

## **RAPE AND SEXUAL ABUSE (RASA) CENTRE LIMITED**

### **ANNUAL REPORT YEAR TO 31-03-2023**

### **CARING FOR SURVIVORS OF SEXUAL VIOLENCE SINCE 1986**



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## RASA MERSEYSIDE ANNUAL REPORT YEAR TO 31-03-2023



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It is always recommended that one should start at the very beginning – but we are starting at the very end with this report as we are closing the year buzzing with excitement about our intended expansion of services and premises in the coming months. More news to follow but we think we may have finally found solutions to our lack of space and consequent inability to increase counselling and support hours for our clients. This is good news for everyone, and I am putting it right here – at the beginning of our report because so many staff have mentioned it in their personal updates on the year.

We have long been aware of the challenges of our room space and think we have finally found a solution.

It's really challenging, each year to try and write something gripping for an annual report when you are writing about the horrors of sexual violence and its impacts on its victims.

But, like the end of any year it's a time for reflection on how far we have come and where we want to get to.

It's close to 20 years since I first started work with RASA and only by looking back through our early Annual Reports can I see clearly how far we have come. Yes I can remember those early days when we would sit in semi darkness in our little house in Birkenhead, wondering whose idea it had been to paint the walls dark orange - waiting for the phone to ring.

In those days 2004-06 the computer was simply to write letters and play the radio. There were no such things as bank transfers and quick payments. Client records were held in huge fat files, that just grew fatter each year – and all file movements were recorded using a pencil and rubber – when you remembered you had moved a file. Elastic bands pinged at regular intervals as they stretched to breaking point – and then – beyond.

RASA was approaching 20 years old and the good women who had worked tirelessly to get her thus far had dreams of the future – we could all see the future – but we had no idea how we were going to get there.

We were massively excited to welcome 20 new volunteer counsellors that year – we relied heavily on volunteers – mainly because we had no funds to pay anyone. But in that year, we managed to carry out 1224 counselling appointments, 261 support appointments, respond to 2809

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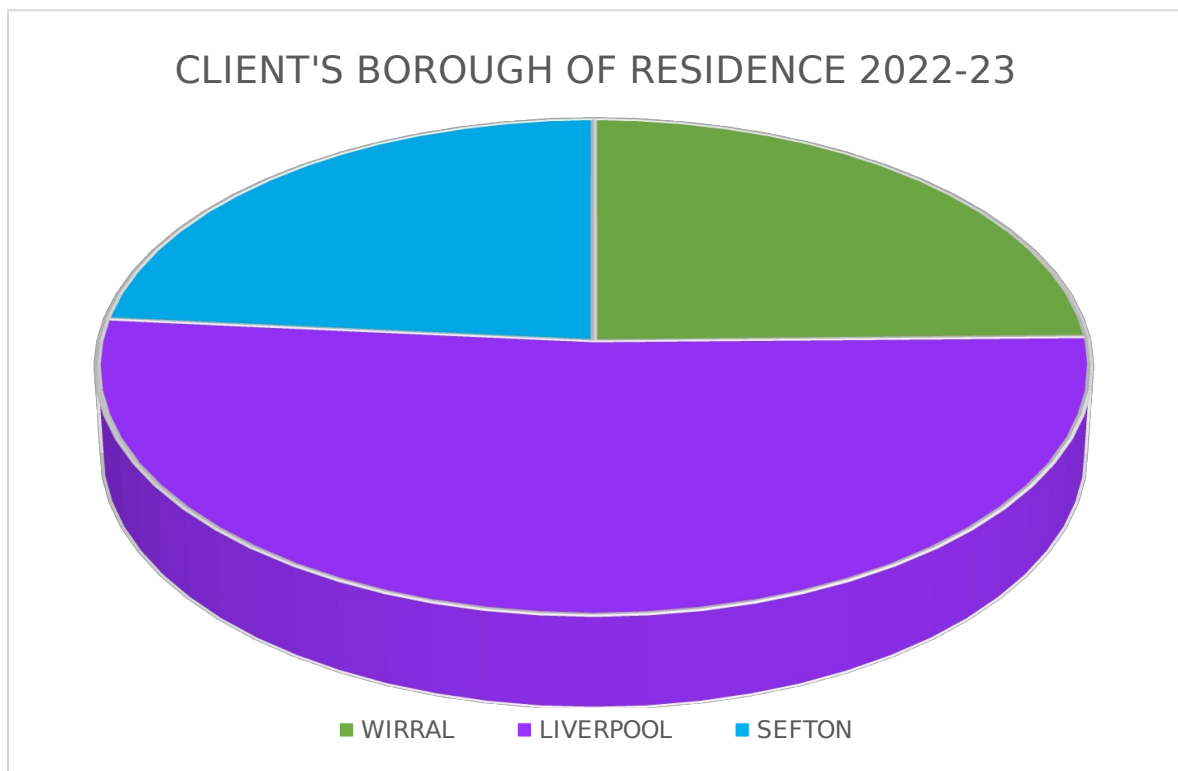


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helpline calls and welcome 364 new women into the service. This indicates the determination and dedication of the RASA Team.

Jump forward to this year and we now have 36 paid staff, including a team of ISVAs, a Children's Section and an Adult Counselling Section. We cover Sefton, Wirral and Liverpool and welcomed 2152 new clients into service. And – we no longer have bulging paper files as all our records are held safely and electronically on a cloud-based server. How times have changed



Our work this year beyond our regular counselling, ISVA and support has been as varied as training tram drivers in Manchester about how to be an effective bystander, running trauma courses for external counsellors, delivering sexual harassment awareness training in the local universities – all while managing to deliver face to face counselling and support to over 3600 people in need of our help.

In April 2022 our waiting list for counselling in Birkenhead was 10 months long. We simply needed more room to be able to hold more sessions and bring down that waiting time. We employ multiple activities and support

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sessions for clients awaiting counselling and these are helping to fill that gap.

Our Birkenhead Centre was running “Taking Back Control” sessions with amazing results for long term sufferers of the impacts of sexual violence.

Following the sessions

- One client was able to return to work.
- Another client was able to get the bus to university.
- One client saw her perpetrator before a meeting but felt strong enough to attend her meeting despite seeing the perpetrator.
- Two clients have decided that they would like to come off the counselling waiting list.

These are huge advances, and it is great to see the hard work of the client and the session leader, producing such positive outcomes. This carefully developed and innovative programme is showing enormous early success.  
Jo Wood Finance Manager

### **RASA SUNFLOWERS - OUR CHILDREN'S SERVICE**

Name: Janet Bunn

It has been another busy year for RASA Sunflowers. I feel lucky to be part of this team. It will be three years this August since I took on the role of team manager. I am grateful for the support of my team and the other managers, including Helen, who set the Sunflowers service up and previously managed it. Helen continues to be an invaluable source of help, support, and wisdom.



Sunflowers continues to grow, having appointed a full-time Children and Young People's Sexual Violence Advisor (CHISVA), to join our two existing part-time CHISVAs across Sefton, Liverpool, and Wirral. We are fortunate that this worker was previously our assessment officer, where she developed a good understanding of the Sunflowers service. She has started her initial ISVA training with Lime Culture and the Level 3 Counselling Skills with RASA Education.

Due to this staff development, we appointed a new part-time assessment officer in December 2022. This worker has previous experience of working

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with children and young people within a women's refuge. The insight that this experience has provided has proved extremely beneficial in assessment officer role. This worker has also started some training with RASA Education -the Level 2 Counselling Concepts. As staff, we are so lucky to have such fantastic training opportunities within our organisation with RASA Education.

Another example of this is a longstanding member of our team has recently qualified as a counsellor and hypnotherapist with RASA and has started counselling some of our clients on the waiting list in Liverpool and Sefton.

Another exciting area of staff development since December 2022 is that three of our Sunflowers team have completed EMDR Child and Adolescent training. We are also receiving monthly EMDR child and adolescent supervision from this child specialist trainer and consultant which is proving extremely helpful.

We have been fortunate to receive some funding for counselling which we were able to use to reduce the Sunflowers waiting list, however this funding ended at the end of March. We do expect therefore to see the impact of this funding ending on our waiting lists. However, I am grateful that we have some experienced and talented therapists with RASA who are keen to work with the Sunflowers team, both in Wirral and in Liverpool/Sefton, which helps to reach our clients on the waiting list sooner.

To try to improve access to our service, two of our Sunflowers workers (a counsellor and a CHISVA) have started offering our service from a base in Southport once a week, to accommodate Southport clients who would struggle to make it to Bootle, which is proving to be a popular addition to our services.

A memorable event in February was RASA Sunflowers' involvement in NOW Fest - the Young People's Mental Health Festival run by Merseyside Youth Association. The theme this year was Mental Health and Violence Prevention. Two of our Sunflowers clients individually performed speeches at the festival, based on their own lived experience and survival of sexual violence. One piece was entitled 'Wild Animal,' and the other was entitled 'Love, Heartbreak and Post Traumatic Growth.' Their bravery in addressing a huge audience with their personal accounts was very

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moving, they won an award and were described as a standout performance at the festival.

A continuing challenge is the lack of room availability at our base in Sefton, which can restrict the availability that we could otherwise offer for clients and limits our ability to offer group sessions to children and young people and has, in some cases, prevented us from seeing clients for individual face to face sessions. This situation will improve when we are able to expand premises this year, and we look forward to being able to offer face to face groups, for both young people and parents/caregivers.



Another challenge we are facing is the recruitment of suitable staff. There is one vacancy that we are struggling to fill which is our outreach Power Project worker. Some of the roles at RASA are extremely complex and challenging roles and need very skilled women to fill them.

We have reduced our children's counselling waiting list in Wirral to 1 month, from 3-4 months in last year. We achieved this through our use of additional counsellors (both volunteer and funded).

In December, I attended a meeting with the Child Sexual Abuse Centre focused on strengthening services for victims and survivors and the challenges in meeting the demand for services. It was encouraging to reflect on the variety of ways in which RASA Sunflowers is providing services to young people whilst they wait for therapy.

In addition to our managing symptoms booklets, we are continuing to offer caregivers a single session of psychoeducation on helping their child

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to recover from trauma, in addition to two new monthly online live events for young people:

1 To support young people in understanding and managing their trauma symptoms, which includes psychoeducation and grounding techniques.

2 Top tips for young people to improve wellbeing. These sessions are available as soon as their initial assessment has been completed following referral. These are delivered monthly by three members of our team.

In Wirral, during the April/May exam season, we are also offering single sessions for coping with exam stress. The plan is to offer this in Sefton/Liverpool when we can accommodate this space-wise, when we expand our premises this year.

I attend bi-monthly Rainbow management meetings with the Alder Hey SARC. In addition to this, I attend regular meetings with the lead clinical psychologist at the SARC and the child therapy lead at RASASC, to promote collaborative working and share good practice. '

In April 2023, I attended an event run by UNICEF, focusing on furthering understanding of Children's rights. Following on from this, I arranged a meeting with Liverpool child friendly city coordinator to consider how RASA Sunflowers can get involved and promote the voice of children and young people within Liverpool.



Our team regularly attends meetings in Wirral, Sefton and Liverpool of voluntary organisations which support children and young people, as well as Every Child Matters forum.

