



**Market Harborough Story Centre**  
**Registered Charitable Incorporated Organisation**  
**No. 1198936**

**Annual Report and Accounts**  
**Year Ended 31<sup>st</sup> March 2024**

## Market Harborough Story Centre Trustee Report Year ended: 31<sup>st</sup> March 2024

### Trustees:

Sarah Smyth (Chair)

Eleanor Shepherd

Kate Chapman

Clare Bower

Christine Herrick

Market Harborough Story Centre (MHSC) was registered as a Charitable Incorporated Organisation (CIO) on 12<sup>th</sup> May 2022.

**Objects:** The promotion for the public benefit of the art of storytelling by the provision of opportunities for public education and participation.

In Accordance with the aims agreed at the last A.G.M., much of our energies this year have been focussed upon trying to secure a permanent base from which to work. To this end, a subgroup of members was formed, a central location was identified, a business case drawn up & the backing of the District Council, other Charities, Neighbourhood Forums and Community Groups was secured. We succeeded in getting the building registered as an **Asset of Community Value** and approached a local Charitable Organisation who were interested in funding the purchase of the building. However, Leicestershire County Council have made known their intention to accept another offer for the building/site.

Continuing our focus upon partnership working We have led story telling sessions at the Home Start Project in Market Harborough, working with families facing challenges, These have proved highly successful.....ref. the following quote from an email received, after one such session ,from the Family Coordinator, Home-Start South Leicestershire:  
*Thank you and Reflections*

"I think the afternoon session with the older group went so well. The room felt engaged, energised, and filled with warmth and fun.

B\_\_\_\_, one of the mums said to me at the end. "I really enjoyed the stories. I feel so relaxed now; I am going to go home and chill out!" Which I thought really showed how much the parents got from the session.

J\_\_\_\_, the dad who attended, called the office the next day to say how great the story session was and that he and his son would love to come again, and how lovely you all are.

I thought we had a nice amount with numbers, not too many, just right 8 children and 6 adults. I think everybody looked engaged the whole way through. I loved how some children came in reserved and sitting back and by the end were the ones jumping up to volunteer to wear the cape and have suggestions for the stories.

All three of you have such a lovely welcoming warm energy and the children and parents so clearly responded to this. It felt welcoming, non-

judgemental, and relaxed and they were free to join in and speak freely. Lovely to see.”

With donations received from the Leicestershire & Rutland Freemasons Charity, we purchased a substantial (3m x 6m), steel framed, Gazebo and fulfilled our commitment to running a Story Telling event at the Market Harborough Carnival in June, providing Story Making sessions for children of all ages and separate Story Telling sessions for adults.

The Harborough Film Producers also premiered their first film , 'TRUTH & LIES', this was well received and attracted a more diverse audience and a great deal of discussion!

The HFP had scripted their second film by October of this year - 'DOWN THE TUBES', This was premiered in December.

We also ran our annual 'Gig in the Garden', sharing songs, stories and reminiscences and held our 'Open Mic' story telling at Louisa's in the town.....These events were well attended.

The Story Centre (including Harborough Film Producers and Chair Art) was one of a number of Community Organisations that took part in an Event which was held to promote Arts and Culture, in its very different forms, in the Centre of Market Harborough. The Charity was able to promote it's aims and objectives more widely, publicise its activities and workshops, garner more interest in Story Telling, recruit additional members and gain support for a Community based Centre to promote Arts and Culture in the town.

It was felt that The Story Centre would benefit from an updated information leaflet – this was designed by members and a 'strap line' was created which we believe summaries what we do;

'We use the Magic and Power of stories  
To ignite creativity and bring together  
People, memories, and dreams.....

Your story matters!  
How do you want to tell it?'

We have used story telling techniques to facilitate reminiscence groups at the Baptist Church Hall and the Methodist Hall in Market Harborough as well as leading a group in Corby – these groups have always proved popular!

We have continued the personal Story Telling, 'Recording Conversations' on Social Media and intend to develop this further in the coming months.

As planned, during the months of October, November and December a creative writing course was facilitated, by Diana Bretherick, a local author and member of the MHSC Committee these sessions have proved productive.

