



ENFIELD CARIBBEAN ASSOCIATION

(Founded 1986)

Charity Incorporated Organisation (C.I.O)

Annual Report & Financial Statement

For the period ended

31 March 2024

Registered Charity No: 1164139

ENFIELD CARIBBEAN ASSOCIATION YEAR ENDED 31 MARCH 2024

Principal address:

Community House
311 Fore Street
London
N9 0PZ

Trustees and Committee Members:

Ms Oveta McInnis	Trustee and Chair
Mr Bevin Betton	Trustee
Mr Cedric Levy	Trustee
Mr Roy Edwards	Trustee and Website/IT Officer
Mr Ian Phillips	Trustee
Ms Claudette Ebanks	Trustee and Treasurer

Ms Pauline Clarke	Associate Trustee
Ms Dionne John	Associate trustee
Ms Angela Barclay	Associate Trustee

Office: Community House, 311 Fore St, Edmonton N9 0PZ

Email: info@theeca.org.uk

Telephone: 07908 600420 (Monday to Friday 10am to 5pm)

Website: www.enfieldcaribbeanassoc.org.uk

Facebook: [www.facebook.com/Enfield-Caribbean-Association- 108159837578352](https://www.facebook.com/Enfield-Caribbean-Association-108159837578352)

Instagram: https://www.instagram.com/enfield_caribbean_association/

Governing document

The organisation is operated under the rules of its constitution.

Bank:

Barclays Bank PLC

Independent Examiner

TACTS Accountant
61 Fountains Crescent
London, N14 6BD

ENFIELD CARIBBEAN ASSOCIATION
Financial Accounts for Year Ended 31 March 2024

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ENFIELD CARIBBEAN ASSOCIATION

Report of the Trustees for The Year to 31st March 2024

Message from the chair

It is an honour to continue to serve the Caribbean community as Chair of ECA. We are blessed to have an amazing team of trustees who are very talented and committed to ECA. Angela Barclay joined us as an associate trustee in January 2023 and has continued to support us in our bookkeeping as well as being involved in all levels of planning. Ian Phillips has taken over the management of the luncheon club. The club continues to flourish with new members joining throughout the year. We have had regular health talks at the sessions. One of the highlights of the year was the visit to the Christmas Simmer Down party at the Southbank Centre for our luncheon club members. The weekly exercise class for our elders has also continued to be popular with 9 to 11 regular attendees.

Claudette Ebanks joined as treasurer in February of this year. She has already used her past skills and experience in banking in this new role. I would like to thank Cedric Levy for the huge role he played in managing our finances as treasurer for nearly five years. He will continue as a trustee. Cedric is leading our sustainability bid, which will enable us to hire a project manager and administrator.

In June 2023, we launched the illustrated children's book, *Windrush Wonders: Tales of Travel and Triumph* and our school resources for teaching Windrush at Millfield Theatre. We have sold over 600 copies of this book, with very little advertising. On Saturday 28th October 2023, we held our annual Black History Month event; the focus was on health and was entitled *Black Health is Wealth*. In March 2024 we held a very successful Quiz Night, raising over £1,500.00.

We have continued to forge links with local organisations and have been working with Caribbean and African Health Network (CAHN) whose mission is to improve the health outcomes of Black Caribbean and African people and to reduce health disparities, Reach Society who work with young people and we continue to participate in Enfield Black Community Health Forum.

I would like to thank our trustees, associate trustees and volunteers who provide valuable services to the community. With their support we can offer vital services to Black and global majority communities, such as reducing isolation and building communities.

If you are interested in becoming a member or volunteer with ECA, or would like to donate to us, further information can be found on our website at <http://www.enfieldcaribbeanassoc.org.uk/support-us> or contact us at info@theeca.org.uk.

Oveta McInnis
Chair and Trustee

Introduction to ECA

Enfield Caribbean Association's trustees are pleased to present their annual report and independently examined financial statements for the year ended 31st March 2024. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP 2005) (Accounting Standards Charities Act 2011).