Janet Bunn

Children's Services Manager

### **Operations Manager - an overview by Sophie Gunter**

The Operations Manager at RASA is Lorraine Wood. Her role includes strategic development, monthly line management meetings and holding a counselling caseload. She also teaches in the RASA education centre.

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As part of her role, she has undergone development in strategic projects across Liverpool and Sefton – involving Domestic Violence and Sexual violence reduction strategies. She provides initial assessment for new clients as well as managing the volunteer recruitment and training process. At RASA, currently there are around 30 volunteers and 34 staff members, across Liverpool, Sefton, and Wirral.

Over the last 12 months, there have been numerous developments at RASA. A new building has been secured in Bootle, so the current site will be expanded upon, offering more space for clients, staff, volunteers and also for the RASA education service.

There are plans in place for expansion at Wirral at present too. One big improvement over the last year has been the waiting list at RASA. A year ago, adult clients were waiting around 12-18 months for counselling support. Since February 2023, this waiting list has been dramatically reduced to 8-12 weeks.

The counselling service at RASA consists of very highly skilled and trained counsellors who are trained in EMDR (Eye Movement Desensitisation and Reprocessing) and CBT (Cognitive Behavioural Therapy) amongst other modes of counselling.

The counselling service is also able to offer a limited number of additional sessions for clients with more complex needs who require a longer therapeutic input from the service. The counselling service is very specialised and is streamlined on issues of SV only, to make sure it is reaching and supporting the people it sets out to help.

Over the last 12 months, there have been huge developments in regard to issues with Merseyside Police. 120 out of 280 cases have now been reopened, which is a massive achievement, thanks to the hard work and determination of Lorraine and staff at RASA. She had meetings with Keir Starmer and Police and Crime Commissioner in order to be able to achieve this. Alongside Merseyside Police, there are now ISVA clinics being held as monthly meetings with senior police officers.



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A further development Lorraine has overseen this year means that RASA also provides lived experience workshops for clients.

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**Job Title: Liverpool and North Sefton ISVA**

**Centre(s): Stella Nova Bootle & Southport outreach.**

**Summary of day-to-day role:** Independent Sexual Violence Advisor. Supporting clients through the criminal justice system who have reported or are considering whether to report to the police. Offering impartial practical and emotional support, being client-led, and ensuring clients are aware of their rights and choices within the criminal justice system.

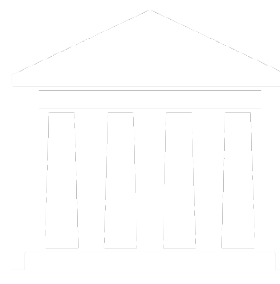


This has been a hugely busy year with an increase in police partnership working and collaboration, as well as additional training responsibilities, including delivering training to the latest cohort of Specially Trained Officers at Merseyside Police Training Academy and the Witness Care Unit.

Being able to advocate effectively for my clients within the criminal justice system and communicate well with the police has always been challenging since starting this role but felt particularly difficult during the past year. As a professional who juggles a busy caseload of clients, often in high-risk or high-need circumstances, I can appreciate how stretched the police are. However, earlier on this year there were some difficult, yet preventable, incidents that arose due to poor communication which have adversely affected my clients.

To address this, the ISVA Service Manager set up a formal feedback form for the ISVA team to complete weekly, highlighting issues to be passed on and fed back to officers. This was facilitated after several meetings set up to discuss how we can effectively work alongside the police and exploring potential barriers to this. The feedback form also offers the opportunity for us to highlight good practice from the police which is a great way to deliver positive feedback to officers who go above and beyond for our clients.

We have set up regular ISVA Clinics across Merseyside in which ISVAs will meet with the officers in charge of their cases to discuss any issues, highlight good practice, and explore difficulties. Since attending these clinics, I have noticed a definite improvement in partnership working between ISVAs and the police which not only creates more open



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working relationships, but also helps improve the client experience of the criminal justice process.

I continue to find that most clients engage well and want to continue receiving support as their case progresses. The majority of my caseload opt for regular sessions, most commonly on a three-weekly basis. The two supplementary support services, our Reducing Anxiety, Depression and Stress support group and Listening Ear Service are hugely beneficial for clients who feel they benefit from more frequent support.

Clients I referred spoke about appreciating additional support as these services are supplementary to my ISVA support, and this has also reduced the pressure my busy caseload. The combination of monthly supervision, line management, and ISVA self-care meetings have been hugely beneficial to me continuing to manage my workload and develop good habits, whilst also providing an opportunity to spend time with my new colleagues and feel anchored in the team.

My hope for the next year is that there will be further improvement in communication with the police to have better outcomes for our clients who have taken on the huge undertaking of supporting a police investigation in the midst of their trauma. I am feeling positive and hopeful about strengthening partnership working between ISVAs and Merseyside Police.

### Court

11 of my clients cases have been due for court trial this last year – only 3 opted to do a Section 28 (pre-recorded questioning):

- 2 trials were postponed for covid reasons. (Now due to go ahead April 2023).
- 2 clients trials sadly received a not guilty verdict.
- 5 Guilty Verdicts - 1 - Female client – historic CSA – offender given 15 years prison, Sexual Harm Prevention Order and restraining order, (for offences against my client and her young niece).
- 1 - Female client – historic CSA - offender given 8-year prison sentence with requirement to sign on the Sex Offenders Register.
- 1 – Female Client – historic CSA and physical abuse - offender given 21 years in prison.

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- 1 - Male client - historic CSA - perpetrator found guilty 6 out of 8 charges. Offender given 4 years 9 months in prison and an indefinite restraining order.
- 1 - Male client - historic CSA - perpetrator found guilty 7 out of 9 counts. Offender given 4 years in prison with requirement to sign on the Sex Offenders Register for life.
- 2 Guilty Pleas:
- 1 - Female client - recent assault - received a guilty plea a few days before trial, to SA and ABH but the offender pleaded not guilty to attempted rape. This was accepted by my client and the offender was given 32 months prison, 5-year restraining order and requirement to sign on the Sex Offenders Register.
- 1 - Female client - historic CSA - offender gave guilty plea at trial on 5 out of 6 charges. Offender given 5 years prison and requirement to sign on the Sex Offenders Register.

Rebecca Beresford

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### FROM OUR CLIENTS - THE PEOPLE WHO REALLY MATTER

*I feel I was never judged with anything I discussed in our sessions which I valued, I felt I was understood and gained a greater understanding of myself, I have been able to put in place measures for myself to look after my own physical and mental well-being. **Male 21***

*I really appreciate all the support provided throughout counselling and making a decision about criminal proceedings. **Female 38***

*I have found loads of ways to help to deal with and calm my anxiety every day. I have also learnt better sleeping habits and have switched my views on my court case. **Female 19***

*You've just been amazing to me and been so patient even when I've been a pain and have struggled to open up. I couldn't have done it without you, I actually feel like I can get better. **Male 31***

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Sarah Wood - Wirral Centre Manager - Annual Report 2022/23

It's been another eventful year, and I would like to share a few highlights:

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In April 2022 I completed the Level 2 course for EMDR (Eye Movement Desensitisation and Reprocessing) Therapy. I feel very grateful to have had the opportunity to do this training because it has had such a dramatic impact on clients.

I have attended some really useful training sessions this year including non-fatal strangulation, stalking masterclass, and challenging the far right. All of these have been beneficial to client work.

Challenging the far right was actually a train the trainer course so I will be delivering this to all of our staff and volunteers next year.

I delivered 2 workshops as part of the Liverpool Parenting Network around Understanding Child Sexual Abuse. It was part of a pilot offering evening workshops for parents and carers in Liverpool. Somehow the details were circulated far and wide and we had participants from the USA and Australia which enriched the sessions.

I delivered 4 workshops as part of the training offer for the Wirral Safeguarding Children Partnership in relation to understanding child sexual abuse and there was a total of 56 participants. The feedback was positive, and many people commented that they felt more confident about the subject.



The helpline ended in May 2022, which was sad but also the right decision. I had started volunteering on the helpline 17 yrs ago and it was quite remarkable to reflect on how much we have grown as an organisation. The fact that we have been able to signpost clients to the National helpline has helped and it's open 24hrs a day, 7 days a week.

It's been nice to attend some face-to-face meetings this year even though the online meetings are more time efficient. One interesting example is

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the training in relation to suicide prevention. It appears that there are more of our clients disclosing risk of suicide but there is lots of support available now and this is something that we continue to monitor.

We have developed sound working relationships with many of our partner agencies, particularly with Campaneros crisis café and Spider project. They have been such an invaluable resource for our clients. We have developed a wide range of therapeutic support for clients and have confidence that if people are ready to work through their trauma, we are ready to support them.



I continue to feel very blessed to be a part of RASA and gain so much working with such an eclectic mix of woman with a wealth of experience, passion for the work and who are good fun too!

Sarah Wood - Wirral Services Manager

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### SOME MORE CLIENT COMMENTS

*I feel like I have been able to explore my feelings in a very safe environment and I feel like I have really been heard, not just listened to.*

**Female 37**

*I feel that I am no longer surviving but not living for the first time in many years, I know that I have the ability to overcome any obstacles that I may come across and have strategies in place to help me to continue to move forward with my life.*

**Female 33**

*I have valued the input from the other members of the group which has been very supportive, any queries I had I felt comfortable asking helped to open up a conversation with the others in the group which gave different perspectives.*

**Female 27**

*Having the opportunity to talk about what happened has felt like a release of pressure. The counselling has alleviated my anxiety symptoms.*

**Male 34**

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*There are loads of positive differences since I started. It has felt like I haven't had to deal with it all alone. It has been powerful to validate my feelings. I have gained insight into what was blocking me, the sessions have cleared the path for me to have a greater understanding of myself moving forward. **Female 28***

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### **End of Year Report - Ally Cavanagh**

#### **Liverpool ISVA**

##### ***Case load: 53***

This year at RASA has been another one of big changes and adjustments. As a part of the ISVA team, which is still expanding and adapting to new challenges, we haven't been short of work. We have welcomed again new staff members, including new volunteers for the listening ear service and two new part time assessment officers and staged support workers to help with our ever-growing workloads. I am excited to see how these new team members continue to develop in their roles and as a part of this wonderful team!

Going into my third year as Liverpool ISVA, I can say with confidence that my experience and ability is ever growing and changing. I am proud of what I have been able to achieve on behalf of my clients this year. This



has included keeping clients engaged through some extremely difficult and lengthy investigations as well as exceedingly tough court proceedings. Requests for appointments are more frequent than ever, meaning that most clients will opt in for the fortnightly appointments where available; compared to initially when a good number of clients would be using monthly plus check ins etc.

Intensity of workload has reflected this as appointments are crammed in amongst additional duties such as multi agency meetings, numerous emails, supporting letters, police meetings and safeguarding, to name a few.

On a positive note, an important change has been taking place in both police forces and CPS where open communication between myself and other professionals is becoming easier and easier, making this role more effective.

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In relation to the above, I'd first like to talk about the court process. Coming away from the COVID 19 pandemic, many of my clients have been long-term and suffering through long waits to have investigations completed and receive a court date. At one stage it was becoming clear that the client experience at court was suffering, and court dates were being postponed and adjourned without prior assessment of the seriousness of the crime and vulnerability of the victim. We now have a solid pathway for addressing issues, utilising a new relationship with Senior Prosecutor for RASSO cases Josephine Lazzari. I myself have linked in with Jo on a number of occasions, and she has been instrumental in addressing a number of issues experienced at court.



