

**TRUSTEES ANNUAL  
REPORT 2024**

Castlepines Medical Foundation

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# Trustees Annual Report 2024

For the period from 1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024

**Charity name:** Castlepines Medical Foundation  
**Charity registration number:** 1187050  
**Charity address:** 36 Pall Mall, St James's, London, SW1Y 5JN

## Trustees:

All Trustees acted for the whole year:

David Grose, Chairman

Neil Carpenter, Secretary

Stanley Shepherd, Treasurer

Tafadzwa Mugwagwa

Ken Ralston

## Chairman's Foreword

It was impressive to see how much the charity was transformed in 2023 and was poised in 2024 to benefit from the foundations laid in 2023.

Unfortunately by 2024 donors were much harder to find and were scarcer still for a relative startup charity. Consequently we had no option but to pause our activities and to release our CEO in April 2024. On behalf of all the Trustees I would like to thank our CEO, Louise Normand, for her dedication and contribution on behalf of the charity and her instilling high standards of governance.

The strong desire among the trustees remains to achieve our declared objective:

*The advancement of health and relief of suffering, principally from non-communicable diseases and long term chronic illnesses such as high blood pressure, hypertension, cardiovascular, coronary heart disease and diabetes to countries in Africa, through improving access to medicines, therapies and health services where there is no adequate provision of these services to vulnerable children and adults*

We can and we will rise again.

## Introduction

CastlePines Medical Foundation (CMF) was set up in 2019 to address widespread medicine shortages for chronic non-communicable diseases (NCDs) in Africa. The charity was restarted in 2023 following two years of low activity, resulting directly from COVID-19 related risk aversion by UK banks and restrictions on international travel.

We transformed the charity during 2023 and into 2024 with new governance, and focused objectives.

There were multiple visits to Zimbabwe in which we established a wide network of contacts. Our mission was warmly welcomed by all the stakeholders we met.

However post COVID raising funds became significantly more challenging as there were less funds available and it was difficult for a relative start up charity to secure initial early funding.

Potential donors were much less likely to fund in the absence of a track record.

Although we had a confirmed donation of significant quantities medicines we were still unable to raise funds to utilise those medicines.

Despite the transformation of the charity through 2023 and into 2024, ultimately when our launch donation was used up, albeit carefully and wisely, and no further donations were achieved, we had no option other than to let our CEO go as the only employee in April 2024 and pause our activities while we reviewed further funding options.

We are paused but we are not finished.

## 2024 Overview

### Focus

Having spent 2023 transforming the charity's governance and organisation, 2024 was set to raise further funds in addition to the generous Launch Donation of £161,294.

### Activities

#### **Q1: Launch Loan to Launch donation**

On 1<sup>st</sup> February 2024 the donor of the Launch Loan offered to convert the Launch Loan in its entirety to an unrestricted Launch Donation, so leaving the Charity debt free. This was reported to the Trustees at an Emergency Board Meeting on 5<sup>th</sup> February 2024.

This generous offer was gratefully received by the Trustees, rendering the charity debt free.



During early 2024 the CEO continued her fund raising efforts. However, the common response was that donors were allocating their funds to charities with a track record.

Despite the thorough ground work done by the charity in 2023 and 2024 including all the on-site visits to Zimbabwe, meetings with key stakeholders plus the thorough and powerful analysis of their needs being combined into a credible strategy and project, of efforts, as a relative start-up we found no donors ready to fund our project, even though they acknowledged the strategy and projects .

### Challenges

It became clear during the first quarter of 2024 that the charity would not find a new donor or their funds before the Launch Donation was fully used up.

This was despite a confirmed offer to supply a range of free medicines to the Charity for distribution in Zimbabwe.

### Impact

The Charity did not find a new donor to continue our work into 2024.

We were consequently unable to measure a tangible impact for our beneficiaries.

The Charity had no option but to let go its one employee, CEO Lou Normand.

### Financial Overview

The accounts show a total Donation income of £48,451 against an expenditure of £48,514. During this period, charitable expenditure was funded exclusively through an extension of the unrestricted Launch Donation from the charity's founder and Chairman.

