

**Rookhow Quaker Meeting House and Bunkbarn  
Trustees Annual report  
9<sup>TH</sup> March 2020 to 31<sup>st</sup> December 2020**

**Rookhow Trustees' Annual Report and Financial Statement for  
the Period**

**9<sup>th</sup> March 2020 to 31<sup>st</sup> December 2020**

**Charity Name: Rookhow**

**Charity Registration Number: 1188409**

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**Rookhow Quaker Meeting House and Bunkbarn**  
**Trustees Annual report**  
**9<sup>TH</sup> March 2020 to 31<sup>st</sup> December 2020**

Reference and administrative details:

Charity registration number: **1188409**

Address: **Rookhow, Colton, Ulverston, LA12 8LA**

**First Charity Trustees:**

Paul Andrews Dec 2023)	(from 9 <sup>th</sup> March 2020 - 31 <sup>st</sup>
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Margaret Rebecca Marsden Dec 2022)	(from 9 <sup>th</sup> March 2020 - 31 <sup>st</sup>
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Peter Marston Dec 2021)	(from 9 <sup>th</sup> March 2020 - 31 <sup>st</sup>
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Catherine Andrea Betoim 2022)	(from 9 <sup>th</sup> March 2020 - 31 <sup>st</sup> Dec
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**Nominated Trustees:**

<b>Appointed by:</b> Swarthmoor (South West Cumbria) Area Meeting of Religious Society of Friends Helen Bailey 2023)	(from 9 <sup>th</sup> March 2020 - 31 <sup>st</sup> Dec
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<b>Appointed by:</b> Central and North Lancashire Area Meeting of Religious Society of Friends	
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Christine Gwyneth Hall Farthing	(from 4 <sup>th</sup> Aug 2020 - 3 <sup>rd</sup> Aug 2023)
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<b>Appointed by:</b> Kendal and Sedbergh Area Meeting of Religious Society of Friends	
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Caroline Stow Aug 2023)	(from 4 <sup>th</sup> Aug 2020 - 3 <sup>rd</sup>
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Development Manager (contract of services)	Sue Nicholls
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Finance officer (contract of services)	Sharon Callaghan
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Bankers:	Cumberland Building Society
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**Rookhow Quaker Meeting House and Bunkbarn  
Trustees Annual report  
9<sup>TH</sup> March 2020 to 31<sup>st</sup> December 2020**

## **The Context of Rookhow:**

Rookhow (originally known as Rook Howe) is located in the secluded Rusland Valley, within the southern part of the Lake District National Park between Coniston Water and Windermere. Set in historic '1652 country', Rookhow is 10 miles from the birthplace of Quakerism, Swarthmoor Hall.

Rookhow comprises of the original Meeting House built in 1725 to service the outlying and scattered communities of Quakers (Society of Friends). A Grade II\* property, it includes the former warden's accommodation, a Bunkbarn converted from the stables in the 1980s (Grade II listed), a gig barn and garage and 12 acres of ancient oak woodland (Quakers' Wood).

## **Vision**

Our vision is to provide opportunities for Quakers and the wider community, particularly the most disadvantaged, to experience tranquillity, peace and through the development of simple, affordable and accessible accommodation for community and residential groups. As part of our charitable aims we actively pursue funding opportunities to assist disadvantaged groups and individuals in using Rookhow as a place for healing, nurture and fun for their benefit. We consider this purpose in making Rookhow an available space for others to use as one of our key objectives, under its charitable status.

## **Structure Governance and Management:**

Rookhow CIO is managed by the present Trustee group which is responsible for the oversight and governance of the property and its ancient woodland. Under the current lease document, Friends Trust Limited hold the property in trust whilst Swarthmoor Area Meeting remain as lease holders (landlords) to the property. Rookhow CIO remain as tenants to the property for the period of 7 years; 11<sup>th</sup> April 2020 - 10<sup>th</sup> April 2027.

Rookhow Trustees convene meetings on an approximately monthly basis to oversee and direct the management of the charity in accordance with its charitable aims. Our part-time development manager Sue Nicholls contributes to our meetings by submitting full monthly reports and may attend part of our meetings as required.

