

# **Reports and Financial Statements**

For the period 4th October 2022 to 30 June 2023

## **Brookside Community CIO**

## Brookside Community CIO

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## Brookside Community CIO

### Charity information

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<b>Registered charity number</b>	1200567
<b>Trustees</b>	S.P. Prince N.J. Gough J.Kemp B Graham (appointed 1st Jan 2023)
<b>Principal Office</b>	Brookside Church Brookside Close Earley Reading RG6 7HG
<b>Independent examiner</b>	Alan Crosse
<b>Bankers</b>	Lloyds Bank plc Reading Branch 24 Broad Street Reading RG1 2BT

## **Brookside Community CIO**

### **Trustees' report**

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The trustees present their report and the financial statements for the period ended 30th June 2023.

#### **1. Reference and Administrative details**

##### **Legal and administrative information**

Brookside Community CIO is a CIO formed by a Constitution dated 27th September 2022. Charitable status was granted on 4th October 2022, registered number 1200567 and the Charity commenced operations on 1st May 2023, taking over all assets, liabilities and activities from Living Hope Trust (Charity No 1097670). The charity operates from Brookside Church, Brookside Close, Earley, Reading RG6 7HG and operates under the name Brookside Church. The CIO is a member of the Evangelical Alliance and of Transform Reading.

##### **Governing instrument**

This is the Constitution dated 27th September 2022. The original is available for inspection if required.

##### **Trustees**

S.P. Prince  
N.J. Gough  
J.Kemp  
B Graham (appointed 1st Jan 2023)

Trustees are appointed for a maximum of 5 years, but are eligible for reappointment. S.P. Prince is the senior leader of Brookside Church and is a full time employee as well as a trustee.

#### **2. Structure, Governance and Management**

##### **Statement of trustees' responsibilities**

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- comply with applicable accounting standards subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Brookside Community CIO**

### **Trustees' report (continued)**

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#### **Organisation Structure**

Two of the trustees are responsible for a specific functional area each, namely Finance, and Buildings. Another trustee is the senior leader of the church and provides a direct link with the church leadership team. The other trustee is from the church.

#### **Decision Making**

There are a minimum of four trustee meetings each year and items for decision are brought to the meetings by the functional area trustees and by the senior leader. Decisions are always made on a consensus basis. If decisions are required urgently and cannot wait for the next trustee meeting, agreement is reached via telephone calls or email.

#### **New Trustees**

On average there is less than one new trustee appointed each year. Induction and training is therefore individually tailored depending on the specific trustee role to be undertaken and whether the person has any prior trustee experience.

#### **Risk management policy**

We recognise that the greatest risks we face are financial and reputational and our primary focus is to mitigate against these risks. We are prepared for medium risk financially, but absolute minimal risk reputationally. An outline risk register is shown on pages 6 and 7.

### **3. Objectives and Activities**

During the year the principal objective was to advance the Christian Faith by promoting and encouraging the Church of Jesus Christ, primarily but not exclusively in Reading and the surrounding area.

Our priority goals were to:

1. Develop the community life and size of the local church, and to build bridges into the local community by providing help and encouragement where needed.
2. Impact this generation, by investing in children and youth work.
3. Resource church growth and mission overseas by praying, giving and going.

#### **Strategies for achieving the objectives**

The primary strategy for achieving the above objectives is to recruit staff with the appropriate skills, subject to adequate funds being available. However, the church community is made up mainly of volunteers and other than four permanents (two of whom are part time), they are not paid by the charity. A key strategy is to support and encourage the volunteers as the carrying out of much of the objectives and activities of the charity is dependent on the work and giving of the volunteers.

#### **Mission Statement**

A Jesus-centred, Good News community for everyone.

### **4. Plans for Future Periods**

The aims are to continue with our present objectives and activities as described in Section 3.

At the end of Sept 23, S Prince is retiring as senior leader, and is being replaced by Mrs S Ensor and Mr N Ensor.

## Brookside Community CIO

### Trustees' report (continued)

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#### **5. Achievements and Performance**

The church meets weekly for worship services with services screened live on Facebook.