This Annual Report provides a summary of our main achievements, some of our plans for the year ahead and our financial statement for the year ended 31 March 2024.

Principle Objectives

Enfield Caribbean Association (ECA) is a small, registered charity set up to provide support and leadership to our community. We normally provide social and cultural activities such as a weekly luncheon club and seated exercise class, day trips, and theatre trips. We also hold an annual celebration of Windrush Day and Black History Month. Through this work Enfield Caribbean Association helps and encourages members (particularly those of Caribbean descent) who are isolated, or disadvantaged, to overcome difficult periods in their lives and to take positive steps towards improving their own health and well-being, and to discover new opportunities for participating in and benefiting from the community. The ECA also gives advice and guidance and signposts and refers older people to other agencies as appropriate.

Recently, the ECA has widened the scope of their activities to reflect the changing landscape both locally and nationally to include addressing issues of health that challenge the community to reduce disparities and improve the health of Caribbean and African communities. We also address issues of social justice that affect our communities.

Our Mission

We work to eliminate racial discrimination and for an inclusive, fair, and equal community, in which people of Caribbean origin can develop their full potential as visible, positive contributors and participants in the life of the Borough of Enfield.

Our Values

Created in 1986, we are Enfield's oldest Caribbean association. At the heart of our core values are working for racial equality, valuing diversity, and building good community relations.

Structure, Governance and Management

Enfield Caribbean Association is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission and governed by its constitution, dated 27 October 2015.

Membership of the ECA is open to anyone who is interested in furthering its purposes and who, by applying for membership, has indicated agreement to become a member and accepts the duties of membership. If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The trustees, who may exercise all the powers of the CIO, manage the affairs of the charity on a day-to-day basis.

The trustees who served during the year are shown on page 2 of this report.

Risk Management

The trustees have reviewed risks relevant to the charity and have updated and added to the range of policies and procedures. Any risks identified are reported to the Trustees and decisions made on how to minimise risk. New staff and volunteers underwent Disclosure & Barring Service (DBS) police checks during the year. The volunteers at the Luncheon club have also completed the Food Handling level 2 training.

Financial procedures are adhered to by trustees, associate members and staff and are currently under review. The Charity has a healthy balance of nearly £21,000.00 unrestricted funds from our sales of the Windrush book, donations, membership fees and luncheon club fees. These have enabled us to continue our work with older people and fund other events such as Careers Days in schools. The trustees have actively sought additional sources of funding and have been able to raise funding for several ongoing projects.

The Reserves Policy

The Board has assessed the charity's requirements for reserves in the light of the main risks to the organisation. As a result, the Board has approved a policy whereby the unrestricted funds, not committed, should be held in reserve and maintained at a level, which ensures that ECA's core activities could continue during a period of unforeseen difficulty. The target reserve amount represents at least 6 months' (26 weeks) expenditure and will be reviewed annually.

Public Benefit

The trustees confirm that they have complied with their duty under the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity with its members must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

