

POSITIVE SOCIAL

England & Wales · Charity number 1189911

Details

Status Registered

Legal form CIO

Registered 2020-06-11

Register [View on the Charity Commission register](#)

Contact

Address 6 Home Farm Close
Ockbrook
Derby
DE72 3SQ

Phone 01332322746

Email hello@positivesocial.org.uk

Website <https://positivesocial.org.uk/>

Activities

Objects: THE OBJECT OF THE CIO IS:THE ADVANCEMENT OF THE PROTECTION OF THE PUBLIC, IN PARTICULAR BUT NOT EXCLUSIVELY CHILDREN AND YOUNG PEOPLE, BY THE PROVISION OF TALKS, WORKSHOPS, TRAINING AND BY SUCH OTHER MEANS AS THE TRUSTEES SHALL THINK FIT ON THE POSITIVE AND SAFE USE OF SOCIAL MEDIA DESIGNED TO PROTECT THEM FROM HARM ARISING FROM ITS INCORRECT OR UNSAFE USE, AND FROM CONTACT WITH UNSUITABLE MATERIAL ON THE INTERNET OR SIMILAR MEDIA.

Activities: Delivery of sessions teaching on the safe and positive use of social media.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People, The General Public/mankind

Geography

- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£9,759	£6,495	-	-
2023-03-31	£1,200	£0	-	-
2022-03-31	£900	£0	-	-
2021-03-31	£0	£0	-	-

Trustees

Name	Role	Appointed
Kerry Jayne Saxby	Chair	2020-06-11
Andrew Steven Townsend		2023-06-27
GEOFFREY WILLIAM PEEL		2023-01-17
Katherine Coggan		2024-06-21

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Trustees' Annual Report for the period

		Period start date			Period end date		
From	1	April	2023	To	31	August	2024

Section A Reference and administration details

Charity name

Positive Social

Other names charity is known by

Registered charity number (if any)

1189911

Charity's principal address

6 Home Farm Close
 Ockbrook
 Derby
 Postcode DE72 3SQ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kerry Saxby	Chair		
2	Mark Saxby			
3	Sally Goodman		Resigned 1 Aug 2024	
4	Geoffrey Peel			
5	Andrew Townsend		27 June 2023 onwards	
6	Katherine Coggan		21 June 2024 onwards	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by resolution at meeting of trustees

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The advancement of the protection of the public, in particular but not exclusively children and young people, by the provision of talks, workshops, training and by such other means as the trustees shall think fit on the positive and safe use of social media designed to protect them from harm arising from its incorrect or unsafe use, and from contact with unsuitable material on the Internet or similar media.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The trustees follow the guidance of the Charity Commission to ensure the activities of Positive Social are for the public benefit.

The charity works with schools and other groups to teach young people to use social media positively and constructively and to avoid the negatives, such as bullying, addiction, self-worth issues and hindering, future career prospects. Young people gain an understanding of how social media can provide opportunities for the future and promote community cohesion.

Social media is an inescapable part of young people's lives and of the world that surrounds them. When used in the right way, it can have a positive impact on the young people, if not it can have a very negative impact and can lead to addiction, relationship issues, self-worth issues and self-harm.

Positive Social also delivers sessions for teachers, leaders, parents and carers, equipping them with the knowledge they need to support young people in their social media use and through any issues that may arise.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Positive Social saw a significant increase in demand for its sessions during the year, particularly since the start of the 2023-24 academic year.

During the 2023-24 academic year, 131 sessions were delivered to children – 42 in primary schools, 87 in secondary schools, 1 in a special school and 1 in a youth group.

One primary school also had parent and teacher sessions, and two online parent sessions took place.

All of the young people's sessions resulted in commitments to change their behaviour on social media, such as checking privacy settings, leaving social networks that didn't make them feel good when using them or spending less time on phones.

The parents' and teachers' sessions equipped attendees to support young people and to make decisions around their children's social media and smartphone use.

We began to reach schools outside of the East Midlands, in areas including the West Midlands, London, Kent and Lancashire. This was done by training deliverers in different locations and partnering with other organisations already working in schools.

We were also delighted to see an increase in income which significantly increased our capacity to deliver free sessions to children in school years 7 and 8.

This income came through corporate sponsorship and fundraising, as well as donations from individuals and companies, payment for sessions in primary schools and two small grants.

