



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** 1.1.2022      **Period start date** **To** 31.12.2022      **Period end date**

**Charity name:** Diss Baptist Church CIO

**Charity registration number:** 1181369

## Objectives and Activities

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document                                                                                          | Para 1.17          | The purposes of the church are: 1. The advancement of the Christian faith in accordance with the basis of faith primarily but not exclusively within diss and the surrounding neighbourhood; and 2. Such other charitable purposes as shall, in the opinion of the charity trustees, put into practice the Christian faith in accordance with the basis of faith, including but not limited to: the prevention and relief of need, hardship and sickness; the advancement of education; and the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life provided that the advancement of such purposes must be undertaken in a manner that is consistent with the doctrinal distinctives and ethical statements as may be adopted and amended by the church from time to time in accordance with the provisions of the church handbook. |
| 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 | Our purpose as a local church in Diss continues to be to offer relevant and impactful teaching from the Bible in a way that our congregation can not only learn from but practically apply in their daily lives. 2022 saw us hold three services on a Sunday. Our morning services attract around 80 people, increasingly drawing in visitors and also people enquiring about Christian faith. A Sunday school is available at this service and numbers are slowly increasing as new folks arrive.<br>At 6pm we hold an evening service drawing a congregation of around 30 people. This service gives the wider leadership of the                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>church an opportunity to lead and preach as well as other men to explore and develop their gifts in preaching and teaching.</p> <p>From the 6<sup>th</sup> March 2022 we began a third service each week. This service was held at the Taylor Road Community Hall and was led by our Pastor for Families and Community. The service was an informal café style church, and included singing, praying, a talk from a video presentation using RightNow Media, and a discussion time. Numbers fluctuated throughout the year between 10 and 20 folks including children.</p> <p>Our midweek activities continued strongly thanks to the hard work and commitment of our small army of volunteers.</p> <p>During 2022 a monthly work amongst senior citizens began called Senior Moments. Numbers are small to this meeting but those who do come enjoy coffee and chat, crafts and activities and a talk from the bible.</p> <p>On a Tuesday our ladies meet together for bible teaching and prayer.</p> <p>Wednesday is a busy day for the church. Our morning 'Coffee Stop' bustles each week and during 2022 we began to incorporate a short bible based thought for the day which is appreciated by all who come, including those with no faith.</p> <p>On a Wednesday afternoon, JAM – our family and children's club has continued to serve as a vital connection point with the community. In November we extended the JAM hours to include teatime as part of the 'warm space' initiative. We offered a free meal for the children and parents. What was especially wonderful about this time, as well as practically serving our community in the midst of the cost of living crisis, was to see families asking us to pray for and talk about difficulties they were experiencing. Many good connections and friendships were built with the community through this endeavour.</p> <p>On Tuesday and Wednesday evenings we continued to go deeper in the bible in our fortnightly Life Groups and on the opposite fortnight our prayer meetings continued to be well attended and much valued.</p> <p>In early February our Pastor for Families and Community was finally able to use the Taylor Road Hall following its being shut throughout covid and he began work on site by offering a weekly coffee morning each Thursday called Chatterbox. Again, this has become an established part of the church week and is especially useful as a connection point on the Taylor Road neighbourhood.</p> <p>2022 was a big year for local outreach and mission. In March, DBC joined with the</p> |
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|------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                              |           | <p>national 'A Passion for Life' outreach initiative. We worked with other evangelical churches in Norwich and around Norfolk to put on various large events of a 'come and hear' nature. The highlight was an evening with UK evangelist Rico Tice at Trinity Church, Norwich. About 40 people from DBC hired a coach to join with this.</p> <p>It was from these 'come and see' events that a desire to 'go and tell' was rekindled at DBC. On Saturday 5<sup>th</sup> March 2022 a team from church set up a stall of literature and other materials with the aim of getting conversations going in our town centre about the Christian faith. This was a great success and became an established Saturday activity.</p> <p>A major achievement in local mission was the first 'LifeFest' held on 3<sup>rd</sup> September. This festival style outreach devised and hosted by DBC was an afternoon on Diss Park of music, talks, games, crafts, stalls, Way Sport Motor Sport Team and all sorts of food establishments. It was great success as an opportunity to reach out to our town with the good news of the life that is offered in Jesus Christ.</p> <p>We are grateful to God for our good relationship with Diss Town Council enabling us to do these town based events as well as the use of DYCC and their allowing us to store so much of our equipment on site. We give thanks to God for the generosity of our church members in their financial support, their prayers, and their practical help and support in so many ways (often totally unnoticed).</p> <p>But most of all we Thank Him for the reason we do this - His Son Jesus Christ, and the reason we can do this, the divine help he gives us through God the Holy Spirit.</p> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The charity trustees of Diss Baptist Church have had regard to the guidance on public benefit in the activities of the charity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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

