b>Description of item including its legal nature.<br/>Please describe any security provided in connection<br/>to the liability.</b> | <b>Estimate of financial impact</b> |
|--|-------------------------------------|
|  |                                     |
|  |                                     |
|  |                                     |
|  |                                     |

**23.2 Contingent assets**

Where the charity has contingent assets, please complete the following section if the assets are probable.

**This year**

| <b>Description of item</b> | <b>Estimate of financial impact</b> |
|----------------------------|-------------------------------------|
|                            |                                     |
|                            |                                     |
|                            |                                     |
|                            |                                     |

**Last year**

| <b>Description of item</b> | <b>Estimate of financial impact</b> |
|----------------------------|-------------------------------------|
|                            |                                     |
|                            |                                     |
|                            |                                     |
|                            |                                     |

**23.4 Other disclosures for contingent assets and/or liabilities**

**Please provide the following information where practicable:**

**Explain any uncertainties relating to the amount or timing of settlement; and the possibility of any reimbursement**

**Where it is not practical to make one or more of these disclosures, please state this fact**

| This year |
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| <b>Section C</b> | <b>Notes to the accounts</b> | <b>(cont)</b> |
|------------------|------------------------------|---------------|

**Note 24**                      **Cash at bank and in hand**

**Short term cash investments (less than 3 months maturity date)**  
**Short term deposits**  
**Cash at bank and on hand**  
**Other**  
**Total**

| <b>This year<br/>£</b> | <b>Last year<br/>£</b> |
|------------------------|------------------------|
| -                      | -                      |
| -                      | -                      |
| 131                    | 308                    |
| -                      | -                      |
| 131                    | 308                    |



**Section C****Notes to the accounts****Note 25 Fair value of assets and liabilities****This year**

**25.1 Please provide details of the charity's exposure to credit risk (the risk of incurring a loss due to a debtor not paying what is owed) , liquidity risk (the risk of not being able to meet short term financial demands) and market risk (the risk that the value of an investment will fall due to changes in the market) arising from financial instruments to which the charity is exposed at the end of the reporting period and explain how the charity manages those risks.**

**25.2 Please give details of the amount of change in the fair value of basic financial instruments (debtors, creditors, investments (see section 11, FRS 102 SORP)) measured at fair value through the SoFA that is attributable to changes in credit risk.**

(

**Last year**

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**Section C****Notes to the accounts****Note 26****Events after the end of the reporting period**

*Please complete this note events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period*

**Please provide details of the nature of the event**

**This year**

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**Provide an estimate of the financial effect of the event or a statement that such an estimate cannot be made**

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**Last year**

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| <b>Section C</b> | <b>Notes to the accounts</b> | <b>(cont)</b> |
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**Note 27** **Charity funds**

**27.1 Details of material funds held and movements during the CURRENT reporting period**

*Please give details of the movements of material individual funds in the reporting period together with a balancing figure for 'Other funds'. The 'Total funds' figure below should reconcile to 'Total funds' in the balance sheet.*

*\* Key: PE - permanent endowment funds; EE - expendable endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds*

| Fund names                  | Type PE, EE<br>R or UR * | Purpose and Restrictions              | Fund<br>balances<br>brought<br>forward<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | Gains and<br>losses<br>£ | Fund<br>balances<br>carried<br>forward<br>£ |
|-----------------------------|--------------------------|---------------------------------------|---|-------------|------------------|----------------|--------------------------|---|
| Manna Charity Fund          | UR                       | General funds                         | 13,521                                      | 38,463      | - 30,405         | -              | -                        | 21,579                                      |
| Big Yellow (previously MMB) | R                        | Specifically donated for BY project   | -   | -           | -                | -              | -                        | -   |
| Microphone Fund             | R                        | Specifically donated for Microphones  | -   | -           | -                | -              | -                        | -   |
| Land Fund                   | R                        | Specifically donated for Land project | 28  | -           | -                | -              | -                        | 28  |
|                             |                          |                                       | -   | -           | -                | -              | -                        | -   |
|                             |                          |                                       | -   | -           | -                | -              | -                        | -   |
|                             |                          |                                       | -   | -           | -                | -              | -                        | -   |
|                             |                          |                                       | -   | -           | -                | -              | -                        | -   |
|                             |                          |                                       | -   | -           | -                | -              | -                        | -   |
|                             |                          |                                       | -   | -           | -                | -              | -                        | -   |
| <b>Other funds</b>          | <b>N/a</b>               | <b>N/a</b>                            | -   | -           | -                | -              | -                        | -   |
| <b>Total Funds</b>          |                          |                                       | 13,549                                      | 38,463      | - 30,405         | -              | -                        | 21,607                                      |

