



MAKING OUR DIGITAL FUTURE

# DigiLocal CIO

## Trustees' annual report

From: 10 Oct 2019 To: 31 March 2021

**Reg Charity: 1185746**

**Company number: CE019153**

This report covers an extended period from 10 Oct until 31 March. DigiLocal received its official charity registration on 10 October 2019. It was agreed at the Trustee AGM on 19 October 2020 to extend the initial reporting period to 31 March 2021. This would bring the financial reporting period into line with the Tax year and make for a fuller first year.

## Objectives and activities

The objects of the CIO are for the public benefit, to advance the education of young people in the UK from groups that are under-represented within the technology industry, in particular but not exclusively by supporting free technology clubs.

The activities of the charity have been twofold over the last year.

### Club support - pre-COVID-19

The flagship activity of DigiLocal is providing young people and communities with the resources and opportunities to run educational clubs. These clubs use coding as a means to develop problem solving skills and build resilience.

Over the period October 2019 until March 2020 these clubs took place in community venues. These venues supported 12 club sessions each week (details on impact described later).

Each club had access to project guides written either by DigiLocal or by CodeClub. All venues were registered as CodeClub venues to ensure this was valid.



Project guides were grouped into 3 colour brackets; White, Yellow, Blue. Young people were expected to progress through the colours in order and would receive a wristband on completion of a colour group. These wristbands were also usb memory sticks so that young people could take their work home and show parents / guardians what they had achieved.

Green and Orange colours were reserved for extra activities and/or group working.



#### Community Venues at March 2020:

1. Barton Hill Settlement
2. Bedminster Library (Bristol City Council)
3. BS3 Youth Club
4. Docklands Youth Project
5. Filton Avenue Primary School
6. Filton Library (South Gloucestershire Council)
7. Staple Hill Library (South Gloucestershire Council)
8. Bradley Stoke Library (South Gloucestershire Council)
9. Patchway Community Centre
10. Redmaids Girls School
11. Yate Library (South Gloucestershire Council)

In addition to these venues, clubs had been run with:

1. Malcolm X Community Centre
2. Summerhill Primary School
3. Windmill Hill Primary
4. Southmead Youth Centre

A core part of the DigiLocal activity was moving equipment between these venues. Equipment was generally 10 laptops, a 10-socket connector, and a 5 meter extension cord. This ensured that each club was supported by the same high-quality equipment, and was not reliant on venues (apart from WiFi).

At March 2020 DigiLocal was managing 30 laptops.

We had an arrangement with South Gloucestershire Council that they would transport 2 boxes of laptops (10 laptops in total) between Filton, Staple Hill, and Yate libraries using their inter-library transport. These laptops had been purchased via a small grant from the Libraries Service in 2017 to support outreach within their venues.

The other laptops had been purchased by High Tech Bristol and Bath CIC between 2015 and 2016 using funds from their activities. High Tech Bristol & Bath CIC had also purchased the sockets, cables, and boxes at the same time.

All the laptops had been depreciated to zero value and transferred to DigiLocal upon registration. The sockets, cables, and boxes were purchased as consumable equipment rather than capital expenditure. There was no residual book value to the equipment.

To support volunteers in this activity, DigiLocal used a CiviCRM system. This was a plugin to our Wordpress website (hosted on DigitalOcean via Cloudways). The CRM maintained records of every volunteer, responsible adult, young person, and community leader. Each club had a scheduled event with young people attending. Volunteers could sign in and record attendance to ensure we knew who was in each session. This was also a key part of our Safeguarding as it provided a secure note system for handling any allegations or suspicions.

## Club support - COVID-19

With the first lockdown announced March 2020 we migrated all our clubs online, hosting our first virtual club session on 17 March 2020. We have hosted an online club session every night of the week (Monday - Friday) since then, with two sessions on Saturdays.

We migrated nearly 200 young people from our DigiLocal community clubs to a new online system. We also migrated nearly 40 volunteers, parents, and community members.

We adopted Google Workspace for Education. This was free for us as a charity and was a system that was familiar to staff and young people. Project guides were hosted on GDrive and new guides written and shared.

The included Classroom feature replaced the shared folders with project guides. Allowing us to offer more detailed support to online participants.