Full details of income and expenditure are outlined at the end of this report in our financial statements (Appendix 1) and accounts (Appendix 2).

#### Income

Between 1<sup>st</sup> January and 31<sup>st</sup> December 2024 the charity did not receive income from any source other than the Launch Donation of £48,451.

#### Expenditure

During 2024 the Charity's expenses totalled £48,514.76.

The principal expense was the salary of the CEO, totalling £15,901.76 (net), plus employer pension contributions of £1,343.46

The CEO conducted one visit to Zimbabwe. Travel and accommodation expenses totalled £879.72.

Due to significant delays in receiving the PAYE reference number from the contracted payroll service provider beyond the control of the charity, tax and NIC contributions could not be paid to HMRC for the year ending 31<sup>st</sup> December 2023.

A repayment plan was agreed with HMRC for the sum of £29,016.50, including interest, and was completed in 2024 to the satisfaction of HMRC.

### **Loans and debts**

At the start of 2024 the Launch Loan stood at £112,843.19

On 1<sup>st</sup> February 2024 the donor of the Launch Loan offered to convert the Launch Loan in its entirety to an unrestricted Launch Donation, so leaving the Charity debt free. This was reported to the Trustees at an Emergency Board Meeting on 5<sup>th</sup> February 2024 and gratefully accepted.

During 2024 a further £48,451.53 was donated to the charity as a continuation of the Launch Donation and used to pay for 2024 launch activity expenses.

At the end of 2024 the total Launch Donation stood at £161,294.72.

## **Governance and Management**

There were no changes to the structure of the Trustee Board, which is comprised of 5 members including an appointed Chair, Treasurer, and Secretary. The charity had one employee (CEO Lou Normand) and no volunteers joined the team.

**Board meetings:** There were three board meetings in 2024, all of which were quorate.

**Constitution:** There were no changes to the Constitution during the year.

## **Future Plans**

In 2024 we had intended to launch both aspects of Project Zambezi, strengthen financial resilience, and to expand our team so that we can increase the reach of our life-saving work.

However, these plans were put on hold due to the availability of funds.

## Appendix 1: Financial Summary

A summary of the Launch Donation and expenses for 2024 is set out in the table below.

All in £	Loan	Expenses
<b>Launch Donation Funds received in 2024</b>	48,451.53	
<b>Expenses</b>		
Salary		(15,901.76)
Travel and accommodation		(879.72)
Allianz Health Insurance		(873.60)
NEST Pension		(1,343.46)
Iris Payroll services		(499.72)
HMRC Repayment Plan		(29,016.50)
<b>Total expenses</b>		<b>(48,514.76)</b>
<b>Bank balance 31 Dec 24</b>	<b>5.36</b>	
<b>Launch Loan Donation balance</b>		
Loan	At end 2022	72,116.94
Loan	At end 2023	112,843.19
Donation	At end 2024	161,294.72

The Charity's cash flow was managed as follows: as upcoming expenses were identified, and before they became due, the donor paid into the Charity's bank account the necessary funds to meet those expenses.

Note that On 1st February 2024 the donor of the Launch Loan converted the Launch Loan in its entirety to an unrestricted Launch Donation, so leaving the Charity debt free.