Many of the congregation are involved in a wide ranging number of missional activities. Some of this happens as people work with Just Around the Corner (JAC) and organisations who link together and co-operate through Transform Reading. These include organisations such as Street Pastors, Rail Pastors, Christian Community Action (CCA), FAITH and Readifood and Mustard Tree.

Many mission connections are made through the various activities associated with our youth and children's work, The CIO supports and serves a number of overseas people and projects that each help to improve life and well-being. We are specifically involved in working in Romania, Cambodia through partners based in these countries

We help to provide aid for self-funded projects and training and education for local people.

The above has all been achieved within the framework of a sound financial performance, a reduction in unrestricted income being offset by cost savings, including not replacing staff leavers.

#### **6. Public Benefit**

Examples of where the trust provides a significant Public Benefit are as follows. In each case the activity is for the general community, not just for church members:

1. "Busy Bees" is an activity based group for parents and toddlers meeting once a week during term time, there is also 'Baby Space' once a week for new mothers.
2. "Open Doors" is a social group for over 60's, meeting weekly for refreshments and conversation.
3. Emotional literacy groups provide special support at two of the local schools and meet weekly during term time.
4. Brookside provides volunteers to assist "Just Around the Corner" which provides detached youth work supporting young people in the community and also provides support for families on a local estate with special social needs.
5. Reading Football Club chaplaincy, fulfilled by the Senior Leader, provides support to those working at the club as well as care for supporters during times such as bereavement.
6. Once a week during the colder months, the church is open for "Warm Welcome" providing a warm space for the community to visit.
7. CAP Money Management Courses are run at Brookside on a regular basis.
8. Divorce Recovery Workshops (DRW) are also run at Brookside on a regular basis.
9. Because community benefit is one of our key aims as a charity, we are now part of the Torch Earley Hub, in order to further share resources with churches and charities who have similar aims to our own.

We also make our facilities available for other local community groups, such as Baby Sensory, Earley Community Choir, and we would like to expand this usage in the future making use of the new extension. We also have links with the local surgery, who occasionally use our facilities.

## Brookside Community CIO

### Trustees' report (continued)

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#### 7. Financial Review

##### **Financial reports**

With this report is a full set of accounts which have been independently examined.

##### **Description of funds and their uses**

General Funds - this is the general income into the church which is used for the day to day running of the church, covering general, personnel and mission costs. This is the primary funding source for the trust and is entirely dependent on the voluntary giving of the church members. Rather than fundraising, giving is encouraged by regularly teaching the principles of tithing and this will continue to be the case.

Designated Funds- this is general income into the church that has been set aside by the trustees for any major building expenditure or repairs.

Restricted Funds- this is income specifically given for a project and is only used on that project. At year end this represents the CAP, Tea Time Club Mission funds and the Building Fund.

##### **Expenditure**

Most of the trust's expenditure is on personnel costs and a staff team with the right mix of skills is the main way the objectives are supported.

##### **Reserve and Investment policy**

Historically, our aim has been to have in reserve whenever possible, the equivalent of 3 months of staff salaries, national insurance and pensions. At the year end this amounted to £27,588 against free reserves of £62,883. As the opening reserves were higher than required, £13,940 was transferred to the Building Fund in the financial year, to cover loan repayments.

Any funds not needed in the current account are moved to a higher interest account.

##### **Grant making policy**

This is a very small and limited part of our work as far as the UK is concerned. It will cover occasional benevolent needs of the church community. Each case is assessed and decided on by the trustees. Grants in terms of overseas missions are reviewed by the trustees each year.