Rookhow CIO is responsible for establishing policies and procedures, which provide a framework for the work of Rookhow and for setting the objectives and strategies in furtherance of the charity's aims. The Trustee group oversees the financial affairs in conjunction with our part-time finance officer Sharon Callaghan, ensuring that adequate financial and other records are maintained, that all statutory regulations are observed and that all statutory returns are completed accurately and on time.

## **Objectives and activities:**

1. The furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain.
2. Such other purposes which may be charitable according to the law of England and Wales.

The activities associated with these objectives as contained in our Business plan include:

- a) Providing Rookhow for the public benefit as a place for learning, and for spiritual retreat and refreshment, open to all, especially disadvantaged members of society
- b) Stewardship and protection for the public benefit of the local natural environment including Quakers' Wood; and
- c) Maintaining Rookhow as a place of worship of the Religious Society of Friends (Quakers)

**Rookhow Quaker Meeting House and Bunkbarn  
Trustees Annual report  
9<sup>TH</sup> March 2020 to 31<sup>st</sup> December 2020**

## **Achievements and performance:**

This report contains details of the first 9 months since Rookhow was established as a CIO with the Charities Commission on 9<sup>th</sup> March 2020. Prior to the commencement of the CIO, Rookhow was managed by the Rookhow oversight group which had been established in 2018. Alongside Swarthmoor Trustees the oversight group helped establish and agree this newly formed CIO. To put the period 9<sup>th</sup> March 2020 until 31<sup>st</sup> December 2020 into perspective when we began this journey as trustees, we could never have imagined what we were about to face as the global pandemic took hold. Despite having to face the challenges of two periods of nationwide lockdowns we have managed to respond creatively as a newly formed CIO.

Two weeks after the Rookhow Trustees took up post, the first of the nationwide Lockdown was announced on 23<sup>rd</sup> March 2020, in response to the Covid 19 Pandemic. This meant the cancellation of bookings for the majority of the year with the consequent curtailment of income. Trustees agreed for Rookhow to close to business between the period April – July 2020. On the 29<sup>th</sup> June 2020 at the Trustees meeting it was agreed to reopen our doors for bookings however with reduced numbers to any booking in accordance with Government guidelines. This required us to amend our pricing structures to make it affordable for visitors to book.

During the period of July – October 2020 we received a total of 29 nights booking within the Bunkbarn of which 13 nights were under our charitable status\* (44%) and 3 nights camping. Our meeting house also took 14 day time bookings by different groups/organisations.

At the trustees meeting held on 18th November 2020, it was agreed Rookhow would need to close our doors for further bookings in line with a further period of nationwide restrictions due to the pandemic.

In light of the reduced income created by these losses in income from bookings for the year, we were required to reduce the number of hours that Sue Nicholls our Development manager was contracted. Initially Sue's hours were reduced to 11.5 hours per week, however after receiving a district council Covid Business closure grant we were able to re-establish her contracted hours to 15 per week from April 2020 which has been reviewed monthly by Trustees.

As a result of these restrictions to our intended activities and in line with our charitable aims, we were led to offer an alternative approach to our outreach work within the local and wider communities through our use of online activities which have included Zoom cafes/workshops/social events initiated by Sue Nicholls and in collaboration with Trustees. Throughout this period we have engaged in excess of 200 people attending these events allowing members of wider communities to keep connected despite the challenges caused by the pandemic. In total there have been 35 weekly Zoom epilogue meetings convened, allowing a period of quiet reflection combined with a reading, 11 all age Zoom socials involving 70 people and including 25 children and young people. A total of 4 workshops on themes connected to mental health and well being have been attended by over 40 people from across the UK

and Europe. Our Zoom cafes have been especially popular totalling 38 weekly sessions with people in the Rusland Valley as well as for local Quakers. These sessions have reached out to people on topics such as coping with the lockdown, self isolating, what we've read in lockdown, DIY catastrophes, sharing cake recipes, virtual tour of local community cinema as well as a craft workshop. In addition we hosted 4 workshops for the Quaker community textile project Loving Earth. Due to the success of these sessions, there are now a group of Rookhow volunteers who have been willing to help facilitate these sessions.