Over the past twelve months, Chair Art (a branch of MHSC) has held exhibitions and workshops to promote the idea of Story Telling without words – these have attracted a wide range of age groups.

**C.A.Herrick 18/01/2025**

**Market Harborough Story Centre Annual General Meeting  
Charity Nos. 1198936  
16<sup>th</sup> January 2025**

**Attendees:**

Diana Bretherick  
Alison Rogers  
Claire Bower(Trustee)  
Thompson  
Kate Chapman (Trustee)  
Galloway  
Ron Counte  
Beryl Galloway  
Rachel Smyth  
Christine Herrick (Trustee)  
Eleanor Shepherd (Trustee)  
Michael Smyth

**Apologies:**

Oliver  
Martin

1. Christine Herrick, as host, welcomed people to the meeting.
2. The Trustees Report 2023-2024 was discussed in full and was approved without amendments.
3. The Annual Accounts to 31<sup>st</sup> March 2024 were circulated, discussed, and approved without amendments.
4. The current management position of the Market Harborough Story Centre was discussed in depth – due to the sudden, unexpected demise of the previous Chair of Trustees, Sarah Smyth, who was the main driving force behind the organisation and to the resignation of the Treasurer, Michael Smyth and one of the Trustees, Christine Herrick.  
Discussions centred upon whether the current Membership had the capacity to fulfil the objectives of the Charity and exactly how this could be done.  
At the close of discussions, it was proposed that the Charity should continue in its current form for the foreseeable future. This proposal was seconded and voted upon.  
The motion was carried 6 to 2
5. The way forward

The three existing Trustees agreed to continue in post, and it was agreed that the position of Chair of Trustees should be shared - Claire Bowers and Eleanor Shepherd agreeing to use their respective skill sets to fulfil this pivotal role.

This was unanimously approved.

Ron Counte, a qualified accountant, volunteered to take on the role of Treasurer left vacant by Michael Smyth. This was agreed unanimously

It was also agreed that it would be helpful to have some Administrative Support -

Lisa Hilton has indicated her willingness to help out in this capacity Oliver Thompson (a local fundraiser) has agreed to help and advise with future fundraising applications.

Penny Nicholson has indicated her willingness to become more actively involved in the organisational side of The Market Harborough Story Centre.

These offers of help and support have been gratefully accepted. It was also felt that it would be useful to appoint an additional Trustee - several names were suggested but as yet no one has been approached.

#### 6. Any Other Business

- Thanks were extended to Mike and Christine for their valuable contribution to the work of The Charity.
- Tribute was paid to Sarah Ray Smyth for the unstinting time, energy and enthusiasm that she invested in the Story Centre and for the very real difference that she made to the lives of people in Market Harborough. She will be sorely missed.

**There being no other business, the meeting closed at 9:35**



## **What Next - Planned Activities for 2024-2025**

Priorities for this year continue to focus on promoting **partnership** working – Nurturing current successful partnerships and developing new, productive ones. The vision remains to eventually secure a building from which to operate a wide range of activities promoting Story Making and Story Telling in their widest forms in order to deliver the Charities objectives for the benefit of the Public. Meanwhile, we will continue to host events in hired / shared venues across the town, to this end it is necessary to recruit more active members.

Over the next few months, we will be aiming to have a greater presence around the town: Pop-up Story Tents in the Market Place (making use of the Gazebo and banners that were purchased last year), story sessions in the local library, the museum and the independent book shop.

Working in partnership with the British Legion and the local museum to contribute to the 80<sup>th</sup> Anniversary of V.E. Day (the weekend of 11<sup>th</sup> May) with stories and readings from members of MHSC and the local community in the town centre.

We will continue to contribute to the Reminiscence Group which is held locally each week.

Before then, one of our members is to deliver a presentation and distribute flyers explaining the activities and purpose of the MHSC at the Culture Café in the centre of town.

Another of our members is to speak at The Writers Hub and there will be a further meeting at Louisa's where MHSC members will share stories and mingle, with the specific intention of nurturing interest and recruiting new, active members.