You may choose to include further statements where relevant about:

|                             | SORP reference |  |
|-----------------------------|----------------|--|
| Policy on grant making      | Para 1.38      |  |
| Policy on social investment | Para 1.38      |  |

|                                      |           |  |
|--------------------------------------|-----------|--|
| including program related investment |           |  |
| Contribution made by volunteers      | Para 1.38 |  |
| Other                                |           |  |

## Achievements and Performance

|                                                                                                                                                                                                 | SORP reference |                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | See information and comments included in the main activities identified above. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                              |           |  |
|--------------------------------------------------------------|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| 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 | Total income for the year from collections was £62,385.38. After adding gift aid (from HMRC) specific mission giving and a grant of £9,000 towards the employment of a Pastor for Communities and Family, total income was £87,457.52<br>Total expenses for the year were £98,595.67, of which £60,325.63 was spent on employees' salaries and expenses. Total mission giving was £6,634.05 for the year. As a consequence, the deficit with spending greater than income was £11,138.15 |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | Reserves policy – general reserves (not including funds already designated for specific spending) should normally be between 3 and 6 months spending                                                                                                                                                                                                                                                                                                                                     |
| Amount of reserves held                                                          | Para 1.22 | Total unrestricted funds held were equal to £63,109.88, although taking into account funds already designated for specific spending this figure reduces by around £20,000 – funds set aside for costs of sale of buildings, salary for pastor for Community & Families and a small contingency fund. Reserves are approximately £43,000 and within the reserve policy stipulation.                                                                                                       |
| Reasons for holding zero reserves                                                | Para 1.22 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Details of fund materially in deficit                                            | Para 1.24 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

### 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 |  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity                         | Para 1.46 |  |
| Other                                                                           |           |  |

## Structure, Governance and Management

|                                                                                                                                                                           |           |                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of charity's trusts:                                                                                                                                          |           |                                                                                                                                                                                                                       |
| Type of governing document<br>(trust deed, royal charter)                                                                                                                 | Para 1.25 | Trust deeds: Church Building, Church Manse; Handbook and Constitution.                                                                                                                                                |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)                                                                                                  | Para 1.25 | CIO                                                                                                                                                                                                                   |
| 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 | The Constitution covers the election of trustees – elders of the church (voted on by church members) become trustees. If there are fewer than 3 elders then their number is supplemented by members of the diaconate. |

### 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 |  |
| 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 |  |
| Other                                                                                     |           |  |

## Reference and Administrative details

|                             |                                                           |
|-----------------------------|-----------------------------------------------------------|
| Charity name                | Diss Baptist Church                                       |
| Other name the charity uses | N/A                                                       |
| Registered charity number   | 1181369                                                   |
| Charity's principal address | Diss Baptist Church<br>Denmark Street<br>Diss<br>IP22 4LE |
|                             |                                                           |

**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  | Jonathan Armstrong | Pastor/elder    |                                   | Membership                                                    |
| 2  | Jonathan Findlay   | Pastor/elder    |                                   | Membership                                                    |
| 3  | Trevor Hart        | Elder           |                                   | Membership                                                    |
| 4  | Joseph Bannister   | Elder           |                                   | Membership                                                    |
| 5  |                    |                 |                                   |                                                               |
| 6  |                    |                 |                                   |                                                               |
| 7  |                    |                 |                                   |                                                               |
| 8  |                    |                 |                                   |                                                               |
| 9  |                    |                 |                                   |                                                               |
| 10 |                    |                 |                                   |                                                               |
| 11 |                    |                 |                                   |                                                               |
| 12 |                    |                 |                                   |                                                               |
| 13 |                    |                 |                                   |                                                               |
| 14 |                    |                 |                                   |                                                               |
| 15 |                    |                 |                                   |                                                               |
| 16 |                    |                 |                                   |                                                               |
| 17 |                    |                 |                                   |                                                               |
| 18 |                    |                 |                                   |                                                               |
| 19 |                    |                 |                                   |                                                               |
| 20 |                    |                 |                                   |                                                               |