## Appendix 2: Annual Accounts

Date	Transaction Payee	Note	Income	Expense
<b>Loan</b>				
<b>CastlePines Corporation Australia</b>				
18 Jan 2024	CastlePines Corporation Australia		£9,691.76	
18 Jan 2024	CastlePines Corporation Australia		£5,780.21	
12 Feb 2024	Dr Stanley Shepherd		£5.00	
16 Feb 2024	CastlePines Corporation Australia		£5,500.00	
19 Mar 2024	CastlePines Corporation Australia		£2,000.00	
22 Mar 2024	CastlePines Corporation Australia		£3,084.56	
26 Mar 2024	CastlePines Corporation Australia		£5,000.00	
15 Apr 2024	CastlePines Corporation Australia		£6,000.00	
6 May 2024	CastlePines Corporation Australia		£6,000.00	
4 Jun 2024	CastlePines Corporation Australia		£2,000.00	
8 Jul 2024	CastlePines Corporation Australia		£1,700.00	
4 Aug 2024	CastlePines Corporation Australia		£1,450.00	
16 Aug 2024	Dr Stanley Shepherd		£240.00	
<b>CastlePines Corporation Australia Total</b>			<b>£48,451.53</b>	
<b>Expenses</b>				
<b>Salary</b>				
30 Jan 2024	CEO	Jan-24		(£3,217.98)
28 Feb 2024	CEO	Feb-24		(£3,217.98)
27 Mar 2024	CEO	Mar-24		(£4,960.62)
28 Apr 2024	CEO	Apr-24		(£3,657.94)
6 May 2024	CEO	May-24		(£847.24)
<b>Salary Total</b>				<b>(£15,901.76)</b>
<b>Employee Pension</b>				
23 Jan 2024	NEST	Dec-23		(£256.83)
20 Feb 2024	NEST	Jan-24		(£256.83)
26 Mar 2024	NEST	Feb-24		(£256.83)
10 Apr 2024	NEST	Mar-24		(£256.83)
8 May 2024	NEST	Apr-24		(£256.83)
29 May 2024	NEST	May-24		(£59.31)
<b>Employee Pension Total</b>				<b>(£1,343.46)</b>
<b>Employee Health Insurance</b>				
21 Jan 2024	Allianz	Jan-24		(£201.60)
16 Feb 2024	Allianz	Feb-24		(£201.60)
21 Mar 2024	Allianz	Mar-24		(£217.28)
10 Apr 2024	Allianz	Apr-24		(£217.28)
19 May 2024	Allianz	May-24		(£35.84)
<b>Employee Health Insurance Total</b>				<b>(£873.60)</b>
<b>Employee Travel, Accommodation and Subsistence</b>				
6 May 2024	CEO	Zimbabwe expenses Jan 24		(£879.72)
<b>Employee Travel, Accommodation and Subsistence Total</b>				<b>(£879.72)</b>
<b>Payroll services</b>				
21 Jan 2024	IRIS Software Limited			(£69.00)
30 Jan 2024	IRIS Software Limited			(£69.00)
28 Feb 2024	IRIS Software Limited			(£69.00)
25 Mar 2024	IRIS Software Limited			(£69.00)
20 Apr 2024	IRIS Software Limited			(£69.00)
23 May 2024	IRIS Software Limited			(£138.00)
23 May 2024	IRIS Software Limited			(£3.83)
23 May 2024	IRIS Software Limited			(£3.89)
23 May 2024	IRIS Software Limited			(£3.89)
30 Jun 2024	IRIS Software Limited			(£5.11)
<b>Payroll services Total</b>				<b>(£499.72)</b>
<b>Income Tax and NIC</b>				
21 Jan 2024	HMRC	HMRC Repayment Plan		(£7,479.69)
21 Jan 2024	HMRC	HMRC Repayment Plan		(£1,753.64)
16 Feb 2024	HMRC	HMRC Repayment Plan		(£2,493.23)
20 Feb 2024	HMRC	HMRC Repayment Plan		(£1,753.64)
19 Mar 2024	HMRC	HMRC Repayment Plan		(£1,753.64)
21 Mar 2024	HMRC	HMRC Repayment Plan		(£2,108.41)
30 Apr 2024	HMRC	HMRC Repayment Plan		(£1,753.64)
22 Apr 2024	HMRC	HMRC Repayment Plan		(£764.94)
9 May 2024	HMRC	HMRC Repayment Plan		(£502.13)
9 May 2024	HMRC	HMRC Repayment Plan		(£86.01)
9 May 2024	HMRC	HMRC Repayment Plan		(£29.19)
13 May 2024	HMRC	HMRC Repayment Plan		(£1,394.69)
18 May 2024	HMRC	HMRC Repayment Plan		(£1,753.64)
9 Jun 2024	HMRC	HMRC Repayment Plan		(£129.09)
19 Jun 2024	HMRC	HMRC Repayment Plan		(£1,753.64)
22 Jul 2024	HMRC	HMRC Repayment Plan		(£1,753.64)
19 Aug 2024	HMRC	HMRC Repayment Plan		(£1,753.64)
<b>Income Tax and NIC Total</b>				<b>(£29,016.50)</b>
<b>Expenses Grand Total</b>				<b>(£48,514.76)</b>
<b>Bank balance 31 Dec 24</b>				
		<b>5.36</b>		