In addition to these online events we were able to offer in person, a number of worshiping experiences through our monthly mid week meeting for worship convened both indoors when restrictions allowed as well as a very damp mid week evening meeting for worship within our ancient woodland, during the month of August.

Given the restrictions caused by the pandemic this initial period as a CIO has allowed us to concentrate on the much needed refurbishments/development of the Rookhow site and buildings in preparation for the future. This has only been possible by the generous grants which have been successfully applied for as part of our development managers role which being directed by the Trustees strategic visioning. In addition to these grants we have been gifted a significant amount from both local and national Quaker funds which have contributed to the improvements to both the Meeting House as well as Bunkbarn. One of the aims was to improve the rooms available for community use in the Rusland valley. These improvements undertaken by a local craftsman and his team, specialising in historic buildings includes; focussing on remediating damp work and laying the foundations for sustainably powered under floor heating within the Meeting House. There have also been improvements within the Bunkbarn as well as the meeting house, focussing on the drainage issues around both buildings in order to address the longer term issues of damp by the building of a French drain system.

During the period July – October 2020 there has been a total of 10 separate work parties by a group of 21 volunteers including 3 young people. There was a total of 300 volunteer hours completed during this period of the report. The types of work undertaken by this dedicated group of registered volunteers has included gardening, painting, walling, clearing & cleaning, wood collecting and helping to re-configure the bunkbarn so as to make it more suitable for smaller groups. In addition to our increasing volunteer base we have now attracted 20 supporters towards our Friends of Rookhow. This initiative also followed the launch of the Rookhow Appeal which we launched in June and which had accumulated approximately £12,000 by 31<sup>st</sup> December 2020.

In August 2020, we were joined by two further trustees, Caroline Stow (Kendal and Sedbergh Quaker Area meeting) and Christine Hall Farthing (Lancashire Central and North Quaker area meeting) who were nominated to join Rookhow CIO. We welcomed them as new trustees and look forward to their contributions with their previous knowledge and experience of working as trustees.

Shortly after commencing as a CIO we welcomed Sharon Callaghan as our finance officer employed on a contractual basis for the CIO, alongside Sue Nicholls. Due to the limited number of bookings our cleaner has undertaken less work than we would have expected but has still be an invaluable member of the team adapting to the importance of keeping Rookhow, "Covid Safe" by adapting to the necessary procedures for cleaning, following any visitors staying.

### **Plans for the year ahead**

In December and in keeping with our objectives as a Charity we were successful in obtaining a £10,000 grant from the Quaker Mental Health fund. This was much welcomed news, as it will allow us to provide significant bursaries for socially disadvantaged groups to book our facilities at Rookhow and to enjoy the stillness and spiritual presence that can be witnessed by our visitors when they stay. We look forward to offering these opportunities to these groups and individuals as we think ahead for 2021.

During the past year we have become increasingly aware of our responsibility as custodians to care and maintain Rookhow's ancient woodland with its special and unique qualities. It is essential as Trustees, in conjunction with our volunteer and professional bodies, that we continue to provide a strict governance arrangement to preserve this historic natural feature contained within Rookhow.

As part of our commitment to becoming a socially responsible employer, we are looking how we can develop a more sustainable position of a part-time development manager employed directly by Rookhow CIO. We are also anticipating the essential maintenance work towards the meeting house will

be completed in order to allow increased use and accessibility by the local community as well as visitors from further afield to experience the uniqueness that Rookhow holds.

As we come to the end of our first year as a CIO, it is important to note the commitment and dedication by Trustees who have contributed their time, experience and knowledge to help support and create a great team in order for Rookhow to return to becoming a power house of spirit lead social activism. We hope we are beginning to follow in the footsteps of our early Friends, who would use Rookhow as a place to gather for worship and retreat. One of our main aims to provide opportunities for disadvantaged groups and for them to experience the special qualities that Rookhow holds, appears to link well with our social history.

