

**Report of the Trustees and  
Financial Statements for the Year Ended 30 September 2024  
for  
Braille IT CIO**

Bennett Kirkhope Smith  
Chartered Certified Accountants  
Suites 5 & 6 The Printworks  
Hey Road  
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**Report of the Trustees  
for the Year Ended 30 September 2024**

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The trustees present their report with the financial statements of the charity for the year ended 30 September 2024. The trustees have adopted the provisions of 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 (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The objects and aims of the charity are:

To advance the education of members of the visually impaired community, their families, carers and others interested in the understanding of visual impairment through:

- The provision of educational and training facilities for adults.
- The area covered by the Association shall be in East Lancashire and surrounding area.

**Public benefit**

In setting our objectives and reviewing our activities to ensure they continue to reflect the charities aims we have given careful consideration to the Charity Commission's public benefit guidance.

Our objectives and aims benefit the public and local community by enhancing the lives of anyone affected by visual impairments. This is done by providing education and equipment to group attendees at four centres in East Lancashire, which promote learning, support and engagement with others to assist their general health and mental wellbeing.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

The work that Braille IT does and its effectiveness has been evident in feedback we have received and the engagement of new learners from a wide geographical areas. Braille IT are making a difference to people's lives and transforming how people learn braille; they are excited, curious, and have a sense of ownership over their learning. Learner engagement and commitment is evident in the quantity and quality of a learner's participation in their course. It encompasses both cognitive and emotional aspects, where learners not only understand and process information but also connect with the subject matter on a personal level. The ability to read and write braille provides the vital access to the written word that sighted people have. It can mean greater equality, enabling blind and partially sighted people to have the use, power, fluidity and enjoyment of the written word that sighted people have.

Braille IT are very grateful for the funding received from the National Lottery for a second year that has made this possible.

In December 2023 Braille IT successfully achieved Ofqual status for three qualifications. Level 1 and 2 in UEB Braille and Level 3 Supporting the Teaching of UEB Braille. This has been a huge learning curve for us at Braille IT and we have spent many hours in preparing the associated paperwork for all three qualifications. Recently we have had an increase in engagement with teaching staff who support blind learners in schools. All this has been as a result of our outreach marketing strategy. We have continued to contact schools and community organisations within East Lancashire and are building stronger relationships with National organisations who are working with the visually impaired (RNIB, Brailist Foundation, Galloways & ICEB).

On the 1st February 2024 Chris (Trustee) along with Alison (Project Manager) were joined by Rachel from Open Awards to have an interview on BBC Radio Lancashire's 'Graham Liver Breakfast Show' to tell his audience all about the new qualifications on offer. This was a very interesting experience in promoting Braille IT on the radio. The feedback was fantastic and we have acquired new learners as a result of this promotional exercise.

In February, the University of Cambridge contacted Braille IT with regards to learners who require information in Braille format. We collaborated with the university to provide advice and produce for them the 2024/2025 prospectus guide for new visually impaired and blind learners in Braille format. We continue to provide transcription services for free.

In March, Cllr Hind took part in a blindfolded walk to gain understanding and emphasise the difficulties of navigating around areas subject to road works and building projects in our locality. Braille IT's blind and visually impaired learners provided input into the challenges encountered when navigating the routes to Braille classes. This information was disseminated to the highways team in Lancashire.

On the 9th April Members of Braille IT visited the Sight Village exhibition at Blackpool. Sight Village is the UK's leading exhibition and an integral part of the blind and low-vision landscape, attracting thousands of visitors eager to explore the latest technology, products, and support services.

We have continued to offer extracurricular activities to our adult learners after consultation with them about what they would like Braille IT to offer to support their needs. This social interaction has enabled the learners to connect with peers who share similar interests, fostering a sense of community belonging. This is proving to be highly successful. We have called this 'Braille IT Extend'. Braille IT Extend activities are breaking down financial, cultural and physical barriers. Braille IT are very grateful for funding from various donors in facilitating these activities.

On the 18th May several members went to see Eric Clapton at the new CO-OP Arena in Manchester and a few weeks later we delivered a mediation and mindfulness event at Clitheroe Library. On the 17th July a multicultural lunch event took place in Burnley. All the activities/events have been well received by learners and free for participants. We will continue to offer activities going forward; funds permitting.