In one particularly complex case, where a defendant was attempting to evade court consistently, I was able to arrange a meeting between the client and Jo to raise concerns and give the client a voice.

This led a chain of events where the defendant was taken into custody prior to the third court date to ensure his attendance.

Ultimately, this defendant was sentenced to 21 years which may not have happened without both my and Jo's intervention.

This was a high point in my career, and I have been extremely proud of myself and my client. This has also needed strenuous linking in with Witness Care, who have also been instrumental. At this stage, going to court is mostly seamless. As an ISVA I feel my role is fully understood by most court staff, and my engagement with the process alongside the client is often encouraged and supported; this includes within Section 28 hearings which used to be difficult to have access to as an ISVA.

Second to this, our relationships with Merseyside Police have also improved. An important element of this has been with new police clinics which ISVAs attend on a 6-weekly basis. These clinics allow us to send our caseloads over in advance and get face to face updates from the officers in charge of our cases. Aside from allowing more thorough updates, I feel this has helped to bridge gaps in relationships by allowing us to connect on a better level with police rather than over email. The clinics are still in their early stages, and we have had to make some tweaks, however response has been generally positive and helpful.

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Aside from the listening ear service, we have also been able to restart our ISVA RADS (Reducing Anxiety) groups. I had my colleague, Nadia, shadow me in the last round of groups. This will hopefully allow more groups to take place as it will not be relying solely on my availability (which dwindles quickly!). The last round of groups took place in March, and response was very positive. Clients gave feedback that the groups had generated positive changes that they hadn't previously experience, and all members enjoyed the relaxed atmosphere and ability to switch off for six hours over three weeks. Im hopeful that these groups continue well into the coming years.

Another additional role I continue to enjoy is the Nighttime Economy training. We have trained a number of new venues in the city centre and have also begun some police training seminars around the same issue. This training focuses on officers identifying victims and potential perpetrators in the city centre and dealing appropriately with disclosures. The response has been very positive. As an exciting development, we have also been asked to provide this training to staff working the upcoming Eurovision event, which is fantastic!

Going into the next year, I know the team will continue to grow in experience and ability and meet all of the upcoming challenges. With the support of the team, management, and colleagues, I am extremely excited for what is to come for RASA in coming months.

**Alex Cavanagh - Liverpool ISVA**

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### ISVA Service at RASA - a summary by Sophie Gunter



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The ISVA (Independent Sexual Violence Advisor) service at RASA, supports anyone age 18+ who are survivors of sexual violence, who are/are considering going through the criminal justice system (CJS). The service is managed and run by Sarah Tipton.

Clients are supported from their initial assessment through to the end of the CJS process. ISVAs have regular contact and sessions with the people accessing this service, to offer ongoing support through a very difficult and stressful time.

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Alongside the ISVA service is a Listening Ear service, which supplements the support given by ISVAs for those clients who may require a bit of extra support. Currently, the Listening Ear service is provided to clients by 3 volunteers (soon to be 4) and offers 8 consecutive week sessions focusing on the client's individual needs for emotional support and/or coping strategies.

This can be delivered 1-2-1 but there is also a Listening Ear group run by one of the volunteers, which offers psychoeducation and an opportunity for survivors to connect with other people going through similar challenges. This is run in a 6-week block and is offered in person or online depending on client availability and preference.



The ISVA service also offers a RADS (Reducing Anxiety Depression & Stress) group, which provides similar coping strategies but uses relaxation techniques at the same time. This group is not counselling, but it is delivered by staff members who are qualified counsellors, so they have the right skills to deliver the relaxation techniques used.

Currently, the ISVA service has 2 ISVA Assessment Officers in place. These staff members deal with the incoming referrals, assessing the clients in terms of their needs and safety, then they provide the initial stages of support for clients before passing them on to an ISVA. If there are any high needs or high risks for the client, they are prioritised for assessment as soon as possible, then passed straight to an ISVA so as the service can address those needs.



The ISVA team work alongside other agencies and individuals, such as Police, CPS (Crown Prosecution Service), Witness Care, Witness Service and any other service involved with the CJS.

Over the past 12-18 months, there has been a particular focus from government on issues regarding the CJS and sexual violence cases.

Ongoing research projects have assisted with developing new guidance and consequent procedures being put in place. In Merseyside Police, we now have more established SPOCs (Single Points of Contact) who we can communicate with and develop our partnership work.

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Amongst other things, one of the issues raised with Merseyside Police was about RASA receiving reports from clients about police officers being judgmental and that they have been discouraged from reporting or continuing to report the abuse they've suffered. This is still a problem we occasionally hear about and there are ongoing challenges for Merseyside Police in developing their practice. Hopefully with time and the new procedures and guidance in place, this will not continue to be a presenting issue.

After conducting a recent survey with clients, currently around 50% of those reporting sexual violence offences to Merseyside Police, feel their overall experience has been positive. The ISVAs are optimistic this percentage will continue to increase.

RASA provides support to people living across Liverpool, Sefton, and Wirral. In relation to the ISVA support, if a client's case is approved for court, a large percentage of these will be heard at Liverpool Crown Court.



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Before the pandemic, Liverpool Crown Court was one of the pilot courts to have already been using the special measure of a Section 28, which is a pre-recorded cross examination. This has now been rolled out nationally and has helped many survivors going through the CJS, as they do not have to be questioned at the court trial.

This can help to lessen anxiety and usually survivors can do this a number of months before a trial, so their part in giving the rest of their evidence is completed sooner.

The ISVA team are very supportive towards one another and work well collaboratively. Their passion and commitment to their role in supporting survivors, is key to the service running at optimal levels with the number of staff and volunteers they have. They have high service standards and regularly review how they can continue to deliver this level of service with any challenges they face and any presenting client needs.







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## **Year End Report April 2022- April 2023**

### **Vicky Mountcastle Children's Services**

New skills/qualifications I have acquired this year: -

- Have completed my Level4 Diploma – including my 100 hours placement. Awaiting qualification
- Have accessed Clinical Hypnotherapy Course – due to complete on 02/04/23.
- Online course – The last taboo in safeguarding and child protection
- Completed internal training – GDPR.
- Online course – Identifying and Responding to intra-familial child sexual abuse.
- Knowledge development e.g. attending Rainbow centre for tour/meeting.

Multi-agency networking events I have attended.

- Sefton Local Offer Live Event
- Liverpool John Moors University – advice and support fair.

Things that I feel have gone well this year: -

There have been a number of CHISVA clients that I have worked with that I have referred to RASA counselling, where there has been a great

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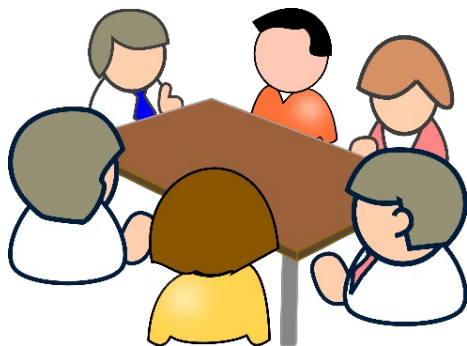
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## RASA MERSEYSIDE ANNUAL REPORT YEAR TO 31-03-2023



transition into the next support. The work completed during CHISVA support sessions has provided the safe space for clients to feel comfortable to be able to share their thoughts and feelings. They have felt listened to and that their feelings have been validated. This has laid the foundations for clients to move on to counselling – after establishing trust and feeling ready to engage in this therapeutic process.

I feel that a calm, supportive approach, and respect given to clients and allowing for them to go at their own pace has allowed some clients who have really struggled to engage due to lack of trust in other services, to start to feel that they are supported and are able to break down some of those barriers to communication.



A number of conversations I had with the safeguarding lead at a primary school of a client I am supporting – gave me feedback to say that the conversations we had and the information I provided were invaluable to him and he was extremely grateful of my knowledge that I was able to share to better equipped him to carry out his role.

He was due to have a meeting with some parents from school and informed me that he would not have been able to do so, so effectively without my input. This highlights the huge benefits of working with other professionals- and how, not only is our work vital with our clients- but also to the other professionals that are working with them.

A multi-professional approach – helping to support and safeguard the children that we are working with.

### **Challenges I have found within my role this year: -**

Room availability has been difficult at times – as I have found it frustrating if I have had availability to book a client in – but there are no rooms available. This has led me to changing my booking appts process- as I now book a number of sessions in advance for CHISVA clients – rather than booking one at a time – so this has worked much better. I have found ways to adapt to the challenges to reduce impact to clients.

**Vicky Mountcastle - Children's Services**

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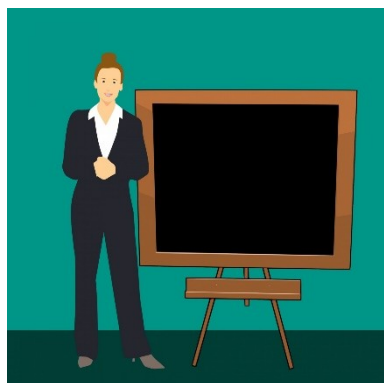
### **RASA Project Development Manager - by Sophie Gunter**

Helen Leach is RASA's Project Development Manager. As part of her role, she writes training for RASA staff and volunteers and for RASA education. She also creates bespoke training for other organisations. This content is created via an online platform called Teachable.

Another part of her role is to work alongside other managers at RASA to tackle issues and write new policies and procedures. These can be across a wide range of areas, such as HR and education. She also interviews and trains new staff, volunteers, and trustees. New volunteers are recruited and trained each year at RASA. Helen is also a point of contact for other staff at RASA.

For her work for teachable and RASA education, Helen has developed various training programs which are delivered by Victoria Green, who is the Clinical Lead and Training and Development Manager at RASA. Helen writes the content and Victoria, who is clinical work based, delivers the content to clients.

Recent projects, that have been worked on include a Train the Trainer package, which is a package for school teachers to deliver to students after they have been trained themselves on this. There is also a bystander intervention training programme, a sexual harassment in the workplace programme and a bespoke women's nighttime safety charter for Manchester, which includes bystander training within it.



On teachable, there are various detailed and very informative and engaging resources on areas such as coping skills after trauma, self-help techniques, information on anxiety, depression, and relationships after sexual violence to name a few. The resources walk you through the content in an interactive and informative way, explaining and giving great examples so individuals can fully understand the content being taught and discussed. There are also printable resources and worksheets covering many aspects of supporting

yourself or others after sexual violence.