Club sessions were delivered via Google Meet, and the unique email accounts issued to everyone controlled access and ensured that the highest standards of safeguarding were maintained and even enhanced.

## Laptop repurposing

A key benefit of DigiLocal was to take technology into communities in support of our club activity. With COVID-19 all that stopped and so the charity offered it's club laptops on long term loan to young people.

The charity was then approached by Councillor Cleo Lake to repurpose some donated laptops that she had been offered. This led to a new activity stream, repurposing donated laptops.

This activity has been in partnership with Avon Fire & Rescue Service and faith communities that have acted as public collection points. We have also partnered with faith groups and community charities, notably the Bristol Somali Resource Centre, for onward gifting.



## Contribution of volunteers

DigiLocal has always relied heavily on volunteers from communities to deliver its activities. We have continued to be very fortunate to have committed volunteers able and willing to host online club sessions for young people, and to undertake a lot of the laptop repurposing.

## Statement on public benefit

The objects of the CIO are for the public benefit, to advance the education of young people in the UK from groups that are under-represented within the technology industry, in particular but not exclusively by supporting free technology clubs.

## Achievements and performance

### NASA International Space Apps Challenge

Over the weekend 19-20 October 2019 we co-hosted the NASA International Space Apps Challenge with the Space Exploration Society from the University of the West of England (UWE). This was the first time that young people had been part of the Bristol entry for the challenge.

We brought 15 young people to the University for a 31hr code jam. More details in the

<https://digilocal.org.uk/fifteen-young-people-reach-new-heights-with-nasa-data/>



# Financial review

## Financial Position

The charity is in good financial health. Appendix A, and Appendix B, show the Profit & Loss for the period and the Balance Sheet statement for the year ended.

## Salaries and wages

The main outgoing commitment is staff salaries. For the period there was a single part-time member of salaried staff; the CEO. The CEO worked on a voluntary basis at the start of the period as funding was not in place to support a salary. A grant award from the Quartet Community Fund provided income to cover a part-time salary and the charity registered for PAYE at that point.

The CEO is on a FTE salary of £20,800. There are no additional remuneration or benefits paid. The part-time salary falls under the minimum threshold for Statutory Pension contributions.

## Reserves

At the end of the period, £15,188 was held in Unrestricted Funds as Reserves. This is inline with the Reserves Policy as set out further below.

## Reserve Policy

It is the Trustee's intention that in the event of significant disruption to the operating environment, the charity should be able to react and attempt to secure emergency funding to continue supporting our beneficiaries. In the worst case scenario, there should be sufficient funds to ensure a legal and orderly winding up process.

The recent pandemic, and financial crisis before that, has led the Trustees to propose a 6 month Unrestricted Reserves (to be reviewed not less than annually) based on average monthly cash expenditure on core overhead costs and excluding Restricted commitments.

In summary, the Reserves Policy will be to seek to hold sufficient Unreserved Funds to cover;

- minimum operating expenses for up to 6 months,
- wind up the Charity in a legal and orderly manner

The average monthly costs for the charity were £2,391 representing a 6 month cash flow of £14,346. This is less than the current Unrestricted Funds and in line with the Reserves Policy.

No material commitments have been made from Unrestricted Funds.

The charity will continue to raise unrestricted funds from donations, gifts, and charitable activities. These will be used to maintain the level of Reserves in accordance with the Policy. The current state of Reserves is reported to Trustees monthly.

## Restricted Funds

At the end of the period £66,777 was held in Total current Assets. £51,589 was held in Restricted Funds. These funds are not available for Reserves.



## **Fixed Assets**

The charity does not hold tangible fixed assets or programme related investments that could be disposed of.

The charity does have a stock of around 30 laptops for supporting club activities, however, these have been previously depreciated to zero Fair Market Value. They were transferred to the Charity with no tangible value.

## **Going Concern**

The trustees have considered the going concern status of the charity and conclude that there are no material uncertainties affecting the ability of the charity to continue as a going concern. This has also been considered in the context of Covid-19 and the cash position at the date of signing along with future cash projections.

## **Sources of Funds**

### **Quartet Community Foundation**

The QCF has been the largest single source of funding for DigiLocal over the period. This is to be expected as they are the 'fund of funds' for the area.