Section E

Financial review

Brief statement of the charity's policy on reserves

N/A

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;

- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees.



Kerry Saxby

Trustee

25 June 2025



Positive Social

1189911

Receipts and payments accounts

CC16a

For the period
from

1 April 2023


To

31 August 2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Session Delivery	2,008			2,008	1,200
Individual Donations	2,186			2,186	-
Corporate Session Sponsorship	660			660	-
Corporate Donations	1,501			1,501	-
Corporate Fundraising	2,304			2,304	-
Grants - General	300			300	-
Grants - Specific Sessions	800			800	-
Sub total (Gross income for AR)	9,759	0	0	9,759	1,200
A2 Asset and investment sales, (see table).					
				-	
				-	
Sub total	0	0	0	0	0
Total receipts	9,759	0	0	9,759	1,200
A3 Payments					
Delivery costs (free Year 7 & 8 sessions)	4,478			4,478	-
Delivery costs (other sessions)	784			784	-
Admin & general expenses	1,233			1,233	-
Sub total	6,495	0	0	6,495	0
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	0	0	0	0	0
Total payments	6,495	0	0	6,495	0
Net of receipts/(payments)	3,265	0	0	3,265	1,200
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,100	-	-	2,100	-
Cash funds this year end	5,365	0	0	5,365	1,200

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		5,365	-	-
		-	-	-
	Total cash funds	5,365	0	0
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	None	-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	None		-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	None		-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	None		-	
Signed on behalf of the trustees	Signature	Print Name		Date of approval
		Kerry Saxby		19/11/2024

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Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	April	2022		31	March	2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kerry Saxby			
2	Mark Saxby			
3	Sally Goodman			
4	Geoffrey Peel		17 th January 2023 onwards	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Charitable Incorporated Organisation (CIO)
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed by resolution at meeting of trustees

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The advancement of the protection of the public, in particular but not exclusively children and young people, by the provision of talks, workshops, training and by such other means as the trustees shall think fit on the positive and safe use of social media designed to protect them from harm arising from its incorrect or unsafe use, and from contact with unsuitable material on the Internet or similar media.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The trustees follow the guidance of the Charity Commission to ensure the activities of Positive Social are for the public benefit.

The charity works with schools and other groups to teach young people to use social media positively and constructively and to avoid the negatives, such as bullying, addiction, self worth issues and hindering, future career prospects. Young people gain an understanding of how social media can provide opportunities for the future and promote community cohesion.

Social media is an inescapable part of young people's lives and of the world that surrounds them. When used in the right way, it can have a positive impact on the young people, if not it can have a very negative impact and can lead to addiction, relationship issues, self worth issues and self harm.

Positive Social also delivers sessions for teachers, leaders, parents and carers, equipping them with the knowledge they need to support young people in their social media use and through any issues that may arise.

A schools worker from another local charity has been trained to deliver Positive Social sessions, increasing capacity for session delivery going forward.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Positive Social was very pleased to see an increase in demand for its sessions during 2022-23. The charity began receiving regular enquiries from the start of the 2022-23 academic year, as schools became more open to having external visitors again following the COVID pandemic.

These enquiries were received from schools in the area local to the charity's base in Derbyshire, as well as from other areas of England.

They resulted in the delivery of a total of 23 sessions - 19 to young people, two to parents and two to teachers. The sessions took place in five schools – one state primary, three state secondary, one private preparatory and one private secondary – as well as one college.

All of the young people's sessions resulted in commitments to change behaviour on social media, such as checking privacy settings and leaving social networks that didn't make people feel good when using them.

The parents' and teachers' sessions equipped attendees to support their young people.

The charity was also able to deliver 2 online parents' sessions for parents of children of any age and attending any school, making sessions available to a wider group.

Section E

Financial review

Brief statement of the charity's policy on reserves

N/A

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

A handwritten signature in black ink, appearing to read 'Kerry Saxby', written in a cursive style.