**Section C**
**Notes to the accounts**
**(cont)**
**Note 27 Charity funds (cont)**
**27.2 Details of material funds held and movements during the PREVIOUS reporting period**

*Please give details of the movements of material individual funds in the reporting period together with a balancing figure if figure below should reconcile to 'Total funds' in the balance sheet.*

*\* Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special t unrestricted funds*

| <b>Fund names</b>           | <b>Type PE, EE<br/>R or UR *</b> | <b>Purpose and Restrictions</b>       | <b>Fund<br/>balances<br/>brought<br/>forward<br/>£</b> | <b>Income<br/>£</b> | <b>Expenditure<br/>£</b> |
|-----------------------------|----------------------------------|---------------------------------------|--|---------------------|--------------------------|
| Manna Charity Fund          | UR                               | General funds                         | 12,860   | 20,934              | - 20,273                 |
| Big Yellow (previously MMB) | R                                | Specifically donated for BY project   | 1,371  | -                   | - 1,371                  |
| Microphone Fund             | R                                | Specifically donated for Microphones  | 366  | -                   | - 366                    |
| Land Fund                   | R                                | Specifically donated for Land project | 28   | -                   | -                        |
|                             |                                  |                                       | -  | -                   | -                        |
|                             |                                  |                                       | -  | -                   | -                        |
|                             |                                  |                                       | -  | -                   | -                        |
|                             |                                  |                                       | -  | -                   | -                        |
|                             |                                  |                                       | -  | -                   | -                        |
|                             |                                  |                                       | -  | -                   | -                        |
| <b>Other funds</b>          | <b>N/a</b>                       | <b>N/a</b>                            | -  | -                   | -                        |
| <b>Total Funds</b>          |                                  |                                       | <b>14,625</b>  | <b>20,934</b>       | <b>- 22,010</b>          |



for 'Other funds'. The 'Total funds'

rusts, of the charity; and U -

| Transfers<br>£ | Gains and<br>losses<br>£ | Fund<br>balances<br>carried<br>forward<br>£ |
|----------------|--------------------------|---|
| -              | -                        | 13,521                                      |
| -              | -                        | -   |
| -              | -                        | -   |
| -              | -                        | 28  |
| -              | -                        | -   |
| -              | -                        | -   |
| -              | -                        | -   |
| -              | -                        | -   |
| -              | -                        | -   |
| -              | -                        | -   |
| -              | -                        | -   |
| -              | -                        | 13,549                                      |

## Note 27

## Charity funds (cont)

## 27.3 Transfers between funds

## This year

|   | Reason for transfer and where endowment is con<br>income, legal power for its conversion |
|---|--|
| Between unrestricted and restricted funds |  |
| Between endowment and restricted funds    |  |
| Between endowment and unrestricted funds  |  |
|   |  |

## Last year

|   | Reason for transfer and where endowment is con<br>income, legal power for its conversion |
|---|--|
| Between unrestricted and restricted funds |  |
| Between endowment and restricted funds    |  |
| Between endowment and unrestricted funds  |  |
|   |  |

## 27.4 Designated funds

## This year

| Planned use | Purpose of the designation |
|-------------|----------------------------|
|             |                            |
|             |                            |
|             |                            |
|             |                            |
|             |                            |
|             |                            |

## Last year

| Planned use | Purpose of the designation |
|-------------|----------------------------|
|             |                            |



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**Note 28****Transactions with trustees and related parties**

*If the charity has any transactions with related parties (other than the trustee expenses) details of such transactions should be provided in this note. If there are no transactions to report, enter "False" in the box or "False" if there are transactions to report.*

**28.1 Trustee remuneration and benefits****This year**

**None of the trustees have been paid any remuneration or received any other benefits in connection with their employment with their charity or a related entity (True or False)**

*In the period the charity has paid trustees remuneration and benefits. Please give the details of the remuneration and benefits paid to a trustee by the charity or any institution in the period.*

| Name of trustee | Legal authority (eg order, governing document) | Amounts paid |                      |
|-----------------|--|--------------|----------------------|
|                 |  | Remuneration | Pension contribution |
|                 |  | £            | £                    |
|                 |  | -            | -                    |
|                 |  | -            | -                    |
|                 |  | -            | -                    |
|                 |  | -            | -                    |

*Please give details of why remuneration or other employment benefits were paid.*

*Where an ex gratia payment has been made to a trustee, provide an explanation of the nature of the payment.*

**Last year**

**None of the trustees have been paid any remuneration or received any other benefits in connection with their employment with their charity or a related entity (True or False)**