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### **FROM OUR CLIENTS**

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## RASA MERSEYSIDE ANNUAL REPORT YEAR TO 31-03-2023



*Using the service and therapy has contributed to my thoughts feelings and ability to cope with everyday life. **Male 33***

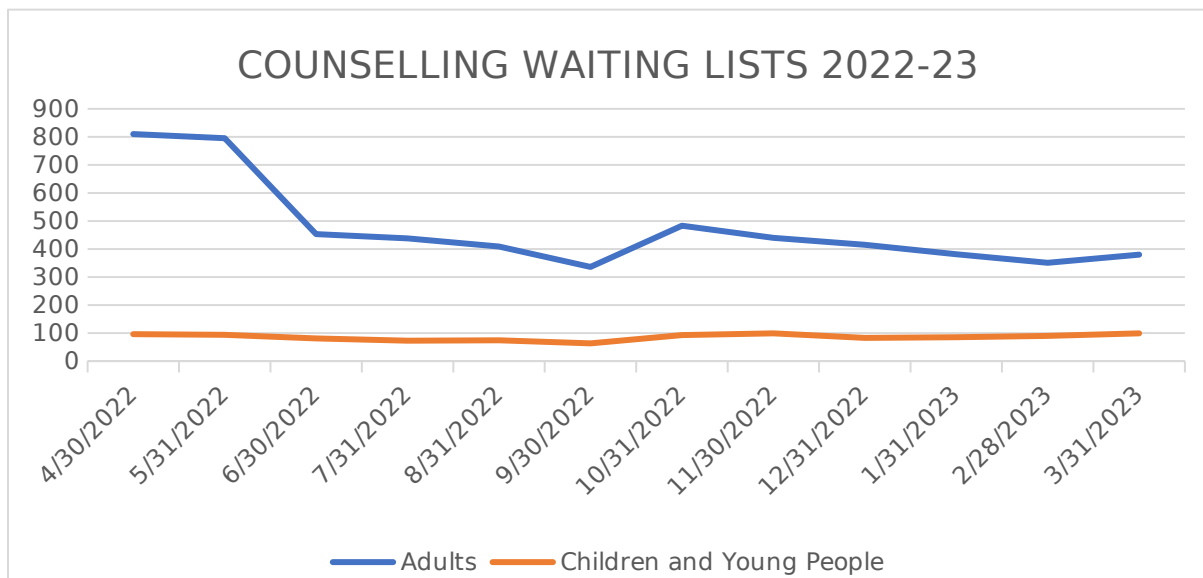
*The EMDR has helped me to process more than I thought was possible. **Female 31***

*I felt heard and comforted. it was good to talk and not feel shame or feel judged. **Male 32***

*I've really been able to acknowledge my feelings now. Rather than just getting on with things or thinking it's just me being sensitive or daft, I've finally learned to validate my own feelings and know that I do deserve to take up space in this world. I'll never forget that. **Female 60***

*im learning to create my own boundaries and limitations on any given day. so were as before, I would have pushed myself or just 'got on with it', now I pace myself. I am able to listen to my own needs and put myself first. **Female 55***

*I think I can see more now how talking to myself negatively has become a habit and I want to break that and become a better me. I also feel I need to be kinder to me and that I am worthy of love. **Female 49***



Sunflowers Service - Children and young people's service at RASA - Sophie Gunter



## RASA MERSEYSIDE ANNUAL REPORT YEAR TO 31-03-2023



The sunflower children's and young people's service provides a wide range of support for young survivors of sexual abuse/violence and their families/ carers. The sunflowers service is run and managed by Janet Bunn and is supported by other staff members. There are currently 3 CHISVAs – 1 full time and 2 part time, covering Liverpool, Sefton, and Wirral.

CHISVAs are Children's Independent Sexual Violence Advisors and help and support young people and their families/carers to navigate the CJS (Criminal Justice System).

They support from the initial assessment right through to the end of the CJS process. They are also able to offer counselling and further sessions afterwards as well. The CHISVA service does not have a waiting list, meaning children and young people can get support from the service straight away, without delay.

In the last 12 months, the number of support sessions for children and young people has been increased. There are now 3 live sessions a month which last an hour each and bookings are made in advance for these. In addition, there are once monthly sessions run by the sunflowers manager for caregivers to help them to support their child / young person.

There is also a psychoeducation session run once a month by one of the team members to support young people and also there is a "life hacks for wellbeing" session run once monthly to support and provide self-care tips for teenagers who have gone through sexual violence/abuse.



There is also an online self -study course for caregivers to enable them to have better skills and strategies to support the young person and this is a multi-agency approach, with input from RASA staff, RASASC staff and clinical psychology from the Rainbow Centre at Alder Hey Children's

Hospital.

The sunflower service offers counselling for children from age 6 up to age 18 years. It also offers support for children under 6 years old but in this case the work is done with the caregiver for them to then support the child, due to the very young age of the child. The therapy is tailored to the child's needs and follows a trauma-informed care approach.

Recruitment is in place for a power project worker. This is an outreach role where children and young people are supported who are finding it difficult to engage in services. Psychoeducation, as well as emotional support and

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## RASA MERSEYSIDE ANNUAL REPORT YEAR TO 31-03-2023



therapy is offered, and this service is delivered across Liverpool, Sefton, and Wirral. The sunflower service also links in with the Parents Protect service run by RASA.



### **Year End Report April 2022- April 2023 Rachael Crowder** **Children's ISVA**

New skills/qualifications I have acquired in this year.

I have completed my level 2 in counselling within RASA Education and have recently started my ISVA development course -training with Lime culture which is online every month and runs up until the end of July 2023.

I also have started to fully immerse myself into the children's ISVA role supporting my colleague with having face to face clients and also telephone sessions. I have built up a case load of 30 clients and have maintained clients for a number of sessions in Sefton and Liverpool area.

I have attended my first TAF (Team around the Family) meetings in schools with other agencies which has improved my communication skills and general team working abilities.

In addition to this having regular contact with other agencies day to day as part of the new ISVA role I am currently in has triggered lots of progression personally and professionally.

### **My knowledge and development this year**

When I first started at RASA I attended the Rainbow centre at Alder Hey. I was not aware of its existence so having that opportunity has been very

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## RASA MERSEYSIDE ANNUAL REPORT YEAR TO 31-03-2023



insightful and helps me transfer that knowledge when supporting ISVA clients/ assessment.

I have completed a lot of zoom training for specific areas such as suicide prevention, mental health, domestic violence, graded care profile 2 to name a few. In person we had cyber awareness demonstrated by Merseyside police which was very helpful to have the information given in person.

### **Multi-agency networking events I have attended in this year.**

I attended a TAF meeting on behalf of an ISVA client within her high school- this was very insightful and helped me gather information around the client from other agencies- it was helpful to have the first experience so that I now have that to prepare me for future meetings and how best to prepare.

I have attended team meetings online with social worker, parent and other agencies that are working with the family as part of child protection.

Again, this is brilliant to enable me to build up my professional confidence and also have the valuable experience to put into practice in future multi agency meetings.



### **Things that have gone well this year**

I have had the pleasure of supporting a young person make his report to the police over the phone which was very much a new experience for myself and opened my eyes up to my own areas needed for development but also instilled more self confidence that I have had a positive impact on the client and gave them a safe supported environment to enable them to make that decision and make that first step.

I have attended a number of events outside of RASA building on my own whereby other agencies are there – this has helped me feel more empowered within my role and I have gained a number of transferrable skills.

I have seen a shift in clients who have consistently come back to sessions which is rewarding to see them engaging and also noticing a change in themselves.

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## RASA MERSEYSIDE ANNUAL REPORT YEAR TO 31-03-2023



Being able to have a room in Southport on a Wednesday has been brilliant so that I can see Sefton based clients with a guaranteed free day to book them in there consistently.

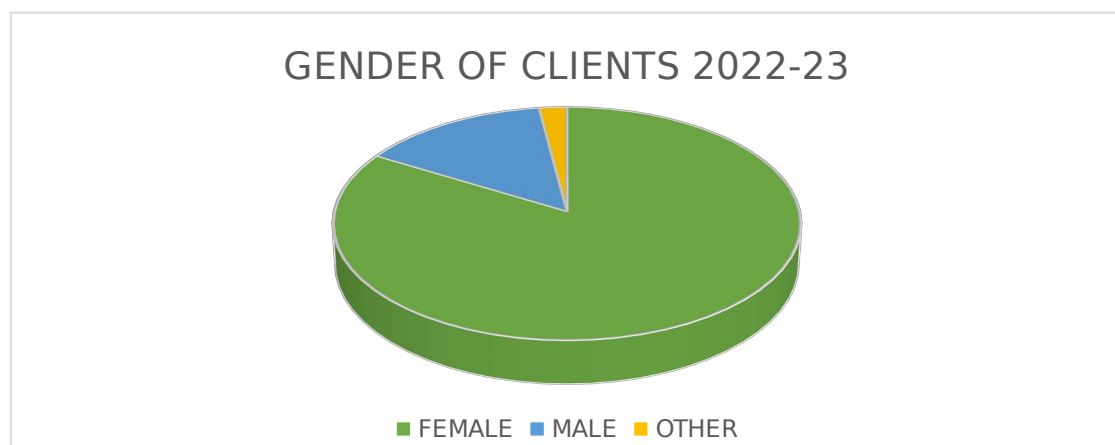
Overall creating that first sense of safety and support for the survivor or the relative whom I am on the telephone assessment with as it is sometimes their first time they have spoken to someone and are feeling very vulnerable. I like to think I am building up a good rapport to start the process of the support and help the parent or guardian or client all feel listened to and valued.

### Challenges this year.

Self- confidence- as this can hinder a number of things; especially given I transferred over to the ISVA role without the initial training which was a great way to learn.

Maintaining the organisation from being assessment officer to ISVA and ensuring everyone is contacted in time and booked in – especially given that everyone will respond at different times and there is a constant limit on room bookings in Bootle.

### Rachael Crowder Children's Assessment and ISVA



### Year End Report April 2022- April 2023 Katie Hawke Children's Services

#### New skills/qualifications acquired.

During the course of the last year, I undertook my CBT Level 5 training and have secured this qualification. Being able to integrate these skills into my counselling practice with Sunflowers clients has been beneficial to my practice. I also completed Helen Millar's Counselling Children and

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Young People course, which was very useful in consolidating the experience I have already gained and provide me with some new knowledge and skills.

### **Knowledge development**

Both training courses mentioned above have been invaluable in the development of my knowledge and I have also continued to attend training for professionals provided by the local council safeguarding teams, such as LSCP (Liverpool), SSCP (Sefton) and WSCP (Wirral).

### **Multi-agency networking events attended.**

One of the highlights of the last year for me was attending “The Big Learn”, hosted by the Wirral Safeguarding Children Partnership, at the Flora Pavilion in New Brighton. This was a two-day event wherein any and all services that work with children and young people on the Wirral had stalls and were able to network with each other, as well as attending talks provided by different professionals.

### **Things that have gone well**

I have continued to see positive outcomes with clients who have provided lovely feedback at times, which has boosted my confidence further in my practice. Particularly rewarding has been some outcomes with clients with whom I felt unsure as to whether they were feeling any benefit from the sessions, to then find at their conclusion that they had been.

*“RASA has helped me with my anxiety about going places and has made me less fearful to open up about the incident. The support has also helped me to understand my feelings are valid too.”*

*“Katie was amazing and always listened to me and helped me through my struggles and she does an amazing job.”*

One of the best pieces of feedback I received this year has been from a parent, after their daughters’ sessions concluded:

*“I just want to thank you so much for your genuine care and the invaluable support that you have given to [client]. We both know that this has helped her in so many ways to be more aware with increased self-confidence and self-esteem. Thank you so much.”*

## RASA MERSEYSIDE ANNUAL REPORT YEAR TO 31-03-2023



I have really appreciated again the opportunities provided for gaining knowledge and qualifications, and the increased number of self-care occasions.