*\*charitable bookings being educational, organised programmes, therapeutic*

**Financial Review: See attached**

**Reserves policy: Reserves Policy Statement Rookhow 2021**

Reserves are totally unrestricted funds, which are freely available to spend to cover contingences such as loss of income, which is usually used to cover the Meetings on-going expenses or other unexpected but unavoidable costs.

For Rookhow, the business plan recognises that there are major building renovation works required, which are as yet not fully costed but which will be funded from grant monies rather than from current income. As the buildings are a peppercorn lease hold, Rookhow CIO does not have full responsibility for them and although they are on a 'repairing' lease, Swarthmoor AM does not require that they will be returned in better condition than when originally given over.

Monies, which have been donated to fund the renovations, are held in restricted funds and are therefore not available to be included in the charities reserves.

Therefore the Rookhow CIO agree to hold 6 months general running costs, currently calculated as £19,500 in reserve. (This will not include any major renovation work).

The budget also assumes that any surplus from General Reserves once 6 months running costs have been set aside will be reviewed by trustees and considered in relation to recurrent maintenance costs and specific projects linked to our charitable aims.

Paul Andrews  
Clerk to Rookhow CIO  
30<sup>th</sup> July 2021



Independent Examiner's Report

Report to the Trustees of Rookhow, Rookhow Estate, Colton, Ulverston, Cumbria  
LA12 8LA

Charity Number 1188409

On accounts for the year 9<sup>th</sup> March 2020 to 31<sup>st</sup> December 2020

I confirm that I have completed my examination and, to the best of my knowledge, I believe that the accounts as declared on the Charity Commission report CC17a declaring the carry forward figure of £72375 are correct.

Signed

Janet Reed  
4<sup>th</sup> October 2021

11 Sunningdale Drive,  
Buckshaw Village,  
Chorley,  
PR& 7ED



Rookhow			Charity No (if any)	1188409	CC17a
Annual accounts for the period					
Period start date	09/03/2020	To	Period end date	31/12/2020	

## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year	Total last year
			Unrestricted funds	income funds	Endowment funds		
			£	£	£	£	£
			F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>							
<b>incoming resources from generated funds</b>			-	-	-	-	-
Voluntary income		S01	14,843	4,640	-	19,483	-
Activities for generating funds		S02	7,475	-	-	7,475	-
Investment income		S03	-	-	-	-	-
<b>Incoming resources from charitable activities</b>		S04	19,866	94,118	-	113,984	-
<b>Other incoming resources</b>		S05	-	-	-	-	-
<b>Total incoming resources</b>		S06	42,184	98,758	-	140,942	-
<b>Resources expended (Notes 4-8)</b>							
<b>Costs of Generating Funds</b>			-	-	-	-	-
Costs of generating voluntary income		S07	7,186	-	-	7,186	-
Fundraising trading costs		S08	558	-	-	558	-
Investment management costs		S09	-	-	-	-	-
<b>Charitable activities</b>		S10	79	57,820	-	57,899	-
<b>Governance costs</b>		S11	2,924	-	-	2,924	-
<b>Other resources expended</b>		S12	-	-	-	-	-
<b>Total resources expended</b>		S13	10,747	57,820	-	68,567	-
<b>Net incoming/(outgoing) resources before transfers</b>		S14	31,437	40,938	-	72,375	-
<b>Gross transfers between funds</b>		S15	-	-	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		S16	31,437	40,938	-	72,375	-
<b>Other recognised gains/(losses)</b>							
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
<b>Net movement in funds</b>		S19	31,437	40,938	-	72,375	-
<b>Total funds brought forward</b>		S20	-	-	-	-	-
<b>Total funds carried forward</b>		S21	31,437	40,938	-	72,375	-