*In the period the charity has paid trustees remuneration and benefits. Please give the details of the remuneration and benefits paid to a trustee by the charity or any institution in the period.*

|  |  | Amounts paid |
|--|--|--------------|
|  |  |              |

| Name of trustee | Legal authority (eg order, governing document) | Remuneration | Pension contribution |
|-----------------|--|--------------|----------------------|
|                 |  | £            | £                    |
|                 |  | -            | -                    |
|                 |  | -            | -                    |
|                 |  | -            | -                    |
|                 |  | -            | -                    |

***Please give details of why remuneration or other employment benefits were paid.***

***Where an ex gratia payment has been made to a trustee, provide an explanation of the nature of the payment.***

## 28.2 Trustees' expenses

***If the charity has paid trustees expenses for fulfilling their duties, details of such transactions must be included in this note. If there are no transactions to report, please enter "True" in the box below. If there are no transactions to report, please enter "False".***

**No trustee expenses have been incurred (True or False)**

| Type of expenses reimbursed | This |
|-----------------------------|------|
|                             | £    |
| Travel                      |      |
| Subsistence                 |      |
| Accommodation               |      |
| Other (please specify):     |      |
|                             |      |
| <b>TOTAL</b>                |      |

**Please provide the number of trustees reimbursed for expenses or who had expenses paid by the charity**

## 28.3 Transaction(s) with related parties

***Please give details of any transaction undertaken by (or on behalf of) the charity in which it has a financial interest, including where funds have been held as agent for related parties. If there are no transactions, enter 'true' in the box provided.***

**This year**

**There have been no related party transactions in the reporting period (True or False)**

| <b>Name of the trustee or related party</b> | <b>Relationship to charity</b> | <b>Description of the transaction(s)</b> | <b>Amount</b> | <b>Balance at period end</b> |
|---|--------------------------------|--|---------------|------------------------------|
|   |                                |  | <b>£</b>      | <b>£</b>                     |
|   |                                |  |               |                              |
|   |                                |  |               |                              |
|   |                                |  |               |                              |
|   |                                |  |               |                              |

***In relation to the transactions above, please provide the terms and conditions, including any security and the nature of any payment (consideration) to be provided in settlement.***

***For any related party, please provide details of any guarantees given or received.***

**Last year**

**There have been no related party transactions in the reporting period (True or False)**

| <b>Name of the trustee<br/>or related party</b> | <b>Relationship<br/>to charity</b> | <b>Description of the<br/>transaction(s)</b> | <b>Amount</b> | <b>Balance at<br/>period end</b> |
|---|------------------------------------|--|---------------|----------------------------------|
|   |                                    |  | <b>£</b>      | <b>£</b>                         |
|   |                                    |  |               |                                  |
|   |                                    |  |               |                                  |
|   |                                    |  |               |                                  |
|   |                                    |  |               |                                  |

***In relation to the transactions above, please provide the terms and conditions, including any security and the nature of any payment (consideration) to be provided in settlement.***

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***For any related party, please provide details of any guarantees given or received.***

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ses explained in guidance notes)  
ns to report, please enter “True”

from an

the amount of, and legal authority  
tion or company connected with it.

| aid or benefit value  |       |       |
|---|-------|-------|
| Redundancy<br>(including<br>loss of<br>office)/ex<br>gratia | Other | TOTAL |
| £   | £     | £     |
| -   | -     | -     |
| -   | -     | -     |
| -   | -     | -     |
| -   | -     | -     |

from an

the amount of, and legal authority  
tion or company connected with it.

| aid or benefit value |
|----------------------|
|----------------------|



| Redundancy<br>(including<br>loss of<br>office)/ex<br>gratia | Other | TOTAL |
|---|-------|-------|
|   | £     | £     |
| -   | -     | -     |
| -   | -     | -     |
| -   | -     | -     |
| -   | -     | -     |

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**Transactions should be provided in**  
**If there are transactions to**

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| year | Last year |
|------|-----------|
| £    | £         |
| -    | -         |
| -    | -         |
| -    | -         |
| -    | -         |
| -    | -         |
| -    | -         |

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*which a related party has a material  
are no such transactions, please*

| Provision for bad debts at period end | Amounts written off during reporting period |
|---------------------------------------|---|
| £                                     | £   |
|                                       |   |
|                                       |   |
|                                       |   |
|                                       |   |

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| Provision for bad debts at period end | Amounts written off during reporting period |
|---------------------------------------|---|
| £                                     | £   |
|                                       |   |
|                                       |   |
|                                       |   |
|                                       |   |

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| Note 29  | <b>Additional Disclosures</b> |
| The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet. |                               |

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