Due to significant delays in receiving the PAYE reference number from the contracted payroll service provider beyond the control of the Charity, tax and NIC contributions could not be paid to HMRC for the year ending 31<sup>st</sup> December 2023. A repayment plan for the sum of £29,016.50, including interest, was completed in 2024 as agreed with HMRC.

### Launch Loan / Donation balance

Loan	At end 2022	72,116.94
Loan	At end 2023	112,843.19
Donation	At end 2024	161,294.72

### NOTES

The Launch Loan was interest free with no fixed term. Repayment was due at times and in amounts determined by the trustees. On 1<sup>st</sup> February 2024 the donor of the Launch Loan converted the Launch Loan in its entirety to an unrestricted Launch Donation, so leaving the Charity debt free.

Trustees do not claim travel or other expenses.



Charity Number: 1187050

Castlepines Medical Foundation

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

CHARLES OSEI, BSc, MSc, FCIE, MCIPP, AFA, ATA

CHARITY INDEPENDENT EXAMINER / ACCOUNTANT

FLAT 3, 11 ROCHDALE WAY

LONDON

SE8 4LY

**Castlepines Medical Foundation**

Registered Charity No.            1187050

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

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## **Castlepines Medical Foundation**

**Registered Charity No.**

**1187050**

### **ORGANISATIONAL PROFILE**

**FOR THE YEAR ENDED 31 DECEMBER 2024**

#### **TRUSTEES**

David Grose	Chair
Neil Carpenter	Secretary
Stanley Shepherd	Treasurer
Tafadzwa Mugwagwa	
Ken Ralston	

#### **REGISTERED OFFICE:**

36 Pall Mall  
St James's  
London  
SW1Y 5JN

#### **BANKERS:**

Wise Payments Ltd.  
1st Floor, Worship Square  
65 Clifton Street  
London  
EC2A 4JE

#### **ACCOUNTANTS:**

Charles Osei, BSc (Hons), MSc, FCIE, AFA, ATA, MCIPP  
Flat 3, 11 Rochdale Way, Deptford London  
SE8 4LY



## **Castlepines Medical Foundation**

**Registered Charity No. 1187050**

### **INDEPENDENT EXAMINER'S REPORT ON THE FINANCIAL STATEMENTS TO THE TRUSTEES OF CASTLEPINES MEDICAL FOUNDATION**

I report on the financial statements for the year ended 31 December 2024 set out on pages 4 - 11.

This report is made solely to the Trustees of Castlepines Medical Foundation, as a body, in accordance with regulations made under section 145 of the Charities Act 2011 and Charity SORP. My work has been undertaken so that I might state to the Trustees matters I am required to state to them in an independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and Charity's trustees for my independent examination work, for this report, or for the statement I have given below.

#### **Respective responsibilities of Trustees and independent examiner**

As charity trustees of the organisation and for the purposes of charity law, are responsible for the preparation of the financial statements, the Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and under Part 16 of the 2006 Act, and that an independent examination is needed.

I report in respect of my examination of the Charity's accounts carried out:-

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

#### **Basis of independent examiner's statement**

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 reports limited to those matters set out in the statement on the next page.

**Castlepines Medical Foundation**

**Registered Charity No. 1187050**

**INDEPENDENT EXAMINER'S REPORT ON THE FINANCIAL STATEMENTS  
TO THE TRUSTEES OF CASTLEPINES MEDICAL FOUNDATION**

**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
  - a) to keep accounting records in accordance with Section 130 of the Charities Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.