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

| Director name |  |  |
|---------------|--|--|
| N/A           |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

**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                                                                               | N/A |
| 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 |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

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

## Exemptions from disclosure

#### Reason for non-disclosure of key personnel details

|     |
|-----|
| N/A |
|-----|

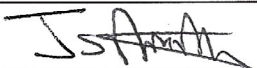
## Other optional information

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

## Declarations

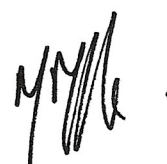
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                        |                                                                                   |  |
|----------------------------------------|-----------------------------------------------------------------------------------|--|
| Signature(s)                           |  |  |
| Full name(s)                           | JONATHAN SWART ARMSTRONG                                                          |  |
| Position (eg Secretary,<br>Chair, etc) | CHAIR                                                                             |  |
| Date                                   | 11th October 2023                                                                 |  |

**Diss Baptist Church**  
**Profit and Loss**  
**January - December 2022**

|                                           | <u>Total</u> |
|-------------------------------------------|--------------|
| <b>Income</b>                             |              |
| 2000 Cash/Cheques/Standing Orders         | 62,385.38    |
| 2010 Gift Aid                             |              |
| 2030 Gift Aid Tax Reclaimed               | 13,285.00    |
| Total 2010 Gift Aid                       | £ 13,285.00  |
| 2040 Interest Rcd                         | 436.68       |
| 2060 Jam Money                            | 264.71       |
| 2070 Taylor Road Money                    | 20.00        |
| 2100 Mission Donations For                |              |
| 2110 Asia Link                            | 600.00       |
| 2175 Slavic Gospel Association            | 385.75       |
| 2195 Way-sport                            | 80.00        |
| 2196 Passion For Life                     | 1,000.00     |
| Total 2100 Mission Donations For          | £ 2,065.75   |
| 2200 Restricted for                       |              |
| 2270 JF                                   | 9,000.00     |
| Total 2200 Restricted for                 | £ 9,000.00   |
| <b>Total Income</b>                       | £ 87,457.52  |
| <b>Gross Profit</b>                       | £ 87,457.52  |
| <b>Expenses</b>                           |              |
| 3000 Salary & Expenses                    |              |
| 3010 Salary Tax NI                        | 54,949.79    |
| 3020 Pension Cont                         | 3,271.44     |
| 3030 Mileage & Expenses                   | 1,454.40     |
| 3040 Conference Fees                      | 650.00       |
| Total 3000 Salary & Expenses              | £ 60,325.63  |
| 4000 Manse                                |              |
| 4020 Repairs & Maintenance                | 99.60        |
| 4030 Council Tax / Water Etc.             | 2,815.17     |
| 4040 Insurance - Building                 | 610.48       |
| Total 4000 Manse                          | £ 3,525.25   |
| 5000 Church                               |              |
| 5020 Repairs & Maintenance                | 720.00       |
| 5040 Cleaning                             | 400.48       |
| 5050 Gas & Electricity                    | 5,256.08     |
| 5060 Water Rates                          | 591.92       |
| 5080 Insurance                            | 1,598.75     |
| 5090 Hire of Premises for Sunday Services | 4,410.69     |
| Total 5000 Church                         | £ 12,977.92  |