Approved by the trustees and signed on their behalf by

*Nigel Gough*

Date      4th September 2023

N.J.Gough, Trustee

**Brookside Community CIO**  
**Trustees' report (continued)**

**Risk Register**

<b>Risk Type</b>	<b>Risks identified</b>	<b>Probability</b>	<b>Impact</b>	<b>Mitigation</b>
Financial	Rapid drop in income	High	High	Monthly review of income by trustees and church leaders
	Accounting fraud	Low	Medium	Usual control processes around raising and signing cheques etc., plus annual examination of the accounts
	Accounting errors	Low	Low	Regular review of a/cs (monthly) by trustees to ensure appropriate accounting methods
Governance	Unexpected resignation of senior leader	Low	High	Regular personnel reviews and contact with staff
	Unexpected resignation of other staff	Low	Medium	Regular personnel reviews and contact with staff
	Sudden departure of trustees takes us below the minimum required	Low	Medium	There are four Trustees, one above the minimum.
Operational	Incapacity of senior leader due to accident or long term illness	Medium	High	Bookside Leadership Team to undertake key responsibilities in the short-term. Act according to CIO Staff Handbook and implement process to recruit new senior leader.
	Incapacity of other staff due to accident or long term illness	Low	Medium	Current staff and volunteers to undertake key responsibilities in the short-term. Act according to CIO Staff Handbook and recruit new staff. Have programme to train new young leaders
	Claim against Church for material damages, injury or recruitment / dismissal issue	Low	Medium	Administrator maintains a suitable level of Public Liability Insurance. The insurance covers legal costs. There is a periodic review of Health and Safety legislation changes and that checks are being carried out.
	Risks associated with running church off-site activities	Low	Medium	Administrator ensures that the individual responsible for any off-site church activity (e.g. Church Camp) completes a risk assessment and that insurance exists to cover the unavoidable risks identified.
	Serious damage to building makes it unusable	Low	High	Administrator maintains a suitable level of building and content insurance. There is an annual review on renewal of insurance to ensure recent changes reflected in policy. Insurers to be informed of large value purchases. Flood cover is in place. Contingency plan is to hire local school or community buildings e.g. Loddon School, for Sunday services and week day activities. Insurance should cover the cost of these.
	The risk of a person on church business being detained or hurt in some way when travelling overseas	Low	Low	If the risk is more than the level described as acceptable in the Mission Policy document then Trustees' approval for the visit must be sought.



Risk Register Continued

Risk Type	Risks identified	Probability	Impact	Mitigation
Operational Risks Continued	Security of assets - from damage and theft	Low	Low	Administrator ensures a suitable level of building and content insurance is maintained. A system for recording key issues and details of building users is in place.
	Data loss/damage or data security is compromised	Low	Medium	All computer held data at the church office (and the finance budgeting system) is regularly backed up by Administration Assistant. Each month a copy is made and kept off site. All church PCs are password protected. The passwords are stored in the safe and the safe code is known by more than one member of staff. All personal data is filed securely. All key processes are documented. We have a process and systems in place to ensure GDPR compliance.
	Security of children or adults while on the premises	Low	Medium	The Administrator produces guidance and takes responsibility for ensuring that the building satisfies current Health and Safety legislation. The Youth Worker is responsible for securing the building when children's events occur and registering child attendees. They also ensure that parents/guardians understand their responsibility during public church events.
	Loss of several church members/families over a short period of time due to dissatisfaction. Could be due to doctrinal or other issues. Would cause immediate financial impact through loss of giving, with potential impact on cash flow and budgets, and ultimately church operations.	High	High	Leadership team to continuously monitor feedback from small group leaders and others. BLT members to arrange timely personal follow-up with any identified.
	Local or national emergency such as the 2020 Coronavirus epidemic and associated lockdown which included closure of churches and restrictions on group gatherings.	Medium	High	Refer to Brookside Church Disaster and Business Continuity Plan which is currently being produced. Options include running activities online.
Reputational	Claims of malpractice/harm levelled against youth or other worker	Low	High	The Youth Worker is responsible for implementing the procedures described in the Trust's Child Protection Policy, for recording statements of workers when issues arise and seeking legal advice if necessary.
	Immorality amongst leaders/employees	Low	High	The Leadership Team Leader, annually at a Staff Meeting, initiates a talk / discussion on the precautions / standards expected of leaders who will be in the front line for attacks on their values and morals.
	Attacks on the Church through neighbours or media	Low	High	Administrator annually alerts all staff and leaders to the processes in place to maintain favourable press coverage and good relations with our neighbours e.g. of contacting the Senior Leader (or Trustee if not available) immediately they are aware of a church activity that might attract neighbours or media attention / consulting the senior Leader before giving a press interview / getting approval from the Senior Leader before publishing anything.
Regulation	Punitive removal of charitable status	Low	Medium	Trustees keep up to date on Charity Law and review annually whether our systems meet Charity Law standards.
	Breach of planning conditions	Medium	Low	Administrator ensures staff are aware of planning conditions and that building users agree to abide by conditions.
	Failure to meet other regulatory requirements	Low	Medium	Administrator periodically reviews Health and Safety legislation and any new legislation.