## Section B Balance sheet

		Note	Restricted			Total this year £ F04	Total last year £ F05
			Unrestricted funds £ F01	income funds £ F02	Endowment funds £ F03		
<b>Fixed assets</b>							
Tangible assets	(Note 9)	B01	-	-	-	-	-
		B02	-	-	-	-	-
Investments	(Note 10)	B03	-	-	-	-	-
<i>Total fixed assets</i>		B04	-	-	-	-	-
<b>Current assets</b>							
Stock and work in progress		B05	-	-	-	-	-
Debtors	(Note 11)	B06	-	-	-	-	-
(Short term) investments		B07	-	-	-	-	-
Cash at bank and in hand		B08	79,153	-	-	79,153	-
<i>Total current assets</i>		B09	79,153	-	-	79,153	-
<b>Creditors: amounts falling due within one year</b>							
(Note 12)		B10	6,778	-	-	6,778	-
<i>Net current assets/(liabilities)</i>		B11	72,375	-	-	72,375	-
<i>Total assets less current liabilities</i>							
		B12	72,375	-	-	72,375	-
<b>Creditors: amounts falling due after one year</b>							
(Note 12)		B13	-	-	-	-	-
Provisions for liabilities and charges		B14	-	-	-	-	-
<i>Net assets</i>		B15	72,375	-	-	72,375	-
<b>Funds of the Charity</b>							
Unrestricted funds		B16	31,437			31,437	-
		B17	-			-	-
Restricted income funds (Note 13)		B18		40,938		40,938	-
Endowment funds (Note 13)		B19			-	-	-
<i>Total funds</i>		B20	31,437	40,938	-	72,375	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

**Section C****Notes to the accounts****Note 1 Basis of preparation**

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

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\* 

✓

 Accounting Standards;
- or 


 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

[\*\* except for the following].

***Give details in this box if a different standard has been followed.***

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

\*\* - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

***Give details in this box of any material changes that have been made.***

§ if no changes have been made to accounting policies then delete these words.

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years (§§ except for the following).

***Give details in this box of any material changes that have been made.***

§§ if no changes have been made to accounts for previous periods then delete these words.

## Note 2

## Accounting policies

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

**INCOMING RESOURCES**

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>the trustees are virtually certain they will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA on receipt.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.  Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.  Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**EXPENDITURE AND LIABILITIES**

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Governance costs</b>	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
<b>Support Costs</b>	

Support costs include all cost relating to central functions.

**ASSETS**

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

**Note 3 Analysis of incoming resources**

*Incoming resources may be further analysed if this would help the reader of the accounts.*

	Analysis	This year £	Last year £
<b>Voluntary income</b>	Friends of Rookhow scheme	1,223	-
	Donations	18,260	-
		-	-
		-	-
		-	-
	<b>Total</b>	<b>19,483</b>	<b>-</b>
<b>Activities for generating funds</b>	Lettings income	7,475	-
		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	<b>7,475</b>	<b>-</b>
<b>Investment income</b>		-	-
		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
<b>Incoming resources from charitable activities</b>	Rookhow Appeal	15,057	-
	Grants	98,927	-
		-	-
		-	-
		-	-
	<b>Total</b>	<b>113,984</b>	<b>-</b>

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 4                      Analysis of resources expended**

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
<b>Costs of generating voluntary income</b>	Accommodation costs	6,280	-
	Marketing and other costs	906	-
		-	-
		-	-
		-	-
	<b>Total</b>	7,186	-
<b>Fundraising trading costs</b>	Promotion of Appeal	558	-
		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	558	-
<b>Investment management costs</b>		-	-
		-	-
		-	-
	<b>Total</b>	-	-
<b>Charitable activities</b>	Volunteer activities	79	-
	Development worker costs	14,930	-
	Renovations and Restoration works	42,811	-
		-	-
		-	-
	<b>Total</b>	57,820	-
<b>Governance costs</b>	Bookkeeping and office costs	2,924	-
		-	-
		-	-
	<b>Total</b>	2,924	-

**Section C****Notes to the accounts****(cont)****Note 5 Support Costs**

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

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
n/a	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Total</b>	-	-	-	-

**Note 6 Details of certain items of expenditure****6.1 Trustee expenses**

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
None	
None	
None	£

**6.2 Fees for examination or audit of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

Independent examiner's or auditors' fees for reporting on the accounts

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

This year £	Last year £
None	
None	

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 7**                      **Paid employees**  
*Please complete this note if the charity has any employees.*