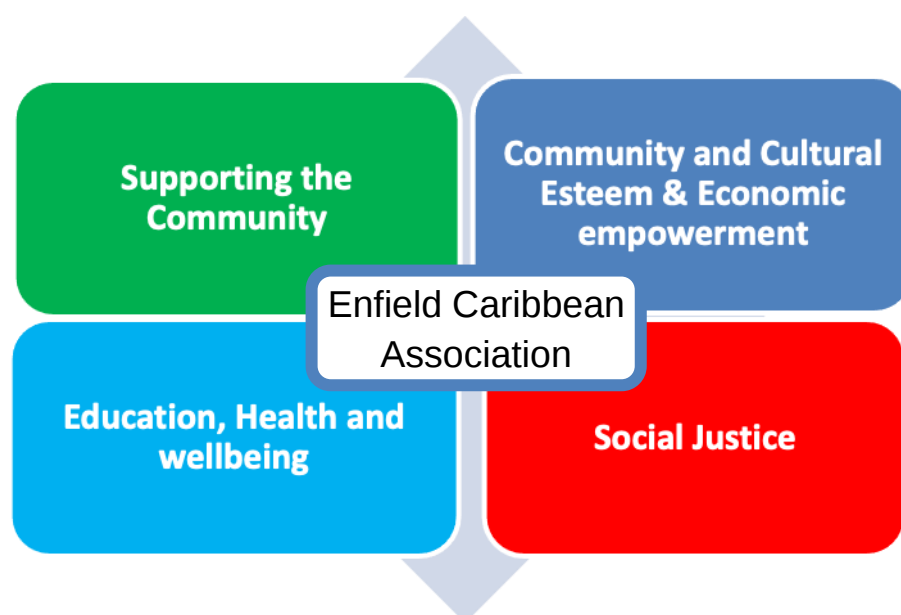
Volunteers

During the period ended 31 March 2024 the ECA trustees and associate trustees continued to hold both face-to-face and virtual meetings to continue our work. The charity relies a great deal on volunteers to support its regular and one-off activities. During this reporting period, 42 active volunteers, some of whom are trustees, or associate trustees of ECA supported the organisation.

Internal and external factors

The trustees are very grateful to the donors for their kind support and to all our members.

Our Four Strategic Priorities



Trustees and their responsibilities

Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors, or committee members.

The principles and main duties are the same in all cases.

Trustees have, and must accept, ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and meeting the needs for which it has been set up.

Activities and Achievements

We are pleased with ECA's achievements during the reporting period, they include:

- The appointment of two new trustees, Angela Barclay as an associate trustee in April 2023 and Claudette Ebanks in February 2024 have brought skills and experience in accounting and banking to ECA.
- Our online presence continues to increase. We continue to update our website (www.enfieldcaribbeanassoc.org.uk) with news and blogs, events on the calendar page. We have added new functionality to the website, including the ability to pay for Windrush Books and our events (Quiz Night, Black History Month and Windrush Day events) via PayPal. We have launched a Twitter account (@EnfCaribAssoc) which supplements our existing social media activities including Facebook, Instagram and YouTube. These activities can be found at <https://www.enfieldcaribbeanassoc.org.uk>.
- Last year, we started our digital transformation program. The priority was to implement a Database and Cloud Storage and upgrade our email system.

We are pleased to share the positive impact that Salesforce and Microsoft 365 have had on our organisation over the past year. These tools have significantly enhanced our efficiency, collaboration, and ability to serve our stakeholders more effectively.

Microsoft 365 has enhanced the collaboration within our team with tools like Microsoft Teams, SharePoint, OneDrive, and Planner. These tools have improved our work and provided us with better information.

Salesforce has revolutionized how we manage Luncheon Club, Membership, and Volunteer. With a centralized database, we can track stakeholder interactions and preferences and better understand how our stakeholders engage with us.

- The weekly luncheon club continues to be one of our main regular activities. The luncheon club has been operating from Green Towers Community Centre in Edmonton Green. Our numbers have increased, and we now have 20 regular attendees. Each week there is seated exercise to music and a hot two course Caribbean lunch is served. There are different activities, including quizzes, entertainment, talks from local medical specialists and local community groups.
- The weekly exercise class, led by Jackie Dyer, a local Zumba tutor, is very popular. It takes place every Thursday from 11am to 12pm at Unite Fitness

Centre, Bush Hill Park. Classes were attended weekly by on average 9 - 11 members.