Maintaining good professional relationships with QCF is important to the short-term financial stability of the Charity.

### **Corporate Donors**

DigiLocal has been in receipt of a major donation of unrestricted funds from a company (£10,000 from Tools for Schools Inc, trading as Book Creator). Since the donation, one of their staff has volunteered regularly with us, under the same terms and conditions as all other volunteers. A short 'thank you' video was recorded for TFS internal use.

DigiLocal has been in receipt of two major donations of restricted funds for our Digital Inclusion work. The first was from Baylis Estates Ltd (£20,000) and the second was from Immediate Media Company Bristol Ltd (£5,000).

All corporate donors are included on our 'thank you' page of DigiLocal supporters, but not in any heightened priority or prominence.

No donor has received any material benefit from their donation.

### **Individual Donors**

DigiLocal has been supported by 66 individuals. These are a mix of one-off donations and regular giving, and are made towards general activities and restricted funds.

We invite individual donors to complete a Gift Aid declaration where appropriate.

## **Structure, governance and management**

DigiLocal is a Charitable Incorporated Organisation (CIO) governed by constitution filed with the Charity Commission.

There are 8 voluntary Trustees who have strategic governance over the Charity. One trustee has particular responsibility for financial matters, and one trustee has particular responsibility for safeguarding and policies.

The charity is managed day-to-day by the CEO. Prior to COVID-19 the trustee's participated in quarterly meetings to discuss matters relevant to their responsibilities as Trustees. Since the initial lockdown of COVID-19 and reflecting the period of heightened risk these have been replaced by weekly update emails and calls as required.

The weekly update emails typically note any arising issues of strategic importance, along with a financial update on applications in development or expected to be secured. Changes to operations to comply with COVID-19 guidance is another regular item.

# Reference and administrative details

Charity name	DigiLocal CIO
Other name the charity uses	N / A
Registered charity number	1185746
Charity's principal address	Engine Shed, Bristol, BS1 6QH, UK

## Names of the charity trustees who manage the charity

	Trustee Name	Office	Date Appointed
1	Michael Bartley	Chair	19 Oct 2019
2	Nicholas Flaherty		19 Oct 2019
3	Heather Macdonald Tait		19 Oct 2019
4	Ali Hassan		19 Oct 2019
5	Craig Oram	Treasurer	19 Oct 2019
6	Abdullahi Farah		19 Oct 2019
7	Bakoto Jobe		19 Oct 2019
8	Angela Loveridge		19 Oct 2019

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

Director name	
None	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
None	

## 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	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

Name of chief executive or names of senior staff members

CEO: Dr John Bradford



## 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:

<b>Signatures</b>	 66456FD1B1C1412...	
<b>Full Names</b>	Craig Oram	
<b>Date</b>	01 November 2021	

## **DIGILOCAL CIO**

### **TRUSTEES'S RESPONSIBILITIES**

**PERIOD ENDED 31 MARCH 2021**

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#### **Statement of trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed/constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **DIGILOCAL CIO**

### **INDEPENDENT EXAMINER'S REPORT**

**PERIOD ENDED 31 MARCH 2021**

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#### **Independent examiner's report to the trustees of Digilocal CIO**

I report to the trustees on my examination of the accounts of Digilocal CIO (the Charity) for the period 10<sup>th</sup> October 2019 to 31<sup>st</sup> March 2021.

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

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').


I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 accounts do not accord with those records; or
3. the accounts 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.

DocuSigned by:  
  
C7809A789E0D418...

Joshua Kingston ACA  
Burton Sweet Limited, Chartered Accountants  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol BS48 1UR

01 November 2021

Date: .....