## Independent Examiner's Report to the Trustees of Brookside Community CIO

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I report on the accounts of Brookside Community CIO for the period ended 30 June 2023 which are set out on pages 9 to 17.

### Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with *the requirements of the Charities Act 2011 ("the Act")*.

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Signed *Alan Crosse*

Date: 31st August 2023

Alan Crosse

## Brookside Community CIO

### Statement of financial activities

For the period 4th October 2022 to 30 June 2023

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 2023 £
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income (Donations and gifts)		25,520	-	320	25,840
Interest received		-	-	-	-
Incoming resources from charitable activities:					
Project income		265	-	-	265
Other incoming resources		3,129	-	-	3,129
Total incoming resources	<b>2</b>	<u>28,914</u>	<u>-</u>	<u>320</u>	<u>29,234</u>
<b>Resources expended</b>					
Costs of generating voluntary income	<b>3</b>	-	-	-	-
Charitable activities:					
Growth, Outreach and Mission	<b>3</b>	28,845	-	220	29,065
Governance	<b>4</b>	-	-	-	-
Total resources expended	<b>5</b>	<u>28,845</u>	<u>-</u>	<u>220</u>	<u>29,065</u>
<b>Net incoming resources before transfers</b>		<u>69</u>	<u>-</u>	<u>100</u>	<u>169</u>
Transfers to Building & Mission Funds		(13,940)	-	13,940	-
<b>Net movement in funds</b>		<u>(13,871)</u>	<u>-</u>	<u>14,040</u>	<u>169</u>
Balances transferred from Living Hope Trust	<b>10</b>	424,588	-	(43,886)	380,702
Balances carried forward at 30 June 2023	<b>10, 11</b>	<u>410,717</u>	<u>-</u>	<u>(29,846)</u>	<u>380,871</u>

The charity's incoming resources and resources expended all relate to continuing operations.

The charity has no gains or losses other than as shown above on the historical cost basis.

## Brookside Community CIO

### Balance sheet at 30 June 2023

	Notes	2023 £	£
<b>Fixed Assets</b>			
Tangible Assets	7	347,834	
<b>Current Assets</b>			
Debtors	8	2,667	
Cash at bank and in hand		73,266	
		<u>75,933</u>	
<b>Creditors : Amounts falling due within one year</b>	9	<u>(27,896)</u>	
<b>Net current assets</b>	11	48,037	
<b>Net current assets less current liabilities</b>		<u>395,871</u>	
<b>Creditors : Amounts falling due after one year</b>	9	(15,000)	
<b>Total assets less liabilities</b>		<u><u>380,871</u></u>	
<b>Reserves</b>			
Unrestricted income funds	11	410,717	
Designated income funds	10, 11	-	
Restricted income funds	10, 11	<u>(29,846)</u>	
		<u><u>380,871</u></u>	

Approved by the trustees and signed on their behalf by

*Nigel Gough*

Date 4th September 2023

Trustee

## 1 Accounting policies

### 1.1 Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102

### 1.2 Income

Donations are credited to the Statement of Financial Activities on a receipts basis.

### 1.3 Allocation of costs

#### Growth, Outreach and Mission

Costs of activities in furtherance of the charity's objects comprises expenditure directly relating to the objects of the charity. It includes the direct costs of missions, specified gifts, leaders and direct workers salaries and other direct expenditure. It also includes specific project costs including outreach activities and payments to visiting speakers.

#### Governance

Costs of producing the statutory accounts plus any legal fees.

### 1.4 Grants payable

Grants payable are accounted for in the year in which the award is made.

### 1.5 Depreciation

Depreciation is calculated to write off the cost of fixed assets in use at the balance sheet date on a straight line basis over their effective useful lives at the following rates.