Kerry Saxby

Trustee

29 January 2024



Positive Social

1189911

Receipts and payments accounts

CC16a

For the period
from

1 April 2022


To

31 March 2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Repton Prep	300	-	-	300	-
Derby High School	900	-	-	900	-
Sub total (Gross income for AR)	1,200	0	0	1,200	0
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	0	0	0	0	0
Total receipts	1,200	0	0	1,200	0
A3 Payments					
	-	-	-	-	-
	-	-	-	-	-
Sub total	0	0	0	0	0
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	0	0	0	0	0
Total payments	0	0	0	0	0
Net of receipts/(payments)	1,200	0	0	1,200	0
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	900	-	-	900	-
Cash funds this year end	2,100	0	0	2,100	0

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		2,100	-	-
		-	-	-
	Total cash funds	2,100	0	0
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
Signed on behalf of the trustees	Signature	Print Name		Date of approval
				

POSITIVE SOCIAL

England & Wales - Charity number 1189911

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Trustees' Annual Report for the period						
Period start date			Period end date			
1 April 2021			31 March 2022			
From			To			

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

6 Home Farm Close	
Ockbrook	
Derby	
Postcode	DE72 3SQ

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Kerry Saxby			
2 Mark Saxby			
3 Sally Goodman			
4 Hollie Astle		1 st Apr - 11 Oct 2021	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by resolution at meeting of trustees

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The advancement of the protection of the public, in particular but not exclusively children and young people, by the provision of talks, workshops, training and by such other means as the trustees shall think fit on the positive and safe use of social media designed to protect them from harm arising from its incorrect or unsafe use, and from contact with unsuitable material on the Internet or similar media.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The trustees follow the guidance of the Charity Commission to ensure the activities of Positive Social are for the public benefit.

The charity works with schools and other groups to teach young people to use social media positively and constructively and to avoid the negatives, such as bullying, addiction, self worth issues and hindering, future career prospects. Young people gain an understanding of how social media can provide opportunities for the future and promote community cohesion.

Social media is an inescapable part of young people's lives and of the world that surrounds them. When used in the right way, it can have a positive impact on the young people, if not it can have a very negative impact and can lead to addiction, relationship issues, self worth issues and self harm.

Positive Social also delivers sessions for teachers, leaders, parents and carers, equipping them with the knowledge they need to support young people in their social media use and through any issues that may arise.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

As a charity established during COVID lockdown in 2020, the development of Positive Social's activities was still restricted in 2021-22.

The charity was, however, pleased to deliver five sessions to different groups of students at Derby High School during the year, all of which resulted in students committing to change the way they used social media.

It was difficult to make much progress in building relationships with other schools, due to COVID still having an impact.

The trustees are considering delivering online sessions for parents in the future to enable more people to benefit.

Section E Financial review

Brief statement of the charity's policy on reserves

N/A

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees



Kerry Saxby

Trustee

27 January 2023




Receipts and payments account

For the period from	11 June 2020	To	31
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Derby High School	900	-	-
	-	-	-
Sub total (Gross income for AR)	900	0	0
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	0	0	0
Total receipts	900	0	0
A3 Payments			
	-	-	-
	-	-	-
Sub total	0	0	0
A4 Asset and investment purchases, (see table)			
	-	-	-
	-	-	-
Sub total	0	0	0
Total payments	0	0	0
Net of receipts/(payments)	900	0	0
A5 Transfers between funds	-	-	-
A6 Cash funds last year end	-	-	-
Cash funds this year end	900	0	0

Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	<input style="width: 100%; height: 20px;" type="text"/>	900
	<input style="width: 100%; height: 20px;" type="text"/>	-
	Total cash funds	900
	(agree balances with receipts and payments account(s))	OK
B2 Other monetary assets	Details	to nearest £
	<input style="width: 100%; height: 20px;" type="text"/>	-
B3 Investment assets	Details	Fund to which asset belongs
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
B5 Liabilities	Details	Fund to which liability relates
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Signed on behalf of the trustees	Signature	Print N
		<input style="width: 100%; height: 20px;" type="text"/>

189911

ounts

1 March 2021

CC16a



Total funds

Last year

to the nearest £

to the nearest £

900	-
-	-
900	0

-	-
-	-
0	0

900	0
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-	-
-	-
0	0

-	-
-	-
0	0

0	0
---	---

900	0
-	-
-	-
900	0

the period

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
0	0
OK	OK
Restricted funds to nearest £	Endowment funds to nearest £
-	-
Cost (optional)	Current value (optional)
-	-
Cost (optional)	Current value (optional)
-	-
Amount due (optional)	When due (optional)
-	
Name	Date of approval