**Report of the Trustees  
for the Year Ended 30 September 2024**

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On the 11th September, the initial meeting with Lancashire Libraries and RNIB took place to organise an event to celebrate 200 years of braille at Clitheroe Library. This is to be held on 5 December. Braille IT will provide braille taster sessions throughout the day to encourage and educate anyone who wishes to attend the open event. This event will be attended by other organisations who are working with blind and visually impaired adults so it will be a valuable opportunity to collaborate and network with other organisations working in our field of expertise.

On the 24th September we had our second visit to Sight Village which was held in Leeds and was considerably larger. We introduced Braille IT to several organisations and discovered the new franchise holders who are selling the sort after but somewhat elusive Orbit Reader 40 braille display.

In October Open Awards paid their annual EQA (External Quality Assurance) visit. Two members of the EQA team spent several hours looking at learners work. The feedback from this visit was extremely positive and offered Braille IT great encouragement that the learners were fulfilling the required criteria for each of the qualifications that we are currently delivering. Braille IT is hoping to gain 'direct claim status with Open Awards as soon as possible.

Gawthorpe Hall Museum have contacted Braille IT for advice on how they can make their museum more accessibility friendly for blind and visually impaired visitors. We are working with them to produce Braille format guides and information for the artefacts and information points within the museum. We are delighted to be offering this transcription service for free.

Braille IT have been raising our profile within our community. We have attended workshops, networking events, online training, and exhibitions. We have had visits from Social Prescribers, Rehabilitation Officers for the Blind (ROVI's) and Eye Care Liaison Officers (ECLOS). Braille IT launched a support group for parents who have children in education last year. This is growing in popularity and the demographic and ways of communicating are varied.

All learners have different abilities and needs and we are focusing on delivery that is learner centred. We are showing learners that they can overcome barriers and increase their potential and achieve their goals. We are providing a point of contact and a positive focus on mental health. Learners have expressed issues including anxiety, isolation, depression and loneliness and we are working with them either directly in class or remotely to support their general health and mental wellbeing. Braille IT have been recognised for the last four years by the NHS as social prescribers.

Day to day running - The Project Manager has been working well with the trustees, steering group, volunteers and learners and is the first point of call for all enquiries. The Project Manager has been overseeing the entire project including the development of qualifications and subsequent delivery.

The project manager has executed all learning programmes and activities effectively, established process to an agreed-upon outcome, on time and within budget. This has been a great commitment and we appreciate all the long hours that have been worked in doing so.

The project manager is a good communicator and has a wide range of skills and qualifications. There have been a diverse array of problems dealt with this year by the Project Manager; these include, referrals to visual and blind groups and services available in their area, financial concerns, IT problems, access to medical services, general anxieties, work stress, social anxiety, and purchase of accessible tickets, housing and recovery from drug and alcohol addiction.

The organisation has 3 trustees and is led by its members. The organisation is led by the Chairperson (Chris Tattersall), who is also the lead tutor. Chris is blind and works with a Guide Dog called Goughy. He fully understands the needs of the blind and visually impaired community. All the trustees, elected officers, members, staff and volunteers have been affected by blindness or visual impairment and fully understand the needs of the beneficiaries.

**Report of the Trustees  
for the Year Ended 30 September 2024**

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We have links with Accrington Blind Society; which has recently been taken over by Galloways, VIC (Visually Impaired Children), The Lancashire County Council VI Forum (Visually Impaired), Lancashire County Council Visually Impairment Team, Ribble Valley Visual Impairment Group, East Lancashire Visually impaired Network (ELVIN), CCG NHS Local Prescriptions to Health, CVS, Burnley, Clitheroe, Accrington and Blackburn Libraries, Blackburn with Darwen Community Mill Hill Centre.