**7.1 Staff Costs**

	This year £	Last year £
Gross wages, salaries and benefits in kind	None	-
Employer's National Insurance costs	none	-
Pension costs	none	-
<b>Total staff costs</b>	-	-

**7.2 Average number of full-time equivalent employees in the year**

	This year Number	Last year Number
The parts of the charity in which the employees work		
Fundraising	none	-
Charitable Activities	none	-
Governance	none	-
Other	none	-
<b>Total</b>	-	-

**7.3 Defined contribution pension scheme**

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

Brief details of the scheme	N/A
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	This year £	Last year £
The costs of the scheme to the charity for the year		
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		



**(cont)**

**Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.**

Purpose for which grants made	Grants to institutions Total amount £	Grants to individuals Total amount £
n/a	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Total</b>	-	-

***If the charity's accounts are prepared on the "activity basis" please give details of any support cost associated with grantmaking. Please enter "Nil" if the charity does not identify and/or allocate support costs.***

£

***If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution supported, purpose of the grant and total paid to each institution listed. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.***

Names of institutions	Purpose	Total amount of grants paid £
N/A		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
<b>Total grants to institutions</b>		<b>-</b>

**Section C****Notes to the accounts****(cont)****Note 9 Tangible fixed assets****Please complete this note if the charity has any tangible fixed assets****9.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

**9.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB
<b>** Rate</b>					

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

**9.3 Net book value**

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

**9.4 Revaluation****If any fixed assets have been revalued please give details of the valuer and method of valuation**

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

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

**Section C****Notes to the accounts****(cont)****Note 10 Investment assets***Please complete this note if the charity has any investment assets.***10.1 Fixed assets investments**

	£
Carrying (market) value at beginning of year	-
<b>Add:</b> additions to investments at cost	-
<b>Less:</b> disposals at carrying value	-
<b>Add/(deduct):</b> net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

*Please provide below:*

**10.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.**

**10.3 A breakdown of the income from investments agreeing with SOFA row S03.**

**Analysis of investments**

	<b>10.2 Market value at year end £</b>	<b>10.3 Income from investments for the year £</b>
<b>Investment properties</b>	-	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-	-
Investments in subsidiary or connected undertakings and companies	-	-
Securities not listed on a recognised Stock Exchange	-	-
Cash held as part of the investment portfolio	-	-
Other investments	-	-
<b>Total</b>	-	-

**10.4 Material investment holdings**

If any single investment is material in terms of its value (for example represents more than 5 per cent of the value of the charity's total investments) please provide details.

<b>Investment held</b>	
<b>Market Value</b>	

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 11 Debtors and prepayments**

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

**Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	-	-	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	-	-	-
Prepayments and accrued income	-	-	-	-
<b>Total</b>	-	-	-	-

**Note 12 Creditors and accruals**

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

**12.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	3,978	-	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	2,800	-	-	-
Accruals and deferred income	-	-	-	-
<b>Total</b>	6,778	-	-	-

**12.2 Security over assets**

*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

n/a

**Section C****Notes to the accounts****(cont)****Note 13 Endowment and restricted income funds**

*Please complete this section if the charity has any endowment or restricted income funds.*

**13.1 Funds held**

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions

**13.2 Movements of major funds**

*Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.*

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £	Fund balances carried forward £
Development Worker	-	22,390	- 14,930	-	-	7,460
Historic repair and renovation	-	61,311	- 42,890	-	-	18,421
Rookhow Appeal	-	15,057	-	-	-	15,057
						-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total Funds</b>	-	98,758	- 57,820	-	-	40,938

**13.3 Transfers between funds**

*Please give details of any transfers between funds.*

From Fund (Name)	To Fund (Name)	Reason	Amount

## Note 14 Transactions with related parties

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 6) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.*

### 14.1 Remuneration and benefits

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.*

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £
N/A			

### 14.2 Loans

*Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.*

	Name of trustee or connected party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties				
Due from trustees and related parties				

### 14.3 Other transaction(s) with trustees or related parties

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £

<b>Note 15</b>	<b>Additional Disclosures</b>
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The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.