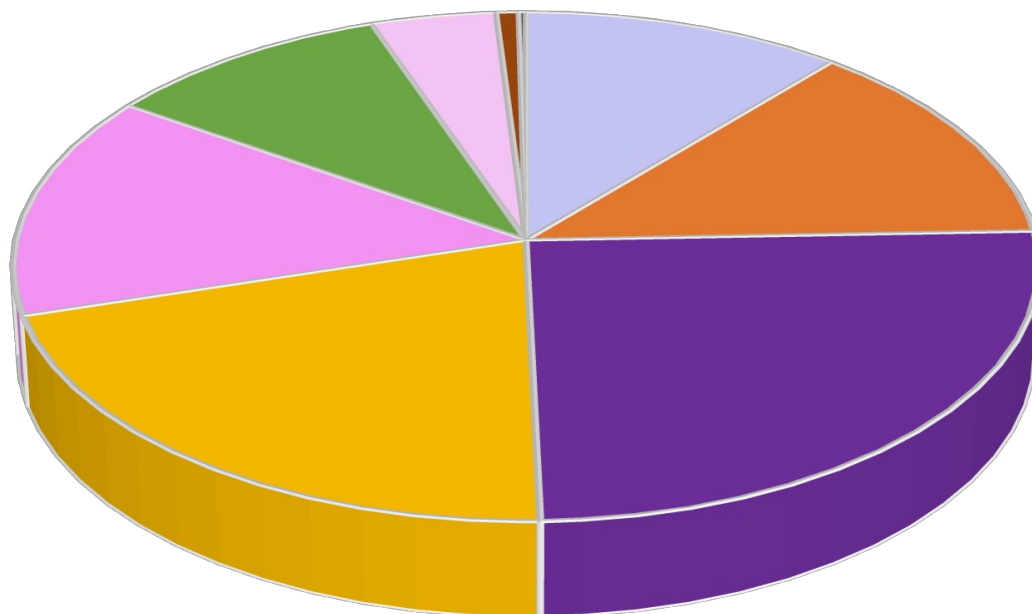
### Challenges within your role

In recent months there has been an increase in the number of clients and professionals asking or hoping for EMDR therapy to be part of their treatment at RASA. Whilst I am confident in the sufficiency of person-centred counselling to be of service to clients at RASA, my being unable to deliver EMDR has felt like a deficiency at times. I intend to seek accreditation with the BACP so that I may then be able to acquire qualification in this technique.

\*\*\*\*\*



### AGES OF CLIENTS AT REFERRAL 2022-23



■ UNDER 10   
 ■ AGED 10-17   
 ■ AGED 18-24   
 ■ AGED 25-34   
 ■ AGED 35-44  
■ AGED 45-54   
■ AGED 55-64   
■ AGED 65-74   
■ 75 AND OLDER

## RASA MERSEYSIDE ANNUAL REPORT YEAR TO 31-03-2023



### A review of our year at RASA from 1<sup>st</sup> April 2022 - 31<sup>st</sup> March 2023.

1 year

52 weeks

2,514 (2,057) new clients

594 (643) sexually abused children

1,449 (1,213) clients from previous year

2979 (3,342) females - 513 (590) males - 76 (65) others

62,946 (61,221) activities - 1,395,247 (1,139,486) minutes logged with clients

897 (981) Wirral clients - 1,839 (1,819) Liverpool clients - 865 (862) Sefton clients

2,753 (2,949) counselling clients - 803 (993) ISVA clients - 12 (55) other activities clients

890 (940) multiple sexual violence incidents - 240 (267) affected relatives and friends

1,066 (905) rapes as a primary cause for presenting - 47 (36) sexually exploited adults

1,051 (1,094) adult survivors of child sexual abuse

3,002 (2,578) sexually violated adults

19 (16) domestic violence victims

52 weeks

1 year

32

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## RASA MERSEYSIDE ANNUAL REPORT YEAR TO 31-03-2023



### Contact Us

Get in touch with us using the relevant options below.

Being in contact with people that understand you may help you to feel less isolated and more supported in order to take the first step and recover.

#### General Enquiries

Units 2 and 3 Stella Nova  
Washington Parade  
Bootle  
L20 4TZ

**0151 558 1801**

[rasa@rasamerseyside.org](mailto:rasa@rasamerseyside.org)

If you require support outside of office hours, you can phone the Rape Crisis National Helpline on:

**0808 802 9999**

Talk to us in confidence.

Open between 12pm-2.30pm and 7pm-9.30pm every day of the year.

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Charity Name			Charity No (if any)		
Annual accounts for the period					
Period start date		To	Period end date		

## Section A Statement of financial activities

Recommended categories by activity	Guidance Notes	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
		£	£	£	£	£
		F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>						
<b>Income and endowments from:</b>						
Donations and legacies	S01	-	-	-	-	-
Charitable activities	S02	-	-	-	-	-
Other trading activities	S03	-	-	-	-	-
Investments	S04	-	-	-	-	-
Separate material item of income	S05	-	-	-	-	-
Other	S06	-	-	-	-	-
<b>Total</b>	S07	-	-	-	-	-
<b>Resources expended (Note 6)</b>						
<b>Expenditure on:</b>						
Raising funds	S08	-	-	-	-	-
Charitable activities	S09	-	-	-	-	-
Separate material item of expense	S10	-	-	-	-	-
Other	S11	-	-	-	-	-
<b>Total</b>	S12	-	-	-	-	-
<b>Net income/(expenditure) before investment gains/(losses)</b>						
Net gains/(losses) on investments	S13	-	-	-	-	-
<b>Net income/(expenditure)</b>	S14	-	-	-	-	-
<b>Extraordinary items</b>	S15	-	-	-	-	-
<b>Transfers between funds</b>	S16	-	-	-	-	-
<b>Other recognised gains/(losses):</b>	S17	-	-	-	-	-
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-	-
Other gains/(losses)	S19	-	-	-	-	-
<b>Net movement in funds</b>	S20	-	-	-	-	-
<b>Reconciliation of funds:</b>						
Total funds brought forward	S21	-	-	-	-	-
<b>Total funds carried forward</b>	S22	-	-	-	-	-

## Section B Balance sheet

		Guidance Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
<b>Fixed assets</b>							
Intangible assets	(Note 15)	B01	-	-	-	-	-
Tangible assets	(Note 14)	B02	-	-	-	-	-
Heritage assets	(Note 16)	B03	-	-	-	-	-
Investments	(Note 17)	B04	-	-	-	-	-
<b>Total fixed assets</b>		B05	-	-	-	-	-
<b>Current assets</b>							
Stocks	(Note 18)	B06	-	-	-	-	-
Debtors	(Note 19)	B07	-	-	-	-	-
Investments	(Note 17.4)	B08	-	-	-	-	-
Cash at bank and in hand	(Note 24)	B09	-	-	-	-	-
<b>Total current assets</b>		B10	-	-	-	-	-
<b>Creditors: amounts falling due within one year</b>							
	(Note 20)	B11	-	-	-	-	-
<b>Net current assets/(liabilities)</b>		B12	-	-	-	-	-
<b>Total assets less current liabilities</b>		B13	-	-	-	-	-
<b>Creditors: amounts falling due after one year</b>							
	(Note 20)	B14	-	-	-	-	-
<b>Provisions for liabilities</b>		B15	-	-	-	-	-
<b>Total net assets or liabilities</b>		B16	-	-	-	-	-
<b>Funds of the Charity</b>							
Endowment funds	(Note 27)	B17	-			-	-
Restricted income funds	(Note 27)	B18		-		-	-
Unrestricted funds		B19			-	-	-
Revaluation reserve		B20				-	
<b>Total funds</b>		B21	-	-	-	-	-
Signed by one or two trustees on behalf of all the trustees			Signature		Print Name		Date of approval dd/mm/yyyy

## 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 under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- and with\* 

✓
---

 the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with\* 

✓
---

 the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.\*

\* -Tick as appropriate

#### 1.2 Going concern

*If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:*

An explanation as to those factors that support the conclusion that the charity is a going concern;

Disclosure of any uncertainties that make the going concern assumption doubtful;

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

#### 1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note { }.

- Yes\* 

✓
---
- No\* 

✓
---

 \* -Tick as appropriate

*Please disclose:*

<i>(i) the nature of the change in accounting policy;</i>	
<i>(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and</i>	
<i>(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP.</i>	

#### 1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

- Yes\* 

✓
---
- No\* 

✓
---

 \* -Tick as appropriate

*Please disclose:*

<i>(i) the nature of any changes;</i>	
<i>(ii) the effect of the change on income and expense or assets and liabilities for the current period; and</i>	
<i>(iii) where practicable, the effect of the change in one or more future periods.</i>	

#### 1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

- Yes\* 

✓
---
- No\* 

✓
---

 \* -Tick as appropriate

*Please disclose:*

<i>(i) the nature of the prior period error;</i>	
<i>(ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and</i>	
<i>(iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts.</i>	

**Note 2                      Accounting policies**

*Please complete this note when first reporting under FRS2102. Section 35 of FRS102, requires 3 reconciliations to be presented, if all are applicable.*

**2.1 RECONCILIATION WITH PREVIOUS GENERALLY ACCEPTED ACCOUNTING PRACTICE**

Please provide a description of the nature of each change in accounting policy

***Reconciliation of funds per previous GAAP to funds determined under FRS 102***

	Start of period	End of period
	£	£
Fund balances as previously stated		
<i>Adjustments:</i>		

Fund balance as restated

---



---

***Reconciliation of net income/(net expenditure) per previous GAAP to net income/(net expenditure) under FRS 102***

	End of period
	£
Net income/(expenditure) as previously stated	
<i>Adjustments:</i>	

Previous period net income/(expenditure) as  
restated

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## Note 2

## Accounting policies

## 2.2 INCOME

*This standard list of accounting policies has been applied by the charity except for those ticked "No" or "N/a". Where a different or additional policy has been adopted then this is detailed in the box below.*

<b>Recognition of income</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>it is more likely than not that the trustees will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
<b>Offsetting</b>	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
<b>Legacies</b>	<p>In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).</p> <p>Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.</p>	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table> <table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
<b>Government grants</b>	The charity has received government grants in the reporting period	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
<b>Tax reclaims on donations and gifts</b>	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
<b>Donated goods</b>	Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
	The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
	Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
	Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
	Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
<b>Donated services and facilities</b>	Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
	Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SoFA.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
<b>Support costs</b>	The charity has incurred expenditure on support costs.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
<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.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
<b>Income from interest, royalties and dividends</b>	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
<b>Income from membership subscriptions</b>	Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Yes	No	N/a												
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
	Memberships subscriptions which gives a member the right to buy services or other	<table> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	Yes	No	N/a									
Yes	No	N/a												

	membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>Settlement of insurance claims</b>	Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>Investment gains and losses</b>	This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>2.3 EXPENDITURE AND LIABILITIES</b>								
<b>Liability recognition</b>	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>Governance and support costs</b>	Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<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.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>Grants payable without performance conditions</b>	Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>Redundancy cost</b>	The charity made no redundancy payments during the reporting period.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>Deferred income</b>	No material item of deferred income has been included in the accounts.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>Creditors</b>	The charity has creditors which are measured at settlement amounts less any trade discounts	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>Provisions for liabilities</b>	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>Basic financial instruments</b>	The charity accounts for basic financial instruments on initial recognition as per paragraph 11.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>2.4 ASSETS</b>								
<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 <input type="text"/>	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
	They are valued at cost.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
	The depreciation rates and methods used are disclosed in note 9.2.							
<b>Intangible fixed assets</b>	The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 9.5	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
	They are valued at cost.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>Heritage assets</b>	The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. The depreciation rates and methods used as disclosed in note 9.6.1.4.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
	They are valued at cost.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>Investments</b>	Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
	Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
<b>Stocks and work in progress</b>	Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						
	Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.	<table> <tr><td>✓</td><td>✓</td><td>✓</td></tr> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> </table>	✓	✓	✓	Yes	No	N/a
✓	✓	✓						
Yes	No	N/a						

	Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Debtors</b>	Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Current asset investments</b>	The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	They are valued at fair value except where they qualify as basic financial instruments.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM  
THOSE ABOVE**

## Note 3

## Analysis of income

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
	<b>Analysis</b>					
<b>Donations and legacies:</b>	Donations and gifts	-	-	-	-	-
	Gift Aid	-	-	-	-	-
	Legacies	-	-	-	-	-
	General grants provided by government/other charities	-	-	-	-	-
	Membership subscriptions and sponsorships which are in substance donations	-	-	-	-	-
	Donated goods, facilities and services	-	-	-	-	-
	Other	-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
<b>Charitable activities:</b>		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Other	-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
<b>Other trading activities:</b>		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Other	-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
<b>Income from investments:</b>	Interest income	-	-	-	-	-
	Dividend income	-	-	-	-	-
	Rental and leasing income	-	-	-	-	-
	Other	-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
<b>Separate material item of income:</b>		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Other	-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
<b>Other:</b>	Conversion of endowment funds into income	-	-	-	-	-
	Gain on disposal of a tangible fixed asset held for charity's own use	-	-	-	-	-
	Gain on disposal of a programme related investment	-	-	-	-	-
	Royalties from the exploitation of intellectual property rights	-	-	-	-	-
	Other	-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
<b>TOTAL INCOME</b>		-	-	-	-	-

## Other information:

All income in the prior year was unrestricted except for: (please provide description and amounts)

Where any endowment fund is converted into income in the reporting period, please give the reason for the conversion.

Where any endowment fund is converted into income in the prior period, please give the reason for the conversion.

Within the income items above the following items are material:  
(please disclose the nature, amount and any prior year  
amounts)

--



Note 4

Analysis of receipts of government grants

	Description	This year £
Government grant 1		-
Government grant 2		-
Government grant 3		-
Other		-
	Total	-

	Description	Last year £
Government grant 1		-
Government grant 2		-
Government grant 3		-
Other		-
	Total	-

	This year	Last year
<i>Please provide details of any unfulfilled conditions and other contingencies attaching to grants that have been recognised in income.</i>		

	This year	Last year
<i>Please give details of other forms of government assistance from which the charity has directly benefited.</i>		

Note 5
 Donated goods, facilities and services

	This year £	Last year £
Seconded staff	-	-
Use of property	-	-
Other	-	-
	-	-

	This year	Last year
Please provide details of the accounting policy for the recognition and valuation of donated goods, facilities and services.		
Please provide details of any unfulfilled conditions and other contingencies attaching to resources from donated goods and services not recognised in income.		
Please give details of other forms of other donated goods and services not recognised in the accounts, eg contribution of unpaid volunteers.		

Note 6 Analysis of expenditure

Analysis	This year				Last year			
	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Unrestricted funds	Restricted income funds	Endowment funds	Total funds
	£				£			
<b>Expenditure on raising funds:</b>								
Incurred seeking donations	-	-	-	-	-	-	-	-
Incurred seeking legacies	-	-	-	-	-	-	-	-
Incurred seeking grants	-	-	-	-				-
Operating membership schemes and social lotteries	-	-	-	-				-
Staging fundraising events	-	-	-	-				-
Fundraising agents	-	-	-	-				-
Operating charity shops	-	-	-	-				-
Operating a trading company undertaking non-charitable trading activity	-	-	-	-				-
Advertising, marketing, direct mail and publicity	-	-	-	-	-	-	-	-
Start up costs incurred in generating new source of future income	-	-	-	-	-	-	-	-
Database development costs	-	-	-	-	-	-	-	-
Other trading activities	-	-	-	-				-
Investment management costs:	-	-	-	-				-
Portfolio management costs	-	-	-	-	-	-	-	-
Cost of obtaining investment advice	-	-	-	-	-	-	-	-
Investment administration costs	-	-	-	-	-	-	-	-
Intellectual property licencing costs	-	-	-	-	-	-	-	-
Rent collection, property repairs and maintenance charges	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total expenditure on raising funds</b>	-	-	-	-	-	-	-	-
<b>Expenditure on charitable activities:</b>								
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total expenditure on charitable activities</b>	-	-	-	-	-	-	-	-
<b>Separate material item of expense</b>								
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-	-
<b>Other</b>								
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total other expenditure</b>	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURE</b>	-	-	-	-	-	-	-	-

Other information:

Analysis of expenditure on charitable activities

Activity or programme	This year				Last year			
	Activities undertaken directly	Grant funding of activities	Support Costs	Total this year	Activities undertaken directly	Grant funding of activities	Support Costs	Total last year
	£	£	£	£	£	£	£	£
Activity 1	-	-	-	-	-	-	-	-
Activity 2	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Section C	Notes to the accounts	(cont)
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**Note 7            Extraordinary items**

*Please explain the nature of each extraordinary item occurring in the period.*

	Description	This year £	Last year £
Extraordinary item 1		-	-
Extraordinary item 2		-	-
Extraordinary item 3		-	-
Extraordinary item 4		-	-
Total extraordinary items		-	-



Section C

Notes to the accounts

Note 8

Funds received as agent

8.1 Please complete this note if the charity has agreed to administer the funds of another entity as its agent. Note: If a charity is acting as an agent, it should not recognise the income in the Statement of Financial Activities or the Balance Sheet.

Description/name of party	Related party (Yes or No)	Amount received		Amount paid out		Balance held at period end	
		This year	Last year	This year	Last year	This year	Last year
		£	£	£	£	£	£
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Total		-	-	-	-	-	-

8.2 Where a consortia or similar arrangement exists whereby 2 or more charities co-operate to achieve economies in the purchase of goods or services, please disclose details of any balances outstanding between any participating members.

Description/name of party	Balance held at period end	
	This year	Last year
	£	£
	-	-
	-	-
	-	-
	-	-
	-	-
Total	-	-

Section C

Notes to the accounts

Note 9

Support Costs

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

This year

Support cost (examples)	Raising funds	Activity 1	Activity 2	Activity 3	Grand total	Basis of allocation (Describe method)
	£	£	£	£	£	
Governance	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
Other	-	-	-	-	-	
Total	-	-	-	-	-	

Last year

Support cost (examples)	Raising funds	Activity 1	Activity 2	Activity 3	Grand total	Basis of allocation (Describe method)
	£	£	£	£	£	
Governance	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
Other	-	-	-	-	-	
Total	-	-	-	-	-	

Please provide details of the accounting policy adopted for the apportionment of costs between activities and any estimation techniques used to calculate their apportionment.

Section C	Notes to the accounts
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**Note 10**                      **Details of certain items of expenditure**

**10.1 Fees for examination 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. If nothing was paid please enter '0' in the appropriate box(es).*

Independent examiner's fees

Assurance services other than audit or independent examination

Tax advisory fees

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

This year £	Last year £
-	-
-	-
-	-
-	-

Section C	Notes to the accounts	(cont)
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**Note 11**                      **Paid employees**  
*Please complete this note if the charity has any employees.*

**11.1 Staff Costs**

	This year £	Last year £
Salaries and wages	-	-
Social security costs	-	-
Pension costs (defined contribution scheme)		
Other employee benefits	-	-
<b>Total staff costs</b>	-	-

**This year:**

Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party

**Last year:**

Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party

*Please give details of the number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards. If there are no such transactions, please enter 'true' in the box provided.*

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

Band	Number of employees	
	This year	Last year
£60,000 to £69,999	-	-
£70,000 to £79,999	-	-
£80,000 to £89,999	-	-
£90,000 to £99,999	-	-
£100,000 to £109,999	-	-

Please provide the total amount paid to key management personnel (includes trustees and senior management) for their services to the charity. For specific amounts paid to trustees, see Note 28.

This year £	Last year £
-	-

11.2 Average head count in the year

The parts of the charity in which the employees work

	This year Number	Last year Number
Fundraising	-	-
Charitable Activities	-	-
Governance	-	-
Other	-	-
Total	-	-

11.3 Ex-gratia payments to employees and others (excluding trustees)

Please complete if an ex-gratia payment is made.

Please explain the nature of the payment

This year	
Last year	

Please state the legal authority or reason for making the payment

This year	
Last year	

Please state the amount of the payment (or value of any waiver of a right to an asset)

This year	Last year
£	£
-	-



11.4 Redundancy payments

Please complete if any redundancy or termination payment is made in the period.

Total amount of payment

This year	Last year
£ -	£ -

The nature of the payment (cash, asset etc.)

--	--

The extent of redundancy funding at the balance sheet date

This year	Last year
£ -	£ -

Please state the accounting policy for any redundancy or termination payments

--	--

Section C	Notes to the accounts	(cont)
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**Note 12**                      **Defined contribution pension scheme or defined benefit scheme accounted for as a defined contribution scheme.**

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

	This year	Last year
	£	£
Amount of contributions recognised in the SOFA as an expense	-	-

Please explain the basis for allocating the liability and expense of defined contribution pension scheme between activities and between restricted and unrestricted funds.

--	--

**12.2** *Please complete this section where the charity participates in a defined benefit pension plan but is unable to ascertain its share of the underlying assets and liabilities.*

Please confirm that although the scheme is accounted for as a defined contribution plan, it is a defined benefit plan.

Please provide such information as is available about the plan's surplus or deficit and the implications, if any, for the reporting charity for this year and last year, if different


**12.3** *Please complete this section where the charity participates in a multi-employer defined benefit pension plan that is accounted for as a defined contribution plan.*

Describe the extent to which the charity can be liable to the plan for other entities' obligations under the terms and conditions of the multi-employer plan. If this is different for last year, provide details

Provide an explanation of how any liability arising from an agreement with a multi-employer plan to fund a deficit has been determined. If this is different for last year, provide details


## Section C

## Notes to the accounts

(cont)

## Note 13 Grantmaking

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

## This year:

## 13.1 Analysis of grants paid (included in cost of charitable activities)

Analysis	Grants to institutions	Grants to individuals	Support costs	Total
			£	£
Activity or project 1	-	-	-	-
Activity or project 2	-	-	-	-
Activity or project 3	-	-	-	-
Activity or project 4	-	-	-	-
<b>Total</b>	-	-	-	-

Please enter "Nil" if the charity does not identify and/or allocate support costs.