Computers	33% p.a.	
All other equipment	20% p.a.	
Land & Buildings	0% p.a.	(Zero depreciation as the value all relates to the land)

### 1.6 Leases

A new operating lease was signed in June 2023, for a copier/printer ,replacing an existing lease, with a four and a half year term and quarterly payments of £444.

### 1.7 Pensions

The charity contributes to the pension arrangements of employees. Premiums are written off in the year of payment.

## Brookside Community CIO

### Notes to the financial statements

For the period 4th October 2022 to 30 June 2023

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#### 1 Accounting policies (continued)

##### 1.8 Funds

Following the requirements of the Statement of Recommended Practice all the funds of the charity have been analysed over the different types which are:

##### Designated funds

Designated funds are where the trustees have decided to set aside some of the unrestricted funds for a specific purpose.

##### Restricted funds

Restricted funds are those where the donor has imposed restrictions on how the fund may be used but which do not prevent the fund being spent.

##### Unrestricted funds

Unrestricted funds are those which are not subject to any special restrictions and they can be used as the trustees decide.

#### 2 Incoming resources

The incoming resources and results for the year are attributable to the principal activity described in the trustees report. The income is primarily from the voluntary donations of the church members. There is no generated income from any form of public appeal.

#### 3 Resources expended

##### 3.1 Costs of generating voluntary income

Zero costs as there are no public appeals for funds

##### 3.2 Growth, Outreach and Mission

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 2023 £
Grants (Overseas Missions, Home Missions, Other)	1,967	-	220	2,187
Personnel costs	20,404	-	-	20,404
Administration costs	1,875	-	-	1,875
Office Costs	978	-	-	978
Project costs	-	-	-	-
Other costs	3,621	-	-	3,621
	<u>28,845</u>	<u>-</u>	<u>220</u>	<u>29,065</u>

Administration relates to the costs of the charity's book-keeper and admin assistant

## Brookside Community CIO

### Notes to the financial statements

For the period 4th October 2022 to 30 June 2023

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Grants are made up as follows :-

	2023	
	£	£
Specific donations passed on Organisations :		220
Overseas:	-	
UK:		
Evangelical Alliance	140	
Faith	140	
Transform Reading	-	
RE Inspired	-	
Just Around the Corner (JAC)	-	
Individuals (2) (Soung + Mahoney)	1,560	
Benevolent Gifts	127	
	<u>1,967</u>	<u>220</u>
		<u>2,187</u>

#### 4 Governance

	Unrestricted funds £	Restricted funds £
Legal and professional fees	-	-
	<u>-</u>	<u>-</u>

## Brookside Community CIO

### Notes to the financial statements

For the period 4th October 2022 to 30 June 2023

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#### 5 Resources expended

2023  
£

Resources expended include the following:

Auditors remuneration (including VAT):

Year end accrual	250
Actual fee in excess of prior year end accrual	<u>(250)</u>
	-

Depreciation of owned tangible fixed assets	404
	<u><u>          </u></u>

#### 6 Staff

2023  
£

Employee emoluments:

Wages and salaries	16,090
Social security costs	-
Pension costs	2,806
	<u><u>18,896</u></u>

The average number of persons employed during the year was :

Number

Paid trustees	1
Other (including part time employees)	3
Part time contractor	0

No employees received remuneration exceeding £60,000 per annum

During the year one trustee received £82 reimbursement for out of pocket expenses incurred during the period.

S. Prince, a trustee of Brookside Community CIO, received £8,073 remuneration for the period to 30 June 2023.

Payments to trustees are permitted under the constitution in specified circumstances.