Meanwhile, we will continue to develop our Social Media presence – linking relevant websites and introducing an element of interaction to the website.

We will continue uploading personal stories on the podcast and intend to develop this to include contributions from the local youth theatre group (Parsnips) aged 14+ (who write, interpret and perform their own plays).

Building on the success of last year, it is planned to hold another Arts & Culture Day in the local theatre, the Church and other community buildings in the town centre– MHSC are committed to contributing to this and hope to recruit further members at the event.

This year we hope to contribute to the Market Harborough Carnival again, running a story tent and a performance tent together with an open mic. We will also be showing the latest production from HFP.



|                                |          |    |                 |           |       |
|--------------------------------|----------|----|-----------------|-----------|-------|
| Market Harborough Story Centre |          |    | 1198936         |           | CC17a |
| Annual accounts for the period |          |    |                 |           |       |
| Period start date              | 4/1/2023 | To | Period end date | 3/31/2024 |       |

## Section A Statement of financial activities

| Recommended categories by activity                                              | Details of own analysis | Note | Unrestricted funds<br>£<br>F01 | Restricted income funds<br>£<br>F02 | Endowment funds<br>£<br>F03 | Total this year<br>£<br>F04 | Total last year<br>£<br>F05 |
|---------------------------------------------------------------------------------|-------------------------|------|--------------------------------|-------------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Incoming resources (Note 3)</b>                                              |                         |      |                                |                                     |                             |                             |                             |
| Incoming resources from generated funds                                         |                         |      | -                              | -                                   | -                           | -                           | -                           |
| Voluntary income                                                                |                         | S01  | 1,016                          | -                                   | -                           | 1,016                       | 1,055                       |
| Activities for generating funds                                                 |                         | S02  | 700                            | -                                   | -                           | 700                         | 791                         |
| Investment income                                                               |                         | S03  | -                              | -                                   | -                           | -                           | -                           |
| Incoming resources from charitable activities                                   |                         | S04  | -                              | -                                   | -                           | -                           | -                           |
| Other incoming resources                                                        |                         | S05  | -                              | -                                   | -                           | -                           | -                           |
| <b>Total incoming resources</b>                                                 |                         | S06  | 1,716                          | -                                   | -                           | 1,716                       | 1,846                       |
| <b>Resources expended (Notes 4-8)</b>                                           |                         |      |                                |                                     |                             |                             |                             |
| Costs of Generating Funds                                                       |                         |      | -                              | -                                   | -                           | -                           | -                           |
| Costs of generating voluntary income                                            |                         | S07  | 1,898                          | -                                   | -                           | 1,898                       | 400                         |
| Fundraising trading costs                                                       |                         | S08  | -                              | -                                   | -                           | -                           | 935                         |
| Investment management costs                                                     |                         | S09  | -                              | -                                   | -                           | -                           | -                           |
| Charitable activities                                                           |                         | S10  | -                              | -                                   | -                           | -                           | -                           |
| Governance costs                                                                |                         | S11  | -                              | -                                   | -                           | -                           | -                           |
| Other resources expended                                                        |                         | S12  | -                              | -                                   | -                           | -                           | -                           |
| <b>Total resources expended</b>                                                 |                         | S13  | 1,898                          | -                                   | -                           | 1,898                       | 1,335                       |
| <b>Net incoming/(outgoing) resources before transfers</b>                       |                         | S14  | - 182                          | -                                   | -                           | - 182                       | 511                         |
| <b>Gross transfers between funds</b>                                            |                         | S15  | -                              | -                                   | -                           | -                           | -                           |
| <b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b> |                         | S16  | - 182                          | -                                   | -                           | - 182                       | 511                         |
| <b>Other recognised gains/(losses)</b>                                          |                         |      |                                |                                     |                             |                             |                             |
| Gains and losses on revaluation of fixed assets for the charity's own use       |                         | S17  | -                              | -                                   | -                           | -                           | -                           |
| Gains and losses on investment assets                                           |                         | S18  | -                              | -                                   | -                           | -                           | -                           |
| <b>Net movement in funds</b>                                                    |                         | S19  | - 182                          | -                                   | -                           | - 182                       | 511                         |
| <b>Total funds brought forward</b>                                              |                         | S20  | -                              | -                                   | -                           | -                           | -                           |
| <b>Total funds carried forward</b>                                              |                         | S21  | - 182                          | -                                   | -                           | - 182                       | 511                         |