We have 6 volunteers currently in the classroom setting and we believe that providing volunteering opportunities, provides opportunities for development and potential routes to other roles/employment. We encourage volunteers to be informed in the development and delivery of activities, projects or services by bringing in new opinions, ideas or approaches. This helps the organisation to adapt, stay relevant to what our beneficiaries and community need as well as identifying opportunities to improve what we do. One of our volunteers is now working as in mental health settings with the skills acquired with Braille IT. Another of our volunteers is working towards a mentor and coaching qualification in order to provide pastoral support in the classroom setting.

Braille IT has again been looking at ways to reduce our carbon footprint in fund raising and beyond. Braille IT is developing a Green Plan to embed sustainability across all our operations, including fundraising. We have moved to hybrid working and stay connected via technology including video conferencing/telephone and email. We are using an electric vehicle to transport tutors to and from classroom venues.

Braille IT have made several sustainable swaps including; FSC certified paper, sustainable printers, reducing mail outs, reducing plastic items and packaging, removing the dates on literature and merchandise where possible so they stay current. Communicating with suppliers to learn more about their sustainability processes and including this as part of tender processes. Encouraging local events and sustainable transport, and including a digital attendance option where possible.

Braille IT are identifying what the learners want to achieve and delivering it free of charge; adapting our delivery in response to feedback from our learners.

## **FINANCIAL REVIEW**

### **Principal funding sources**

The organisation's main source of funding is from the application for grants from The National Lottery, local councils and various charitable funds. In the year a total of £60,258 was received, including £59,904 in grants and £354 in donations from individuals and organisations.

In accordance with the charitable objectives of the organisation, £3,683 of new equipment has been purchased for use in classes and for lending to our learners, and artistic and recreational excursions costing £4,060 have been organised for learners. Costs for session workers, travel and session expenses totalled £32,727, with general governance and support costs of £10,544.

Income and costs have led to a surplus of £8,152 for the year, which are held in reserves for future expenditure.

### **Reserves policy**

The trustees have reviewed the reserves of the charity. Their policy is to hold sufficient funds to meet at least twelve months operating costs, as well as to accumulate reserves for future expenditure within the aims and objectives of the charity.

Total funds of £61,310 are held in the organisation's bank account at the year end. This is made up of £14,430 unrestricted funds and £46,880 in restricted funds provided from grant income.

Unrestricted funds are made up of £4,315 general funds and £10,115 designated funds.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Braille IT is a Charitable Incorporated Organisation, registered charity; No. 1195127 (England & Wales).

The organisation is governed by a Constitution of a Charitable Incorporated Organisation with voting members other than its charity trustees, dated 21st January 2021.

### **Recruitment and appointment of new trustees**

There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

The maximum number of charity trustees is twelve. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

### **Appointment of charity trustees**

(1) At the first annual general meeting of the members of the CIO all the charity trustees shall retire from office.

(2) At every [subsequent] annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office. If the number of charity trustees is not three or a multiple of three, then the number nearest to one third shall retire from office, but if there is only one charity trustee, he or she shall retire;

(3) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;

(4) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (5) of this clause;

(5) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause [15] (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause [12(3)] on the number of charity trustees would not as a result be exceeded;

(6) A person so appointed by the members of the CIO shall retire in accordance with the provisions of sub-clauses (2) and (3) of this clause. A person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

### **Reappointment of charity trustees**

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years.

**Report of the Trustees  
for the Year Ended 30 September 2024**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

Any charity trustee may call a meeting of the charity trustees.

Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. Questions arising at a meeting shall be decided by a majority of those eligible to vote. In the case of an equality of votes, the chair shall have a second or casting vote.

The organisation has 3 trustees and is led by its members. The organisation is led by the Chairperson (Chris Tattersall), who is also the lead tutor. Chris is blind and works with a Guide Dog called Goughy. He fully understands the needs of the blind and visually impaired community. All the trustees, elected officers, members, staff and volunteers have been affected by blindness or visual impairment and fully understand the needs of the beneficiaries. We have links with Accrington Blind Society, VIC (Visually Impaired Children), The Lancashire County Council VI Forum (Visually Impaired), Lancashire County Council Visually Impairment Team, Galloways, Ribble Valley Visual Impairment Group, East Lancashire Visually impaired Network (ELVIN), CCG NHS Local Prescriptions to Health, CVS, Burnley, Clitheroe, Accrington and Blackburn Libraries.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1195127