- October 2023 was a very busy month, Kamilah McInnis and Kenya Josiah, the author and illustrator of *Windrush Wonders* were invited to speak at several schools in Enfield and Waltham Forest. The contributors to our book *Windrush Voices* were also invited into Primary schools in the borough to share their stories with students. The Chair was invited to share the *Windrush Voices* documentary film at Edmonton library as part of the Untold Edmonton series of talks.
- ECA has launched its *Windrush Voices: Windrush Teaching Resources* for Secondary Students at the TES (Times Educational Supplement) website. The resource pack is free and empowers teachers to teach the legacy of Windrush to school children in secondary schools.
- On Saturday 28th October 2023 we held our BHM event entitled '*Black Health is Wealth*'. We had excellent speakers, and workshops which covered prostate cancer, breast cancer, heart health. There were opportunities for Blood pressure and blood sugar screening.
- The weekly Health Hour funding ended in January 2023. However, CAHN has continued to air the live programme every Saturday.
- ECA members, Oveta McInnis, Cedric Levy and Dionne John sit on the Enfield Stop and Search Community Monitoring Group (CMG) aimed at scrutinising the Stop and Search Police procedures and their disproportionate use against black people and their effectiveness in reducing crime in Enfield.
- Finally, we held our first fundraising quiz night for three years on Saturday 15th March 2024 at Green Towers. We had a full hall of keen quizzers. The questions covered general knowledge, sport, music, current affairs, celebrities, Africa and the Caribbean and Food. A great deal of fun was had by all. The caterer provided a scrumptious meal. Patrons requested more regular quizzes. We received a donation of £500 and raised £600.

Plans for 2024/2025

September

Simmer Down Trip to the Royal Festival Hall reggae party, scheduled for Friday 13th September.

October

Celebrating Black History Month 2024 – Creativity and Entrepreneurship in Young People

An evening where we showcase the talents of creatives and entrepreneurs in our communities. There will be stalls, workshops and a panel discussion.

November

Quiz Night – Another fundraising activity. Our quiz nights are very popular and a lot of fun and at the same time we raise funds to continue our activities.

December

End of year Christmas party for our elders at the luncheon club.

Strategy Plan and Vision

In addition to its regular ongoing activities, the ECA gives careful thought to its long-term future through regular strategic meetings.

The trustees meet quarterly to discuss ECA's strategy for the medium and the long term. The discussion covers all things related to the charity including our sustainability, our development, our activities and our organisational systems.

Recent areas we have examined and completed work on are recruiting patrons, our membership strategy and our office IT platforms.

Here is some information of the areas we are currently working on:

Sustainability Bid

The ECA is run entirely by unpaid volunteers and most of our trustees are in full-time work. In order to develop the many ideas we have for the ECA and to ensure its long-term future, we feel it is essential to recruit a professional charity expert and an administrative assistant to handle the operational aspects of the charity and to play an active role in our fundraising. We have therefore applied to a funding body to support these roles. The process has not yet concluded, but we have so far had positive discussions with the funder. If our bid is successful, we would like to appoint to these posts in 2025.

Fundraising

We want to expand our fundraising to include individuals, organisations, and foundations. We aim to attract long-term supporters who donate to us regularly. To do this, we need to identify donors who are aligned with us and build strong relationships with them.

We are developing a fundraising framework that includes:

1. **Planning and Preparation:** Define your goals, set a budget, and identify your target audience. Create a compelling case for support that explains why your cause matters.
2. **Building a Team:** Gather a team of volunteers and staff who will help with various aspects of the campaign, such as marketing, events, and donor relations.
3. **Research and Prospecting:** Identify potential donors, including individuals, corporations, and foundations. Research their giving history and interests.
4. **Marketing and Outreach:** Develop a marketing strategy that includes social media, email campaigns, and other communication channels to reach your audience.
5. **Engagement and Solicitation:** Engage with potential donors through events, meetings, and personalised outreach. Make direct requests for donations.
6. **Follow-Up and Stewardship:** After receiving donations, thank donors and keep them informed about how their contributions are making a difference. Maintain relationships for future campaigns.
7. **Evaluation and Reporting:** Assess the success of your campaign, analyse what worked and what didn't, and report back to your stakeholders and donors.

Hopefully, with the success of our sustainability bid and the completion of our digitisation program, which includes a CRM and fundraising system, we will have the resources required to deliver this initiative.

Office and IT Platforms

Our digital transformation program is ongoing. Below is a list of the applications that were implemented last year:

- Replaced Zoho Mail with Microsoft 365 (Outlook).
- SharePoint & OneDrive Cloud Storage.
- Salesforce (CRM/Database).
- MightyText text messaging.
- Microsoft Teams.