## Section B Balance sheet

|                                                       |           | Note | Restricted         |              |                 |                 |                 |
|-------------------------------------------------------|-----------|------|--------------------|--------------|-----------------|-----------------|-----------------|
|                                                       |           |      | Unrestricted funds | income funds | Endowment funds | Total this year | Total last year |
|                                                       |           |      | £                  | £            | £               | £               | £               |
|                                                       |           |      | F01                | F02          | F03             | F04             | F05             |
| <b>Fixed assets</b>                                   |           |      |                    |              |                 |                 |                 |
| Tangible assets                                       | (Note 9)  | B01  | -                  | -            | -               | -               | -               |
|                                                       |           | B02  | -                  | -            | -               | -               | -               |
| Investments                                           | (Note 10) | B03  | -                  | -            | -               | -               | -               |
| <b>Total fixed assets</b>                             |           | B04  | -                  | -            | -               | -               | -               |
| <b>Current assets</b>                                 |           |      |                    |              |                 |                 |                 |
| Stock and work in progress                            |           | B05  | -                  | -            | -               | -               | -               |
| Debtors                                               | (Note 11) | B06  | -                  | -            | -               | -               | -               |
| (Short term) investments                              |           | B07  | -                  | -            | -               | -               | -               |
| Cash at bank and in hand                              |           | B08  | 329                | -            | -               | 329             | 976             |
| <b>Total current assets</b>                           |           | B09  | 329                | -            | -               | 329             | 976             |
| <b>Creditors: amounts falling due within one year</b> |           |      |                    |              |                 |                 |                 |
|                                                       | (Note 12) | B10  | -                  | -            | -               | -               | -               |
| <b>Net current assets/(liabilities)</b>               |           | B11  | 329                | -            | -               | 329             | 976             |
| <b>Total assets less current liabilities</b>          |           | B12  | 329                | -            | -               | 329             | 976             |
| <b>Creditors: amounts falling due after one year</b>  |           |      |                    |              |                 |                 |                 |
|                                                       | (Note 12) | B13  | -                  | -            | -               | -               | 465             |
| Provisions for liabilities and charges                |           | B14  | -                  | -            | -               | -               | -               |
| <b>Net assets</b>                                     |           | B15  | 329                | -            | -               | 329             | 511             |
| <b>Funds of the Charity</b>                           |           |      |                    |              |                 |                 |                 |
| Unrestricted funds                                    |           | B16  | -                  |              |                 | 329             | 511             |
|                                                       |           | B17  | -                  |              |                 | -               | -               |
| Restricted income funds (Note 13)                     |           | B18  |                    | -            |                 | -               | -               |
| Endowment funds (Note 13)                             |           | B19  |                    |              | -               | -               | -               |
| <b>Total funds</b>                                    |           | B20  | -                  | -            | -               | 329             | 511             |

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

| Signature | Print Name | Date of approval |
|-----------|------------|------------------|
|           |            |                  |
|           |            |                  |

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

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

**1.1 Basis of accounting**

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

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

|   |
|---|
| ✓ |
|   |

 Accounting Standards;
- or
- and with the Charities Act.

[\*\* except for the following].

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

\* -Tick as appropriate:

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

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

**1.2 Change in basis of accounting**

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

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

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

**1.3 Changes to previous accounts**

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

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

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

**Note 2 Accounting policies**

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

**INCOMING RESOURCES**

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

**EXPENDITURE AND LIABILITIES**

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

**ASSETS**

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

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

**Note 3 Analysis of incoming resources**

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

|                                               | Analysis                  | This year<br>£ | Last year<br>£ |
|-----------------------------------------------|---------------------------|----------------|----------------|
| Voluntary income                              | Donation LRM              | 1,000          | 1,000          |
|                                               | Donation other            | 16             | 55             |
|                                               |                           | -              | -              |
|                                               |                           | -              | -              |
|                                               |                           | -              | -              |
|                                               | <b>Total</b>              | <b>1,016</b>   | <b>1,055</b>   |
| Activities for generating funds               | Creative writing workshop | 700            | 791            |
|                                               |                           | -              | -              |
|                                               |                           | -              | -              |
|                                               |                           | -              | -              |
|                                               |                           | -              | -              |
|                                               | <b>Total</b>              | <b>700</b>     | <b>791</b>     |
| Investment income                             |                           | -              | -              |
|                                               |                           | -              | -              |
|                                               |                           | -              | -              |
|                                               |                           | -              | -              |
|                                               |                           | -              | -              |
|                                               | <b>Total</b>              | <b>-</b>       | <b>-</b>       |
| Incoming resources from charitable activities |                           | -              | -              |
|                                               |                           | -              | -              |
|                                               |                           | -              | -              |
|                                               |                           | -              | -              |
|                                               |                           | -              | -              |
|                                               | <b>Total</b>              | <b>-</b>       | <b>-</b>       |

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

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

|                                         | Analysis                   | This year<br>£ | Last year<br>£ |
|-----------------------------------------|----------------------------|----------------|----------------|
| Costs of generating<br>voluntary income | Costs of operating charity | 1,898          | 400            |
|                                         |                            | -              | 935            |
|                                         |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         | <b>Total</b>               | <b>1,898</b>   | <b>1,335</b>   |
| Fundraising trading<br>costs            |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         | <b>Total</b>               | <b>-</b>       | <b>-</b>       |
| Investment<br>management costs          |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         | <b>Total</b>               | <b>-</b>       | <b>-</b>       |
| Charitable activities                   |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         | <b>Total</b>               | <b>-</b>       | <b>-</b>       |
| Governance costs                        |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         |                            | -              | -              |
|                                         | <b>Total</b>               | <b>-</b>       | <b>-</b>       |

|                  |                              |               |
|------------------|------------------------------|---------------|
| <b>Section C</b> | <b>Notes to the accounts</b> | <b>(cont)</b> |
|------------------|------------------------------|---------------|

**Note 5 Support Costs**

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

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

**Note 6 Details of certain items of expenditure**

**6.1 Trustee expenses**

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

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

| This year | Last year |
|-----------|-----------|
| None      | None      |
|           |           |
| None      | None      |

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

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

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

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

| This year<br>£ | Last year<br>£ |
|----------------|----------------|
| None           | None           |
| None           | None           |

| Section C | Notes to the accounts | (cont) |
|-----------|-----------------------|--------|
|-----------|-----------------------|--------|

**Note 7**                      **Paid employees**  
*Please complete this note if the charity has any employees.*

**7.1 Staff Costs**

|                                            | This year<br>£ | Last year<br>£ |
|--------------------------------------------|----------------|----------------|
| Gross wages, salaries and benefits in kind | -              | -              |
| Employer's National Insurance costs        | -              | -              |
| Pension costs                              | -              | -              |
| <b>Total staff costs</b>                   | -              | -              |

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

|                                                      | This year<br>Number | Last year<br>Number |
|------------------------------------------------------|---------------------|---------------------|
| The parts of the charity in which the employees work |                     |                     |
| Fundraising                                          | -                   | -                   |
| Charitable Activities                                | -                   | -                   |
| Governance                                           | -                   | -                   |
| Other                                                | -                   | -                   |
| <b>Total</b>                                         | -                   | -                   |

**7.3 Defined contribution pension scheme**

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

**Brief details of the scheme**

|  |
|--|
|  |
|--|

|                                                             | This year<br>£ | Last year<br>£ |
|-------------------------------------------------------------|----------------|----------------|
| The costs of the scheme to the charity for the year         |                |                |
| The amount of any contributions outstanding at the year end |                |                |
| The amount of any contributions prepaid at the year end     |                |                |

**Section C****Notes to the accounts****(cont)****Note 8 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.*

**8.1 Total value of grants**

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

**8.1 Grantmaking costs**

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

Support costs of grantmaking

£

**8.3 Grants made to institutions**

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

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

**Note 9 Tangible fixed assets***Please complete this note if the charity has any tangible fixed assets***9.1 Cost or valuation**