## 13.2 Grants made to institutions

<b>My charity has made grants to particular institutions that are material in the context of its grantmaking. Details of the institution supported, purpose of the grant and total paid to each institution is available on the charity's web site.</b>	Yes	<b>Please provide details of charity's URL.</b>
	No	<b>Provide details below</b>

Names of institution	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
<b>Total grants to institutions in reporting period</b>		-
<b>Other unanalysed grants</b>		-
<b>TOTAL GRANTS PAID</b>		-

## Last year:

### 13.3 Analysis of grants paid (included in cost of charitable activities)

Analysis	Grants to institutions	Grants to individuals	Support costs £	Total £
Activity or project 1	-	-	-	-
Activity or project 2	-	-	-	-
Activity or project 3	-	-	-	-
Activity or project 4	-	-	-	-
<b>Total</b>	-	-	-	-

Please enter "Nil" if the charity does not identify and/or allocate support costs.

### 13.4 Grants made to institutions

*My charity has made grants to particular institutions that are material in the context of its grantmaking. Details of the institution supported, purpose of the grant and total paid to each institution is available on the charity's web site.*

Yes

*Please provide details of charity's URL.*

No

*Provide details below*

Names of institution	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
<b>Total grants to institutions in reporting period</b>		-
<b>Other unanalysed grants</b>		-
<b>TOTAL GRANTS PAID</b>		-

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 14**                      **Tangible fixed assets**

*Please complete this note if the charity has any tangible fixed assets*

**14.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Total
	£	£	£	£	£
At the beginning of the year	-	-	-	-	-
Additions	-	-	-	-	-
Revaluations	-	-	-	-	-
Disposals	-	-	-	-	-
Transfers *	-	-	-	-	-
At end of the year	-	-	-	-	-

**14.2 Depreciation and impairments**

<b>**Basis</b>	SL or RB (Straight Line or Reducing Balance)	SL or RB	SL or RB	SL or RB	SL or RB
<b>** Rate</b>					

At beginning of the year	-	-	-	-	-
Disposals	-	-	-	-	-
Depreciation	-	-	-	-	-
Impairment	-	-	-	-	-
Transfers*	-	-	-	-	-
At end of the year	-	-	-	-	-

**14.3 Net book value**

Net book value at the beginning of the year	-	-	-	-	-
Net book value at the end of the year	-	-	-	-	-

#### 14.4 Impairment

***This year: Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.***

***Last year: Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.***

#### 14.5 Revaluation

***If an accounting policy of revaluation is adopted, please provide:***

***the effective date of the revaluation***

***the name of independent valuer, if applicable***

***the methods applied and significant assumptions***

***the carrying amount that would have been recognised had the assets been carried under the cost model.***

This year	Last year
-	-

#### 14.6 Other disclosures

***(i) Please state the amount of borrowing costs, if any, capitalised in the construction of tangible fixed assets and the capitalisation rate used.***

***(ii) Please provide the amount of contractual commitments for the acquisition of tangible fixed assets.***

***(iii) Details of the existence and carrying amounts of property, plant and equipment to which the charity has restricted title or that are pledged as security for liabilities.***

This year	Last year
£	£
-	-
-	-

\* 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.



**Note 15 Intangible assets***Please complete this note if the charity has any intangible assets***15.1 Cost or valuation**

	Research & development	Patents and trademarks	Other	Total
	£	£	£	£
At beginning of the year	-	-	-	-
Additions	-	-	-	-
Disposals	-	-	-	-
Revaluations	-	-	-	-
Transfers *	-	-	-	-
At end of the year	-	-	-	-

**15.2 Amortisation and impairments**

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL or RB	Straight Line ("SL") or Reducing Balance ("RB")
<b>** Rate</b>					
At beginning of the year	-	-	-	-	
Disposals	-	-	-	-	
Amortisation	-	-	-	-	
Impairment	-	-	-	-	
Transfers*	-	-	-	-	
At end of year	-	-	-	-	

**15.3 Net book value**

Net book value at the beginning of the year	-	-	-	-
Net book value at the end of the year	-	-	-	-

**15.4 Accounting policy***Please disclose the accounting policy for intangible fixed assets including:**Reasons for choosing amortisation rates**Policies for the recognition of any capital development*


## 15.5 Impairment

This year:

*Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.*

Last year:

*Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.*

## 15.6 Revaluation

*If an accounting policy of revaluation is adopted, please provide:*

*the effective date of the revaluation*

*the name of independent valuer, if applicable*

*the methods applied*

*the carrying amount that would have been recognised had the assets been carried under the cost model.*

This year	Last year

## 15.7 Other disclosures

*(i) If your intangible asset was acquired by way of grant, provide value on initial recognition and carrying amount of the asset.*

*(ii) Details of the carrying amounts of any intangible assets to which the charity has restricted title or that are pledged as security for liabilities.*

*(iii) Please provide the amount of contractual commitments for the acquisition of intangible assets.*

*(iv) State the amount of research and development expenditure recognised as expenditure in the year.*

*(v) Please detail the headings in the SOFA in which a charge for amortisation of intangible assets is included.*

*(vi) For any material intangible assets, please provide a description, its carrying amount and any remaining amortisation period.*


\* 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 16**
**Heritage assets**

*Please complete this note if the charity has heritage assets*

**16.1 General disclosures for all charities holding heritage assets**

	This year	Last year
(i) Explain the nature and scale of heritage assets held.		
(ii) Explain the policy for the acquisition, preservation, management and disposal of heritage assets.		

**16.2 Cost or valuation**

	Heritage asset 1 £	Heritage asset 2 £	Heritage asset 3 £	Heritage asset 4 £	Total £
At beginning of the year	-	-	-	-	-
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Revaluations	-	-	-	-	-
Transfers *	-	-	-	-	-
At end of the year	-	-	-	-	-

**16.3 Depreciation and impairments**

<b>**Basis</b>						Straight Line ("SL") or Reducing Balance ("RB")
<b>** Rate</b>						

At beginning of the year	-	-	-	-	-
Disposals	-	-	-	-	-
Depreciation	-	-	-	-	-
Impairment	-	-	-	-	-
Transfers*	-	-	-	-	-
At end of year	-	-	-	-	-

**16.4 Net book value**

Net book value at the beginning of the year	-	-	-	-	-
Net book value at the end of the year	-	-	-	-	-

## 16.5 Impairment

**This year**

*Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.*

--

**Last year**

*Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.*

--

## 16.6 Revaluation

*If an accounting policy of revaluation is adopted, please provide:*

*the effective date of the revaluation*

*the name of independent valuer, if applicable*

*qualifications of independent valuer*

*the methods applied and significant assumptions*

*any significant limitations on the valuation*

This year	Last year

## 16.7 Analysis of heritage assets by class or group distinguishing those at cost and those at valuation

Carrying amount at the beginning of the period

Additions

Disposals

Depreciation/impairment

Revaluation

Carrying amount at the end of period

At valuation Group A	At cost Group B	Total
£	£	£
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

## 16.8 Heritage assets (where heritage assets are not recognised on the balance sheet)

**(i) Explain the reason why heritage assets have not been recognised on the balance sheet.**

**(ii) Describe the significance and nature of heritage assets.**

**(iii) Disclose information that is helpful in assessing the value of heritage assets.**

This year	Last year

**(iv) Explain the reason why it is not practicable to obtain a valuation of heritage assets.**

--	--

#### 16.9 Five year summary of heritage assets transactions

	2015	2014	2013	2012	2011
	£	£	£	£	£
<b>Purchases</b>					
Group A	-	-	-	-	-
Group B	-	-	-	-	-
Group C	-				
Other	-				
<b>Donations</b>					
Group A	-	-	-	-	-
Group B	-	-	-	-	-
Group C	-	-	-	-	-
Other	-	-	-	-	-
<b>Total additions</b>	-	-	-	-	-
<b>Charge for impairment</b>					
Group A	-	-	-	-	-
Group B	-	-	-	-	-
Group C	-	-	-	-	-
Other	-	-	-	-	-
<b>Total charge for impairment</b>	-	-	-	-	-
<b>Disposals</b>					
Group A - carrying amount	-	-	-	-	-
Group B - carrying amount	-	-	-	-	-
Group C	-	-	-	-	-
Other	-	-	-	-	-
<b>Total disposals</b>	-	-	-	-	-



**Note 17 Investment assets**

Please complete this note if the charity has any investment assets.

**17.1 Fixed assets investments (please provide for each class of investment)**

	Cash & cash equivalents	Listed investments	Investment properties	Social investments	Other	Total
Carrying (fair) value at beginning of period	-	-	-	-	-	-
Add: additions to investments during period*	-	-	-	-	-	-
Less: disposals at carrying value	-	-	-	-	-	-
Less: impairments	-	-	-	-	-	-
Add: Reversal of impairments	-	-	-	-	-	-
Add/(deduct): transfer in/(out) in the period	-	-	-	-	-	-
Add/(deduct): net gain/(loss) on revaluation	-	-	-	-	-	-
Carrying (fair) value at end of year	-	-	-	-	-	-

\*Please specify additions resulting from acquisitions through business combinations, if any.

Please note that Fair Value in this context is the amount for which an asset could be exchanged between knowledgeable and willing parties in an arm's length transaction. For traded securities, the fair value is the value of the security quoted on the London Stock Exchange Daily Official List or equivalent. For other assets where there is no market price on a traded market, it is the trustees' or valuers' best estimate of fair value.

**17.2 Please provide a breakdown of investments shown above agreeing with the balance sheet row B04 differentiating between those held at fair value and those held at cost less impairment.**

This year:

**Analysis of investments**

Cash or cash equivalents

Listed investments

Investment properties

Social investments

Other investments

Total

Grand total (Fair value at year end+Cost less impairment)

Fair value at year end	Cost less impairment
£	£
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Last year:

**Analysis of investments**

Cash or cash equivalents

Listed investments

Investment properties

Social investments

Other investments

Total

Grand total (Fair value at year end+Cost less impairment)

Fair value at year end	Cost less impairment
£	£
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

**17.3 If your charity holds investment properties, please complete the following note:**

	This year	Last year
(i) Explain the methods and significant assumptions in determining the fair value of investment property held by the charity		
(ii) Name or independent valuer, if applicable, and relevant qualifications		
(iii) Provide details of any restrictions on the ability to realise investment property or on the remittance of income or disposal proceeds		
(iv) Explain any contractual obligations for the purchase, construction or development of investment property or for repairs, maintenance or enhancements		

**17.4 Please provide a breakdown of current asset investments, if applicable, agreeing with the balance sheet.**

**Analysis of current asset investments**

	This year	Last year
	£	£
Cash or cash equivalents	-	-
Listed investments	-	-
Investment properties	-	-
Social investments	-	-
Other investments	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

**17.5 Guarantees**

	This year	Last year
Please provide details and amount of any guarantee made to or on behalf of a third party		
Name of the entity or entities benefitting from those guarantees		
Please explain how the guarantee furthers the charity's aims		

## 17.6 Concessionary loans

Amount of concessionary loans made (Multiple loans made may be disclosed in aggregate provided that such aggregation does not obscure significant information).

Description	This year £	Last year £
	-	-
	-	-
	-	-
	-	-
<b>Total</b>	-	-

Amount of concessionary loans received (Multiple loans received may be disclosed in aggregate provided that such aggregation does not obscure significant information).