Charles Osei, BSc (Hons), MSc, ACIE, AFA, ATA , MCIPP  
Flat 3, 11 Rochdale Way Deptford London SE8 4LY

Date 12/11/2025

# Castlepines Medical Foundation

Registered Charity No. 1187050

## BALANCE SHEET AS AT 31 DECEMBER 2024

	Notes	2024 £
Fixed Assets		-
Current Assets		
Debtors		-
Cash at Bank and in hand	3	5
Creditors		
Amount due within One Year		
Other Creditors		-
Net Assets/Liabilities		<u>5</u>
Reserves		
General Funds		5
Restricted Funds:		0
		<u>5</u>

The financial statements were approved by the Board of Trustees and authorised for issue on  
.....31st October 2025.....and were signed on its behalf by:

..........  
Trustee



# Castlepines Medical Foundation

Registered Charity No. 1187050

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024

	Notes	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £
<b>Incoming Resources</b>				
Donations		48,452	0	48,452
Research Grant		0	0	-
Repayment		-	-	-
Other Income		-	-	-
<b>Total Income</b>		<u>48,452</u>	<u>0</u>	<u>48,452</u>
<b>Expenditure:</b>				
Resources expended	2	48,516	-	48,516
Raising Funds		-	-	-
<b>Total Expenditure</b>		<u>48,516</u>	<u>0</u>	<u>48,516</u>
<b>Resources retained for further use</b>		(64)	-	(64)
<b>Transfer between Funds</b>		-	0	-
<b>Net Movement in Funds</b>				
<b>Reconciliations of Funds</b>				
Brought forward 01/01/2024		69	-	69
<b>Carried forward 31/12/2024</b>		<u><u>5</u></u>	<u><u>0</u></u>	<u><u>5</u></u>

The company made no recognised gains and losses other than those reported in the income and expenditure account.

## **Castlepines Medical Foundation**

**Registered Charity No. 1187050**

### **NOTES TO THE ACCOUNTS** **FOR THE YEAR ENDED 31 DECEMBER 2024**

#### **1. Accounting Policies**

##### **Basis of Preparation.**

These accounts have been prepared on an accrual basis and include income and expenditure as they are earned or incurred, rather than as cash received or paid. Reference to the "Charities SORP" refers to the Charities SORP (FRS 102): 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. 2nd edition effective 1 January 2019.

##### **1a. Income**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

##### **Launch Loan**

The Launch Loan was interest free with no fixed term. Repayment was due at time and in amounts determined by the trustees. On 1st February 2024 the donor of the Launch Loan converted the Launch Loan in its entirety to an unrestricted Launch Donation, so leaving the Charity debt free.

Trustees do not claim travel or other expenses.

##### **1b. Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is possible that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

##### **1c. Government grants**

Government grants are credited to the Statement of financial activities as the related expenditure is incurred.

##### **1d. Fund accounting**

Unrestricted Funds are receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted Funds are subjected to restrictions on their expenditure imposed by the donor.

Designated Funds are unrestricted funds but earmarked by the trustees for particular purposes.

## **Castlepines Medical Foundation**

**Registered Charity No. 1187050**

### **NOTES TO THE ACCOUNTS** **FOR THE YEAR ENDED 31 DECEMBER 2024**

#### **1e. Taxation**

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **1f. Debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at amount prepaid.

#### **1g. Cash at bank and in hand**

Cash at bank and 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.

#### **1h. Liabilities and provisions**

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

#### **1i. Financial Instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

#### **1j. Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The Charity does not currently have any significant accounting estimates or areas of judgement.

#### **1k. Tangible Fixed Assets**

Equipment and other tangible fixed assets are capitalised when the cost is £500 or more

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment                      -     straight line over 3 years



**Castlepines Medical Foundation**

**Registered Charity No. 1187050**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**2 Resources Expended**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	<b>2024</b>	<b>2024</b>	<b>2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Salary	15,902	-	15,902
Employee Pension	1,343	-	1,343
Employee Health Insurance	874	-	874
Employee Travel, Accommodation and Subsistence	880	-	880
Payroll Services	500	-	500
Income Tax and NIC	29,017	-	29,017
<b>Total resources expended</b>	<b>48,516</b>	<b>-</b>	<b>48,516</b>

**3 Cash at Bank and in Hand**

<b>2024</b>
<b>£</b>
<b>5</b>