POSITIVE SOCIAL

England & Wales - Charity number 1189911

Accounts



**Trustees' Annual Report
20 June 2020 - 31 March 2021**

Positive Social

Friary Works
119A Friar Gate
Derby
DE1 1EX

Registered charity number: 1189911

Trustees managing the charity

Sally Goodman
Hollie Astle
Mark Saxby
Kerry Saxby

Structure, Governance and Management

Type of governing document: Constitution

How the charity is constituted: Charitable Incorporated Organisation (CIO)

Trustee selection methods: Appointed by resolution at meeting of trustees, with regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Objects and Activities

Summary of the objects of the charity:

The advancement of the protection of the public, in particular but not exclusively children and young people, by the provision of talks, workshops, training and by such other means as the trustees shall think fit on the positive and safe use of social media designed to protect them from harm arising from its incorrect or unsafe use, and from contact with unsuitable material on the Internet or similar media.

Summary of the main activities undertaken for the public benefit in relation to these objects:

The trustees have had regard to the guidance issued by the Charity Commission on public benefit. This is delivered through the charity working with schools and other groups to deliver sessions to young people, teachers, leaders, parents and carers.

Young people are taught to use social media positively, constructively, and safely, and to avoid the negatives such as, such as bullying, addiction, self-worth issues and hindering, future career prospects. They also learn how to keep themselves safe on social media and they gain an understanding of how social media can provide opportunities for the future and promote community cohesion.

The charity's sessions with adults equip them with the knowledge they need to support young people in their social media use, and to help young people through any issues that may arise on social media.

Achievements and Performance

Summary of the main achievements of the charity during the year:

Positive Social registered as a charity in June 2020.

Activities for June 2020 to March 2021 were very much limited by COVID-19 but we were very pleased to visit Derby High School in December 2020 to deliver our first session since becoming a registered charity.

We were invited in as one of the year groups was struggling with some issues relating to their social media use. The session was very successful with students gaining an understanding of the impact of their actions on social media and committing to make changes to how they used it. The group wrote 67 pledges of actions they would take as a result of the session.

We were unable to make any progress with introducing the new charity to other schools to due to COVID-19. Most schools were not inviting in external speakers during this period and, at the beginning of 2021, schools were closed to students for the second time.

Financial Review

A financial review was not undertaken as there was no income or expenditure during the 2020-2021 year. The charity's application for a bank account was not approved until May 2021 due to delays caused by COVID-19.

Declaration

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



Signature:

Name: Kerry Saxby

Position: Trustee

Date: 27.01.2022


Receipts and payments account

For the period from	11 June 2020	To	31
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
	-	-	-
	-	-	-
Sub total (Gross income for AR)	0	0	0
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	0	0	0
Total receipts	0	0	0
A3 Payments			
	-	-	-
	-	-	-
Sub total	0	0	0
A4 Asset and investment purchases, (see table)			
	-	-	-
	-	-	-
Sub total	0	0	0
Total payments	0	0	0
Net of receipts/(payments)	0	0	0
A5 Transfers between funds	-	-	-
A6 Cash funds last year end	-	-	-
Cash funds this year end	0	0	0

Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	<input style="width: 100%; height: 20px;" type="text"/>	-
	<input style="width: 100%; height: 20px;" type="text"/>	-
	Total cash funds	0
B2 Other monetary assets	Details	Unrestricted funds to nearest £
	<input style="width: 100%; height: 20px;" type="text"/>	-
B3 Investment assets	Details	Fund to which asset belongs
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
B5 Liabilities	Details	Fund to which liability relates
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Signed on behalf of the trustees	Signature	Print N
		<input style="width: 100%; height: 20px;" type="text"/>

189911

ounts

1 March 2021

CC16a

Total funds

Last year

to the nearest £

to the nearest £

-	-
-	-
0	0

-	-
-	-
0	0

0	0
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-	-
-	-
0	0

-	-
-	-
0	0

0	0
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0	0
-	-
-	-
0	0

the period

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
0	0

Restricted funds to nearest £	Endowment funds to nearest £
-	-

Cost (optional)	Current value (optional)
-	-

Cost (optional)	Current value (optional)
-	-

Amount due (optional)	When due (optional)
-	

Name	Date of approval