Below is a list of the applications that are in the process of being implemented:

- Xero Accounting.
- Replace Zoho Mail with MailChimp.
- Website refresh.
- Fundraising.

Membership

Most people who attend the Luncheon Club regularly become members because of clear financial benefits.

Our non-luncheon members are made up of Volunteers and Non-Volunteers. The renewal rate of both categories of non-luncheon members has been very low.

We are exploring how to increase the number of non-luncheon club members. We want to increase membership benefits, which will require more administrative resources. The success of the sustainability bill will provide the necessary resources.

10-year Plan

ECA is developing a 10-year strategy that includes acquiring a physical base to support the charity's wide range of current events or future activities such as training and educational workshops. The base should also have the capacity to generate a revenue stream to support its ongoing maintenance. We are also looking to develop partnerships with appropriate organisations offering specialist and professional services to the community. e.g. other African-Caribbean community groups across Enfield, London and UK, black housing and health organisations and bodies, organisations tackling societal inequalities.

Signed on behalf of all members

C O McInnis

Ms Oveta McInnis (Trustee and Chair)

Date: 15/07/2024

Independent examiner's report to the trustees of Enfield Caribbean Association

I report on the accounts of the Trust for the year ended 31st March 2024, which are set out on pages 14 to 19.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Date: 15/07/2024

Chartered Certified Accountant

TACTS Accountant, 61 Fountains Crescent, London N14 6BD

ENFIELD CARIBBEAN ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted Fund £	Restricted Fund £	Total Funds 2024 £	Total Funds 2023 £
INCOMING RESOURCES					
Donations and Memberships		15,293	-	15,293	18,068
Income from charitable activities:					
LBE- Warm Space Grant		-	-	-	5,000
NLCF - BHM Grant 2022		-	-	-	4,230
Cathip Project Grant		-	1,336	1,336	-
Black History Month, CAHN		-	3,664	3,664	-
DLUHC - Windrush Grant		-	16,388	16,388	-
Other Income: -					
Publications - Windrush Voices & Wonders		5,939	-	5,939	-
TOTAL INCOMING RESOURCES		21,232	21,388	42,620	27,298
RESOURCE EXPENDED					
Expenses on charitable activities	(14)	21,507	24,226	45,733	37,272
TOTAL RESOURCES EXPENDED		21,507	24,226	45,733	37,272
Net Incomings and Outgoings		(275)	(2,838)	(3,113)	(9,975)
Balance Brought Forward		20,490	22,130	42,620	52,595
Balance as at 31st March 2024		20,214	19,291	39,505	42,620

There were no recognised gains or losses for the above period other than those shown in the statement of financial activities for the above financial year. All incoming resources expended are derived from continuing activities.

(The notes attached form part of these financial statements)

ENFIELD CARIBBEAN ASSOCIATION

BALANCE SHEET AT 31 MARCH 2024

	Notes	FUNDS	FUNDS
		<u>2024</u>	<u>2023</u>
		£	£
Current Assets:			
Cash at Bank and In Hand		40,483	42,920
Current Liabilities:			
Amount falling due within one year			
Accruals and Creditors	(12)	978	300
Net Assets		<u>39,505</u>	<u>42,620</u>
As Represented By:			
Unrestricted Fund		20,214	20,490
Restricted Fund	(13)	19,291	22,130
Total Funds		<u>39,505</u>	<u>42,620</u>

(The notes form part of this account)

The accounts were approved by the Trustees on 15/07/2024 and signed on their behalf by: -

C O McInnis

Ms Oveta McInnis (Trustee and Chair)

Notes to the account

1. Accounting basis

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). ECA meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Preparation of the accounts on a going concern basis

The Charity trustees are of the view that measures taken subsequent to the year-end to reduce operating costs and successful in applying for continuation funding have secured the immediate future of the Charity for the next 12 to 18 months and that on this basis the charity is a going concern.