**Principal address**

30 Cringle Way  
Clitheroe  
Lancashire  
BB7 2ES

**Trustees**

M J Kilmister  
D Buller  
C Tattersall

**Independent Examiner**

Bennett Kirkhope Smith  
Chartered Certified Accountants  
Suites 5 & 6 The Printworks  
Hey Road  
Barrow  
Clitheroe  
Lancashire  
BB7 9WB

Approved by order of the board of trustees on 26 June 2025 and signed on its behalf by:

Trustee - M J KILMISTER

TRUSTEE - SI BARNES



**Independent examiner's report to the trustees of Braille IT CIO**

I report to the charity trustees on my examination of the accounts of Braille IT CIO (the Trust) for the year ended 30 September 2024.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all 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 Trust 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.



Mrs A M Smith      FCCA  
The Association of Chartered Certified Accountants

Bennett Kirkhope Smith  
Chartered Certified Accountants  
Suites 5 & 6 The Printworks  
Hey Road  
Barrow  
Clitheroe  
Lancashire  
BB7 9WB

Date: 26 June 2025

**Braille IT CIO****Receipts and Payments Account  
for the Year Ended 30 September 2024**

	Notes	Unrestricted fund £	Restricted fund £	30.9.24 Total funds £	30.9.23 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		<u>6,755</u>	<u>53,503</u>	<u>60,258</u>	<u>77,921</u>
<b>EXPENDITURE ON</b>					
Raising funds	2	-	-	-	5,632
<b>Charitable activities</b>					
Advance the education of members of the visually impaired community		(228)	52,334	52,106	44,257
Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>3,765</u>
<b>Total</b>		<u>(228)</u>	<u>52,334</u>	<u>52,106</u>	<u>53,654</u>
<b>NET INCOME</b>		6,983	1,169	8,152	24,267
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>7,447</u>	<u>45,711</u>	<u>53,158</u>	<u>28,891</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>14,430</u></u>	<u><u>46,880</u></u>	<u><u>61,310</u></u>	<u><u>53,158</u></u>

The notes form part of these financial statements

**Statement of Assets and Liabilities**  
**30 September 2024**

	2024	2023
	Total Funds £	Total Funds £
<b>CURRENT ASSETS</b>		
Cash at bank	61,310	53,158
	<hr/>	<hr/>
<b>LIABILITIES</b>		
Accruals	(1,200)	(1,440)
	<hr/>	<hr/>
<b>Assets</b>		
Retained for own use - equipment	22,024	18,341
	<hr/>	<hr/>
	82,334	70,059
	<hr/>	<hr/>

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

*Shirley Dan Barnes*

.....  
 S I Barnes - Trustee

*M J Kilmister*

.....  
 M J Kilmister - Trustee

**Notes to the Financial Statements  
for the Year Ended 30 September 2024**

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**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity are prepared on a receipts and payments basis.

In accordance with guidance from the Charities Commission, receipts and payments reported in this period include all those for the period covering 1st October 2022 to 30th September 2023.

**Income**

Income is recognised when it is received.

**Expenditure**

Expenditure is recognised when it is paid.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives 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.

**2. RAISING FUNDS**

**Raising donations and legacies**

	30.9.24	30.9.23
	£	£
Grantmaking fees	-	699
Transfer to restricted grant	-	4,865
Support costs	-	68
	<u>-</u>	<u>5,632</u>

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 September 2024 nor for the year ended 30 September 2023.

**Trustees' expenses**

The charity reimbursed Chris Tattersall a total of £625.20 for mobile telephone, travel and DBS check costs incurred while performing voluntary services on behalf of the organisation.