## Brookside Community CIO

### Notes to the financial statements

For the period 4th October 2022 to 30 June 2023

#### 7 Tangible fixed assets - All for charity use

	Freehold Land and Buildings £	Other Assets £	Total £
<b>Cost</b>			
Transfer from Living Hope Trust	344,000	21,918	365,918
Additions	-	-	-
Disposals	-	-	-
At 30 June 2023	<u>344,000</u>	<u>21,918</u>	<u>365,918</u>
<b>Depreciation</b>			
Transfer from Living Hope Trust	-	17,680	17,680
Charge for the year	-	404	404
Disposals	-	-	-
At 30 June 2023	<u>-</u>	<u>18,084</u>	<u>18,084</u>
<b>Net book values</b>			
At 30 June 2023	<u>344,000</u>	<u>3,834</u>	<u>347,834</u>

The Freehold Land and Buildings cost represents the valuation for Brookside Church dated 19 June 2002. This value is still considered to be appropriate. The value is all considered to relate to the land (not the buildings) so no depreciation has been charged

<b>8 Debtors</b>	<b>2023</b> £	<b>2022</b> £
Prepayments and accrued income	2,667	2,307
	<u>2,667</u>	<u>2,307</u>
<b>9 Creditors</b>	<b>2023</b> £	<b>2022</b> £
<b>- Amounts falling due in one year</b>		
Pension creditor	496	776
Accruals and deferred income	2,400	3,603
Current portion of long term loans	25,000	17,000
	<u>27,896</u>	<u>21,379</u>
<b>- Amounts falling due after year</b>		
Interest free loans	15,000	40,000
	<u>15,000</u>	<u>40,000</u>

Interest free loans for the Building Fund have been received, these are repayable over the next 2 financial years, with final payments due in August 2024.

## Brookside Community CIO

### Notes to the financial statements

For the period 4th October 2022 to 30 June 2023

#### 10 Funds

	Transfer from Living Hope £	Movement in resources			Balance at 30 June 2023 £
		Incoming £	Transfers £	Outgoing £	
Restricted funds:					
Postbox (Other)	-	200		200	-
Mission Fund (for Romania)	-	-		-	-
Mission Fund (for CAP)	3,124	-		20	3,104
Transfer from Living Hope	50	-		-	50
Building Fund	(47,060)	120	13,940	-	(33,000)
	(43,886)	320	13,940	220	(29,846)
Designated funds	-	-		-	-

Designated funds relate to monies set aside by the trustees for any major building related expenditure or repairs.

The deficit on the Building Fund is covered by the Interest Free Loans

#### 11 Analysis of net assets between funds

	Tangible fixed assets £	Net Assets £	Total £
Restricted funds	-	(29,846)	(29,846)
Designated funds	-	-	-
Unrestricted funds	347,834	62,883	410,717
	347,834	33,037	380,871

#### 12 Other financial commitments

At 30 June 2023 the charity is committed to making 18 further quarterly payments of £444 (£7,992 in total) for a printer/copier leased in June 2023.

£1,200 for the retention on the first phase of the building project, is still outstanding.

#### 13 Pension

The pension cost charge of £2,806 represents contributions payable by the charity to the auto enrollment scheme with The People's Pension. Any outstanding contributions are included in creditors.

#### 14 Connected charities

None

#### 15 Post balance sheet events

None

**Brookside Community CIO****Detailed income and expenditure account  
For the period 4th October 2022 to 30 June 2023**

		<b>2023</b>
		<b>£</b>
<b>Income</b>		
Regular Gift Aidable income		18,166
Ad Hoc Gift Aidable income		550
Tax refunds		5,135
General giving		1,669
Specified Gifts		200
Project Income		265
Donations to restricted fund (Building fund)		120
Other income		3,129
Interest received		-
		<u>29,234</u>
<b>Administrative expenses</b>		
Staffing costs:	Salaries and employer's NI	16,090
	Pension contributions	2,806
	Motor expenses	236
	Contractor costs	2,720
	Other staff costs	427
		<u>22,279</u>
Direct expenses:	Overseas missions	1,560
	Home missions	280
	Specified gifts	200
	CAP and Teatime club	20
	Other	127
		<u>2,187</u>
Office costs and administration :	Repairs & Maintenance	134
	Utilities	1,652
	Telephones / Internet	121
	Postage	-
	Bank Charges	16
	Stationery, books and CDs	37
	Printing, photocopying and newsletter	169
	Legal and Professional fees	-
	Depreciation	404
	Office equipment	962
	Insurance	-
	Project expenditure	-
	Building project expenditure	-
	Sundry	1,104
		<u>4,599</u>
Total Expenses		<u>29,065</u>
Surplus/(Deficit) for the period		<u>169</u>