|                                          |           |                  |
|------------------------------------------|-----------|------------------|
| <b>6000 Administration</b>               |           |                  |
| 6005 Accountancy Fees                    |           | 998.00           |
| 6010 Books & Literature                  |           | 122.79           |
| 6015 Copy Right                          |           | 987.63           |
| 6020 General Catering                    |           | 1,016.71         |
| 6025 Health & Safety                     |           | 308.06           |
| 6030 Pastoral Care                       |           | 50.00            |
| 6035 Professional Fees                   |           | 1,634.88         |
| 6040 Publicity                           |           | 538.64           |
| 6045 Stationery & Office Supplies        |           | 621.36           |
| 6050 Subscriptions                       |           | 854.85           |
| 6055 Telephone & Broadband               |           | 476.59           |
| 6065 Transport                           |           | 325.00           |
| <b>Total 6000 Administration</b>         | <b>£</b>  | <b>7,934.51</b>  |
| <b>7000 Activity Expenses</b>            |           |                  |
| 7100 Outreach                            |           | 230.00           |
| 7105 Christianity Explored               |           | 288.53           |
| 7135 Taylor Road                         |           | 2,981.79         |
| 7140 Various Outreach                    |           | 850.83           |
| <b>Total 7100 Outreach</b>               | <b>£</b>  | <b>4,351.15</b>  |
| 7150 Life 2022                           |           | 920.49           |
| 7160 Life Fest                           |           | 784.37           |
| 7165 Chelmondiston Church                |           | 200.00           |
| 7200 Youth                               |           |                  |
| 7210 Jam                                 |           | 825.95           |
| 7215 Jam+                                |           | 116.35           |
| <b>Total 7200 Youth</b>                  | <b>£</b>  | <b>942.30</b>    |
| <b>Total 7000 Activity Expenses</b>      | <b>£</b>  | <b>7,198.31</b>  |
| <b>8000 Mission - Donations To</b>       |           |                  |
| 8010 Asia Link                           |           | 2,950.00         |
| 8012 Grace Baptist P/Ship                |           | 2,312.00         |
| 8020 BMS                                 |           | 10.00            |
| 8075 Slavic Gospel Association           |           | 680.75           |
| 8096 Way-sport                           |           | 681.30           |
| <b>Total 8000 Mission - Donations To</b> | <b>£</b>  | <b>6,634.05</b>  |
| <b>Total Expenses</b>                    | <b>£</b>  | <b>98,595.67</b> |
| <b>Net Operating Income</b>              | <b>-£</b> | <b>11,138.15</b> |
| <b>Net Income</b>                        | <b>-£</b> | <b>11,138.15</b> |

Saturday, Aug 12, 2023 08:55:49 pm GMT+1 - Cash Basis

**Diss Baptist Church**  
**Statement of Assets & Liabilities**  
**As of December 31, 2022**

**Fixed Assets**

|                                  |                    |
|----------------------------------|--------------------|
| Church & Premises                | £350,000.00        |
| Manse                            | £375,000.00        |
| Fixtures / Furniture / Equipment | £13,000.00         |
|                                  | <u>£738,000.00</u> |

**Current Assets**

|                        |            |
|------------------------|------------|
| Current Account        | £6,642.49  |
| Savings Account        | £36,444.97 |
| Business Prem: Account | £20,022.42 |

|                             |                   |
|-----------------------------|-------------------|
| <b>Total Current Assets</b> | <u>£63,109.88</u> |
|-----------------------------|-------------------|

|                     |             |
|---------------------|-------------|
| <b>Total Assets</b> | £801,109.88 |
|---------------------|-------------|

|              |             |
|--------------|-------------|
| <b>Total</b> | £801,109.88 |
|--------------|-------------|

**Funds**

|                   |             |
|-------------------|-------------|
| Unrestricted Fund | £63,109.88  |
| Restricted Fund   |             |
| Capital Fund      | £738,000.00 |

|                    |                    |
|--------------------|--------------------|
| <b>Total Funds</b> | <u>£801,109.88</u> |
|--------------------|--------------------|

These accounts have been prepared under the "Receipts & Payments basis."

*Is [Signature]*

7th June 2023

## **Independent Examiner's Report to the Trustees of Diss Baptist Church**

**Charity No. 1181369**

**Year Ended 31<sup>st</sup> December 2022**

I report to the trustees on my examination of the financial statements of Diss Baptist ('the charity') for the year ended 31<sup>st</sup> December 2022.

### **Responsibilities and basis of report**

As the charity trustees, you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ("the Act").

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

I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act

### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

**Signed:**



**Date:** 25<sup>th</sup> September 2023

**Name:** Johanne Thomas, FICB PM.Dip

**Relevant profession qualifications or body (if any):** Institute of Certified Bookkeepers  
122-126 Tooley Street  
London, SE1 2TU

Proprietor: Johanne Thomas FICB PM.Dip  
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