2. Cash Flow Statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

3. Income

Income is recognised in the period to which it relates, unless specified otherwise by the funder. Project funding is, in general, repayable if not expended within the relevant project. Such income is only recognised to the extent that it ceases to be repayable. The income is accounted for on a receivable basis.

4. Resource Expended

Resources expended are included in the Statement of Financial Activities inclusive of VAT which cannot be recovered. Direct charitable expenditure include includes the direct costs of the activities. Where such costs relate to more than one functional cost category, they have been apportioned in line with the direct costs of the relevant service.

5. Fund Accounting

Fund accounting unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work. The charity has no designated funds.

6. Support Cost

Allocation of support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back-office costs, finance, personnel, and governance costs, which support the Charity activities. These costs have been allocated between the cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 15.

7. Taxation

ECA is a registered charity and is not liable for corporation tax on its income under section 505 of the Income and Corporation Taxes Act 1988 to the extent that it is applied to its charitable activities.

8. Tangible fixed assets

The organisation has no fixed assets.

9. Pension costs and other post-retirement benefits

None

10. Status

ECA is a registered Charitable Incorporated Organisation.

11. The organisation has no debtors and staff on payroll.

12. Creditors & Accrual

	2024	2023
	£	£
Independent Examination	385	300
Other accruals	481	-
Other Creditors	112	-
	978	300

13. Restricted Fund Analysis

	Balance b/f	Incoming resources	Outgoing resources	Balance at 31st March 2024
	£	£	£	£
Black History Month, CAHN	-	3,664	3,664	-
DLUHC - Windrush Grant	-	16,388	16,388	-
CATHIP Project Grant	5,000	1,336	-	6,336
LBE- Warm Space Grant	2,087	-	2,087	-
NLCF - BHM Grant 2022	1,055	-	1,055	-
LBE Luncheon Club Activities	798	-	798	-
LBE (TOCS Partnership)	2,000	-	-	2,000
London Com. Fund (TOCS)	710	-	-	710
Integrated Fostering (TOCS)	10,000	-	-	10,000
Enfield Voluntary Action	235	-	235	-
Other TOCS Income	245	-	-	245
	22,130	21,388	24,227	19,291

Purpose of restricted fund:

To raise cultural esteem, to promote the health of our elders and to improve health outcomes within the African and Caribbean Community.

14. Expenditure on charitable activities

	Unrestricted Fund	Restricted Fund	Total Funds 2024	Total Funds 2023
	£	£	£	£
Expenditure on charitable activities:				
Black History Month project	-	3,664	3,664	3,175
Sessional Worker Staff	-	1,338	1,338	-
Staff Training	414	-	414	-
Careers day Expenses	494	-	494	1,040
Simmer Down expenses	1,100	-	1,100	765
LBE - LC Project activities	-	-	-	2,057
Quiz Nights and Entertainment	667	60	727	-
Luncheon Club Activities	6,003	2,087	8,090	3,698
Venue Hire	3,301	2,563	5,864	-
LBE- Warm Space activities	-	2,087	2,087	2,913
Windrush expenses- Publications	916	8,980	9,896	2,126
Advertising and Marketing	560	2,712	3,272	-
Subscriptions	508	-	508	-
Donation	30	-	30	521
Volunteers Expenses	1,698	-	1,698	-
MHCLG - Windrush project exp.	-	-	-	8,690
Travel and Trips	509	-	509	35
administration and office costs	1,892	223	2,115	1,640
Insurance	655	-	655	623
NLGFH - Windrush project exp.	-	-	-	8,540
Professional Fees	420	-	420	300
Website, IT expenses/ Equipment	331	512	843	324
Keep Fit- Exercise Classes	2,010	-	2,010	825
Total Charitable Expenses	21,507	24,226	45,733	37,272

15. Support and Governance Cost

	General Support	Governance	Total
	£	£	£
Administration and office costs	2,115	-	2,115
Insurance	-	655	655
Legal and Professional fees	-	385	385
Website and IT Expenses	843	-	843
	2,958	1,040	3,997