**DIGILOCAL CIO****STATEMENT OF FINANCIAL ACTIVITIES****PERIOD ENDED 31 MARCH 2021**


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		<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2021 £</b>
<b>Income from:</b>	<b>Note</b>			
Donations and legacies	<b>2</b>	17,721	46,548	64,269
Charitable activities	<b>3</b>	600	10,770	11,370
Interest Income		4	-	4
<b>Total income</b>		<u>18,325</u>	<u>57,318</u>	<u>75,643</u>
<b>Expenditure on:</b>				
Charitable activities	<b>4</b>	3,137	20,023	23,160
<b>Total expenditure</b>		<u>3,137</u>	<u>20,023</u>	<u>23,160</u>
<b>Net income/(expenditure) and net movement in funds</b>	<b>5</b>	15,188	37,295	52,483
<b>Total funds at start of year</b>	<b>10</b>	-	-	-
<b>Total funds at end of year</b>	<b>10</b>	<u>15,188</u>	<u>37,295</u>	<u>52,483</u>

The Charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

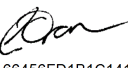
**The notes on pages 14 to 18 form part of these financial statements**

**DIGILOCAL CIO****BALANCE SHEET****AS AT 31 MARCH 2021**

	<b>Note</b>	<b>2021 £</b>
<b>Current assets</b>		
Debtors	<b>8</b>	9,847
Cash at bank and in hand		56,930
		<u>66,777</u>
<b>Liabilities</b>		
Creditors : amounts falling due within one year	<b>9</b>	(14,294)
<b>Net current assets</b>		<u>52,483</u>
<b>Net assets</b>		<u><u>52,483</u></u>
<b>FUNDS</b>		
Unrestricted funds	<b>10</b>	15,188
Restricted funds	<b>10</b>	37,295
<b>Total funds</b>		<u><u>52,483</u></u>

01 November 2021

These financial statements were approved by the Trustees on ..... and are signed on their behalf by:

DocuSigned by:  
  
 66456FD1B1C1412...  
**Craig Oram**  
 Trustee

**The notes on pages 14 to 18 form part of these financial statements**

# DIGILOCAL CIO

## NOTES TO THE FINANCIAL STATEMENTS

### PERIOD ENDED 31 MARCH 2021

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#### 1 Accounting policies

##### **Accounting convention**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Charities Act 2011, the Financial Reporting Standard 102 (FRS102) and the requirements of the Charities Statement of Recommended Practice based thereon.

The charity is a public benefit entity as defined under FRS102. The Trustees consider that there are no material uncertainties affecting the ability of the charity to continue as a going concern, despite the significant uncertainty being caused by the worldwide COVID-19 crisis. Whilst the Trustees expect there to be a significant impact on the charity's operations and reserves in the coming months and years, the charity has sufficient reserves to be able to meet these challenges.

##### **Income**

Income from donations is included in income when these are receivable, except as follows:

- I. When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods;
- II. When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

Legacies are included on a receivable basis where charity is entitled to the income, it can be measured reliably and receipt is probable. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is not included in income but is treated as a contingent asset and disclosed if material.

Donations in kind comprise donated services where the costs are measurable and the services would otherwise have to be paid for to maintain operational effectiveness.

##### **Expenditure**

Expenditure is recognised in the period in which it is incurred.

##### **Charitable Activities**

Grants awarded are allocated to charitable activities.

Grants awarded are treated as expenditure and a liability in the accounts as soon as they become legal or constructive obligations. In the case of multi-year grant awards, the funding for all years is immediately recognised unless there are conditions which need to be met by the recipient to enable the release of subsequent years' funding.

##### **Governance costs**

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity. Governance costs are included within support costs.

##### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.

**DIGILOCAL CIO****NOTES TO THE FINANCIAL STATEMENTS****PERIOD ENDED 31 MARCH 2021**

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**1 Accounting policies (*continued*)****Cash and cash equivalents**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds form part of unrestricted funds and have been identified as being for particular purposes by the Trustees. They are not restricted and can be transferred to general funds at any time at the discretion of the Trustees.

Further explanation of the nature and purpose of each fund is included in note of the financial statements.

**2 Income from: Donations and legacies**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Donations and Grants	17,721	46,548	64,269
	<u>17,721</u>	<u>46,548</u>	<u>64,269</u>

**3 Income from: Charitable activities**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Sale of goods/services	600	10,770	11,370
	<u>600</u>	<u>10,770</u>	<u>11,370</u>