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 September 2024**

**4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	<u>4,677</u>	<u>73,244</u>	<u>77,921</u>
<b>EXPENDITURE ON</b>			
Raising funds	4,877	755	5,632
<b>Charitable activities</b>			
Advance the education of members of the visually impaired community	12,053	32,204	44,257
Other	<u>-</u>	<u>3,765</u>	<u>3,765</u>
<b>Total</b>	<u>16,930</u>	<u>36,724</u>	<u>53,654</u>
<b>NET INCOME/(EXPENDITURE)</b>	(12,253)	36,520	24,267
Transfers between funds	<u>16,653</u>	<u>(16,653)</u>	<u>-</u>
<b>Net movement in funds</b>	4,400	19,867	24,267
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	<u>3,046</u>	<u>25,845</u>	<u>28,891</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>7,446</u></u>	<u><u>45,712</u></u>	<u><u>53,158</u></u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 September 2024**

**5. MOVEMENT IN FUNDS**

**Restricted Funds**

	2024	2023
	£	£
<b>INCOME</b>		
Donations	-	385
Grants	53,505	72,860
<b>Total restricted income</b>	53,505	72,245
<b>EXPENDITURE</b>		
AGM	416	-
Insurance	251	251
Repairs	1,556	775
Excursions	3,495	2,252
Printing, Postage & Stationary	1,643	650
Electrical / Computer Equipment	3,683	11,682
Volunteer Travel & Expenses	616	1,125
Sessional Workers	32,252	17,149
Volunteer Gifts	113	-
Venue Hire	502	502
Consumables/ PPE	17	-
Refreshments	525	194
Training	3,565	540
Membership Fees	1,483	74
Mobile Phone	540	-
Marketing	173	62
Grantmaking Fees		699
Independent Examination	1,440	720
Bank Charges	64	50
<b>Total restricted expenditure</b>	52,334	36,725
<b>TRANSFERS TO UNRESTRICTED FUNDS</b>		
<b>Total transfers to unrestricted funds</b>	-	16,653
<b>Restricted funds carried forward</b>	46,880	45,711

Restricted funds carried forwards are split between the following funders-

Hedley Foundation	3,594	3,594
RVBC - Voluntary Organisation Grant	3,597	3,597
Albert Hunt Trust	2,000	2,000
HRVCVS	3,620	3,620
LCC Arts and Culture Fund	4,321	7,299
The National Lottery Community Fund	29,748	25,601
<b>Restricted funds carried forward</b>	46,880	45,711

**Designated Funds**

Minor and negative designated funds of (547) have been reclassified in the year as general funds.

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 September 2024**

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**5. MOVEMENT IN FUNDS - continued**

	2024	2023
	£	£
PB	-	1
Ulverston Trust	372	372
Garfield Weston	917	917
Co-op	1,095	70
LCC Community Foundation	-	(548)
LCC Disabled Champions	1,000	1,000
Tesco Groundworks	1,625	500
Donation Ribble Valley Talking Books	856	856
Lancashire & Cumbria Integrated Care Board	4,250	-
<b>Total designated funds</b>	<b>10,115</b>	<b>3,168</b>

**6. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 September 2024.

**Braille IT CIO****Detailed Receipts and Payments Account  
for the Year Ended 30 September 2024**

	30.9.24 £	30.9.23 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	354	2,662
Grants	<u>59,904</u>	<u>75,259</u>
	<u>60,258</u>	<u>77,921</u>
<b>Total incoming resources</b>	60,258	77,921
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Grantmaking fees	-	699
Transfer to restricted grant	<u>-</u>	<u>4,865</u>
	-	5,564
<b>Charitable activities</b>		
Electrical/ computer equip	3,683	11,744
Volunteer travel & expenses	475	2,612
Session Workers	32,252	26,784
Venue Hire	502	502
Excursions	4,060	2,252
Refreshments	<u>526</u>	<u>363</u>
	41,498	44,257
<b>Support costs</b>		
<b>Management</b>		
AGM	416	-
Insurance	251	251
Printing, postage & stationary	1,643	835
Consumables/ PPE	17	46
Memberships	1,483	333
Training	3,565	540
Marketing	173	62
Repairs & renewables	<u>1,556</u>	<u>978</u>
	9,104	3,045
<b>Finance</b>		
Bank charges	64	68
<b>Governance costs</b>		
Independent Examiners Fee	<u>1,440</u>	<u>720</u>
<b>Total resources expended</b>	<u>52,106</u>	<u>53,654</u>
<b>Net income</b>	<u><u>8,152</u></u>	<u><u>24,267</u></u>

This page does not form part of the statutory financial statements