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

**9.2 Accumulated depreciation and impairment provisions**

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

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

**9.3 Net book value**

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

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

|  |
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|  |
|--|

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

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

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

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

*Please provide below:***10.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.****10.3 A breakdown of the income from investments agreeing with SOFA row S03.****Analysis of investments**

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

**10.4 Material investment holdings**

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

Investment held

Market Value

|  |
|--|
|  |
|  |

**Section C****Notes to the accounts****(cont)****Note 11 Debtors and prepayments**

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

**Analysis of debtors**

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

**Note 12 Creditors and accruals**

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

**12.1 Analysis of creditors**

|                                                       | Amounts falling due within one year |                | Amounts falling due after more than one year |                |
|-------------------------------------------------------|-------------------------------------|----------------|----------------------------------------------|----------------|
|                                                       | This year<br>£                      | Last year<br>£ | This year<br>£                               | Last year<br>£ |
| Loans and overdrafts                                  | -                                   | -              | -                                            | -              |
| Trade creditors                                       | -                                   | -              | -                                            | -              |
| Amounts due to subsidiary and associated undertakings | -                                   | -              | -                                            | -              |
| Other creditors                                       | -                                   | -              | -                                            | -              |
| Accruals and deferred income                          | -                                   | 465            | -                                            | -              |
| <b>Total</b>                                          | -                                   | 465            | -                                            | -              |

**12.2 Security over assets**

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

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|                  |                              |               |
|------------------|------------------------------|---------------|
| <b>Section C</b> | <b>Notes to the accounts</b> | <b>(cont)</b> |
|------------------|------------------------------|---------------|

**Note 13**                      **Endowment and restricted income funds**

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

**13.1 Funds held**

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

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

| Fund Name | Type PE, EE<br>or R | Purpose and Restrictions |
|-----------|---------------------|--------------------------|
|           |                     |                          |
|           |                     |                          |
|           |                     |                          |
|           |                     |                          |
|           |                     |                          |
|           |                     |                          |

**13.2 Movements of major funds**

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

| Fund names         | Fund<br>balances<br>brought<br>forward<br>£ | Incoming<br>resources<br>£ | Outgoing<br>resources<br>£ | Transfers<br>£ | Gains and<br>losses<br>£ | Fund<br>balances<br>carried<br>forward<br>£ |
|--------------------|---------------------------------------------|----------------------------|----------------------------|----------------|--------------------------|---------------------------------------------|
|                    | -                                           | -                          | -                          | -              | -                        | -                                           |
|                    | -                                           | -                          | -                          | -              | -                        | -                                           |
|                    | -                                           | -                          | -                          | -              | -                        | -                                           |
|                    | -                                           | -                          | -                          | -              | -                        | -                                           |
|                    | -                                           | -                          | -                          | -              | -                        | -                                           |
|                    | -                                           | -                          | -                          | -              | -                        | -                                           |
| <b>Total Funds</b> | -                                           | -                          | -                          | -              | -                        | -                                           |

**13.3 Transfers between funds**

*Please give details of any transfers between funds.*

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

## Note 14 Transactions with related parties

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

### 14.1 Remuneration and benefits

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

| Name of trustee or connected party | Legal authority (eg order, governing document) | Amounts paid or benefit value |                |
|------------------------------------|------------------------------------------------|-------------------------------|----------------|
|                                    |                                                | This year<br>£                | Last year<br>£ |
|                                    |                                                | None                          | None           |
|                                    |                                                |                               |                |
|                                    |                                                |                               |                |

### 14.2 Loans

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

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

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

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

| Name of the trustee or related party | Relationship to charity | Description of the transaction(s) | This year<br>£ | Last year<br>£ |
|--------------------------------------|-------------------------|-----------------------------------|----------------|----------------|
|                                      |                         |                                   |                |                |
|                                      |                         |                                   |                |                |
|                                      |                         |                                   |                |                |

|         |                        |
|---------|------------------------|
| Note 15 | Additional Disclosures |
|---------|------------------------|

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.