**DIGILOCAL CIO****NOTES TO THE FINANCIAL STATEMENTS****PERIOD ENDED 31 MARCH 2021****4 Expenditure on: Charitable activities**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2021 £</b>
Direct Expenses	257	11,594	11,851
Advertising and Marketing	58	42	100
General Expenses	31	10	41
Insurance	209	-	209
Rent	480	-	480
Repairs and Maintenance	19	-	19
Staff costs (note 6)	-	8,094	8,094
Telephone and Internet	370	120	490
Staff Training	-	32	32
Bank Fees	84	131	215
<b>Governance costs</b>			
Accountancy costs	309	-	309
Independent Examination fees	1,320	-	1,320
Trustees expenses	-	-	-
	<u>3,137</u>	<u>20,023</u>	<u>23,160</u>

**5 Net income/(expenditure) for the year**

This is stated after charging:

	<b>2021 £</b>
Independent Examiner's fees	1,320
Trustees' travel, meeting and training expenses	-
	<u>1,320</u>

Nil Trustees have waived or have been reimbursed for their out of pocket travel expenses. No Trustee received any remuneration during the year.

Aggregate donations from Trustees, key management personnel, and other related parties was £1,010.

As part of setting up the Charity, an interest-free loan was made by one of the Trustees (Mr Nicholas Flaherty) of £1,010. This was to cover any initial setup costs and to provide capital to open the bank accounts. The loan was not used for expenditure. There was £0.03 interest accrued on the loan. The loan was repaid 12 months after it was issued.

# DIGILOCAL CIO

## NOTES TO THE FINANCIAL STATEMENTS

### PERIOD ENDED 31 MARCH 2021

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#### 6 Staff costs and numbers

The aggregate payroll costs were:

	<b>2021</b>
	<b>£</b>
Wages & salaries	8,000
Social security costs	94
Pension contributions	-
	<u>8,094</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 1, calculated on the basis of average headcount. The total employment benefits received by key management personnel including employer national insurance and employer pension were £8,094.

#### 7 Taxation

The charity is exempt from corporation tax on its charitable activities.

#### 8 Debtors

	<b>2021</b>
	<b>£</b>
<b>Due in less than one year:</b>	
Trade debtors	9,847
	<u>9,847</u>

#### 9 Creditors: amounts falling due within one year

	<b>2021</b>
	<b>£</b>
Trade creditors	22
Other creditors	40
Tax and NIC Payable	1,972
Accruals and deferred income	12,260
	<u>14,294</u>

**DIGILOCAL CIO****NOTES TO THE FINANCIAL STATEMENTS****PERIOD ENDED 31 MARCH 2021****10 Movement in funds****For the year ended 31 March 2021**

	<b>At 10 Oct 2019 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>At 31 Mar 2021 £</b>
<b>Restricted funds</b>					
Digital Exclusion	-	54,432	(17,494)	-	36,938
Patchway Community	-	416	(59)	-	357
Continuity	-	2,470	(2,470)	-	-
	-	57,318	(20,023)	-	37,295
<b>Unrestricted funds</b>					
General funds	-	18,325	(3,137)	-	15,188
	-	18,325	(3,137)	-	15,188
<b>Total funds</b>	-	75,643	(23,160)	-	52,483

**Restricted fund descriptions**

**Digital Exclusion** - launched in response to the COVID-19 pandemic and following approaches by community partners, we established our Digital Exclusion fund. The purpose of this fund is threefold;

- 1) cover direct expenses associated with laptop repurposing e.g. collection & distribution of laptops, and replacement parts;
- 2) cover direct expenses associated with providing data access, this is via a contract with a Bristol firm (Square One Networks) that provide a 12 month priced contract, on a rolling monthly renewal for unlimited data, and WiFi dongle;
- 3) overhead costs of managing those activities e.g. staff salaries. This fund includes a specific award from Quartet Community Foundation (A559801) and donations from corporates and individuals.

**Patchway Community** - a grant award from South Gloucestershire County Council to support a club at the Patchway Community Centre. The original award was made to cover 12 months of venue hire. That has not been fully spent due to COVID-19 lockdown. An extension has been agreed with South Gloucestershire County Council until 31 March 2022.

**Continuity** - a grant award from Quartet Community Foundation (A549841) to provide emergency funding for the charity at the start of the COVID-19 pandemic. It was for core costs and to ensure continuity of activities not covered by other funding.

**11 Related party transactions**

There are no other transactions with trustees or other related parties other than those disclosed as required by the Statement of Recommended Practice (SORP) elsewhere in the financial statements.