Description	This year £	Last year £
	-	-
	-	-
	-	-
<b>Total</b>	-	-

Terms and conditions eg interest rate, security provided

Value of any concessionary loans which have been committed but not taken up at the reporting date

Amounts payable within 1 year

Amounts payable after more than 1 year

Amounts receivable within 1 year

Amounts receivable after more than 1 year

This year	Last year

## 17.7 Additional information

Please provide information about the significance of investments to the charity's financial position or performance eg. terms and conditions of loans or the use of hedging to manage financial risk.

For all investments measured at fair value, the basis for determining the value, including any assumptions applied when using a valuation technique.

Where a charity has provided financial assets as a form of security, the carrying amount of the financial asset pledged as security and the terms and conditions relating to its pledge.

This year	Last year


**Section C**
**Notes to the accounts**
**(cont)**
**Note 18**
**Stocks**

*Please complete this note if the charity holds any stock items*

**18.1** Please state the carrying amount of stock and work in progress analysed between activities.

	Stock		Donated goods		Work in progress
	For distribution	For resale	For distribution	For resale	
	£	£	£	£	
<b>Charitable activities:</b>					
<i>Opening</i>	-	-	-	-	-
<i>Added in period</i>	-	-	-	-	-
<i>Expensed in period</i>	-	-	-	-	-
<i>Impaired</i>	-	-	-	-	-
<i>Closing</i>	-	-	-	-	-
<b>Other trading activities:</b>					
<i>Opening</i>	-	-	-	-	-
<i>Added in period</i>	-	-	-	-	-
<i>Expensed in period</i>	-	-	-	-	-
<i>Impaired</i>	-	-	-	-	-
<i>Closing</i>	-	-	-	-	-
<b>Other:</b>					
<i>Opening</i>	-	-	-	-	-
<i>Added in period</i>	-	-	-	-	-
<i>Expensed in period</i>	-	-	-	-	-
<i>Impaired</i>	-	-	-	-	-
<i>Closing</i>	-	-	-	-	-
<b>Total this year</b>	-	-	-	-	-
<b>Total previous year</b>	-	-	-	-	-

**18.2** Please specify the carrying amount of any stocks pledged as security for liabilities

This year	Last year
£	£

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 19 Debtors and prepayments**

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

**19.1 Analysis of debtors**

Trade debtors

Prepayments and accrued income

Other debtors

**Total**

This year	Last year
£	£
-	-
-	-
-	-
-	-

*Please complete 19.2 where a material debtor is recoverable more than a year after the reporting date.*

**19.2 Analysis of debtors recoverable in more than 1 year (included in debtors above)**

Trade debtors

Prepayments and accrued income

Other debtors

**Total**

This year	Last year
£	£
-	-
-	-
-	-
-	-
-	-

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 20**                      **Creditors and accruals**

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

**20.1 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 £
Accruals for grants payable	-	-	-	-
Bank loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Payments received on account for contracts or performance-related grants	-	-	-	-
Accruals and deferred income	-	-	-	-
Taxation and social security	-	-	-	-
Other creditors	-	-	-	-
<b>Total</b>	-	-	-	-

**20.2 Deferred income**

*Please complete this note if the charity has deferred income.*

*Please explain the reasons why income is deferred.*

This year	Last year

***Movement in deferred income account***

Balance at the start of the reporting period  
 Amounts added in current period  
 Amounts released to income from previous periods  
 Balance at the end of the reporting period

This year £	Last year £
-	-
-	-
-	-
-	-



Section C	Notes to the accounts	(cont)
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### Note 21 Provisions for liabilities and charges

*Please complete this note if you have included in charity expenditure any provisions. A provision is made when the charity has a liability of uncertain timing or amount.*

#### 21.1 Movements in recognised provisions and funding commitment during the period

	This year £	Last year £
Balance at the start of the reporting period	-	-
Amounts added in current period	-	-
Amounts charged against the provision in the current period	-	-
Unused amounts reversed during the period	-	-
Balance at the end of the reporting period	-	-

#### 21.2 Please provide:

	This year	Last year
- a brief description of any obligations on the balance sheet and the expected amount and timing of resulting payments;		
- an indication of the uncertainties about the amount or timing of those outflows; and		
- the amount of any expected reimbursement, stating the amount of any asset that has been recognised for that expected reimbursement.		

21.3 For any funding commitment that is not recognised as a liability or provision, provide details of commitment made, the time frame of that commitment, any performance-related conditions and details of how the commitment will be funded (with contracts for capital expenditure separately identified).

This year	Last year

21.4 Where unrestricted funds have been designated to a fund commitment, please disclose the nature of any amounts designated and the likely timing of that expenditure.

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Note 22 Other disclosures for debtors, creditors and other basic financial instruments

	This year	Last year
22.1 Please provide information about the significance of financial instruments (eg. debtors, creditors, investments etc) to the charity's financial position or performance, for example, the terms and conditions of loans or the use of hedging to manage financial risk.		
22.2 If the charity has provided financial assets as a form of security, the carrying amount of the financial assets pledged as security and the terms and conitions related to its pledge should be given here.		

### Note 23 Contingent liabilities and contingent assets

#### 23.1 Contingent liabilities

Where the charity has contingent liabilities, please complete the following section unless the possibility of their existence is remote.

This year

Description of item including its legal nature. Please describe any security provided in connection to the liability.	Estimate of financial effect

Last year

Description of item including its legal nature. Please describe any security provided in connection to the liability.	Estimate of financial effect

#### 23.2 Contingent assets

Where the charity has contingent assets, please complete the following section when their existence is probable

This year

Description of item	Estimate of financial effect

Last year

Description of item	Estimate of financial effect

#### 23.4 Other disclosures for contingent assets and/or liabilities

Please provide the following information where practicable:

	This year	Last year
Explain any uncertainties relating to the amount or timing of settlement; and the possibility of any reimbursement		
Where it is not practical to make one or more of these disclosures, please state this fact		

Section C	Notes to the accounts	(cont)
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Note 24                      Cash at bank and in hand

Short term cash investments (less than 3 months maturity date)  
Short term deposits  
Cash at bank and on hand  
Other  
Total

This year £	Last year £
-	-
-	-
-	-
-	-
-	-

Note 25

Fair value of assets and liabilities

	This year	Last year
25.1 Please provide details of the charity's exposure to credit risk (the risk of incurring a loss due to a debtor not paying what is owed) , liquidity risk (the risk of not being able to meet short term financial demands) and market risk (the risk that the value of an investment will fall due to changes in the market) arising from financial instruments to which the charity is exposed at the end of the reporting period and explain how the charity manages those risks.		
25.2 Please give details of the amount of change in the fair value of basic financial instruments (debtors, creditors, investments (see section 11, FRS 102 SORP)) measured at fair value through the SoFA that is attributable to changes in credit risk.		

Section C

Notes to the accounts

(cont)

Note 26

Events after the end of the reporting period

Please complete this note events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period

	This year	Last year
Please provide details of the nature of the event		
Provide an estimate of the financial effect of the event or a statement that such an estimate cannot be made		

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 27**                      **Charity funds**

**27.1 Details of material funds held and movements during the CURRENT reporting period**

*Please give details of the movements of material individual funds in the reporting period together with a balancing figure for 'Other funds'. The 'Total funds' figure below should reconcile to 'Total funds' in the balance sheet.*

*\* Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds*

Fund names	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
<b>Other funds</b>	N/a	N/a	-	-	-	-	-	-
<b>Total Funds</b>			-	-	-	-	-	-



Section C	Notes to the accounts	(cont)
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**Note 27** **Charity funds (cont)**

## 27.2 Details of material funds held and movements during the PREVIOUS reporting period

Please give details of the movements of material individual funds in the reporting period together with a balancing figure for 'Other funds'. The 'Total funds' figure below should reconcile to 'Total funds' in the balance sheet.

\* Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds

	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Fund names								
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
<i>Other funds</i>	N/a	N/a	-	-	-	-	-	-
Total Funds			-	-	-	-	-	-

**Note 27**                      **Charity funds (cont)**

**27.3 Transfers between funds**

**This year**

	<b>Reason for transfer and where endowment is converted to income, legal power for its conversion</b>	<b>Amount</b>
Between unrestricted and restricted funds		
Between endowment and restricted funds		
Between endowment and unrestricted funds		

**Last year**

	<b>Reason for transfer and where endowment is converted to income, legal power for its conversion</b>	<b>Amount</b>
Between unrestricted and restricted funds		
Between endowment and restricted funds		
Between endowment and unrestricted funds		

**27.4 Designated funds**

**This year**

<b>Planned use</b>	<b>Purpose of the designation</b>	<b>Amount</b>

**Last year**

<b>Planned use</b>	<b>Purpose of the designation</b>	<b>Amount</b>

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**Note 28 Transactions with trustees and related parties**

*If the charity has any transactions with related parties (other than the trustee expenses explained in guidance notes) details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box or "False" if there are transactions to report.*

**28.1 Trustee remuneration and benefits****This year**

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (True or False)

1

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

Name of trustee	Legal authority (eg order, governing document)	Amounts paid or benefit value				
		Remuneration	Pension contribution	Redundancy (including loss of office)/ex gratia	Other	TOTAL
		£	£	£	£	£
N/A	N/A	-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-

*Please give details of why remuneration or other employment benefits were paid.*

N/A

*Where an ex gratia payment has been made to a trustee, provide an explanation of the nature of the payment.*

N/A

**Last year**

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (True or False)

1

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

Name of trustee	Legal authority (eg order, governing document)	Amounts paid or benefit value				
		Remuneration	Pension contribution	Redundancy (including loss of office)/ex gratia	Other	TOTAL
		£	£		£	£
N/A	N/A	-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-

*Please give details of why remuneration or other employment benefits were paid.*

N/A

*Where an ex gratia payment has been made to a trustee, provide an explanation of the nature of the payment.*

N/A

28.2 Trustees' expenses

If the charity has paid trustees expenses for fulfilling their duties, details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box below. If there are transactions to report, please enter "False".

No trustee expenses have been incurred (True or False)

1

Type of expenses reimbursed	This year	Last year
	£	£
Travel	-	-
Subsistence	-	-
Accommodation	-	-
Other (please specify):	-	-
	-	-
TOTAL	-	-

Please provide the number of trustees reimbursed for expenses or who had expenses paid by the charity

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28.3 Transaction(s) with related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a related party has a material interest, including where funds have been held as agent for related parties. If there are no such transactions, please enter 'true' in the box provided.

This year

There have been no related party transactions in the reporting period (True or False)

1

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	Amount	Balance at period end	Provision for bad debts at period end	Amounts written off during reporting period
N/A	N/A	N/A	£	£	£	£

In relation to the transactions above, please provide the terms and conditions, including any security and the nature of any payment (consideration) to be provided in settlement.

N/A

For any related party, please provide details of any guarantees given or received.

N/A

Last year

There have been no related party transactions in the reporting period (True or False) 1

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	Amount	Balance at period end	Provision for bad debts at period end	Amounts written off during reporting period
N/A	N/A	N/A	£	£	£	£

*In relation to the transactions above, please provide the terms and conditions, including any security and the nature of any payment (consideration) to be provided in settlement.*

N/A

*For any related party, please provide details of any guarantees given or received.*

N/A

Note 29	Additional Disclosures
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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.