



# Trustees' Annual Report for the period

From (start date) 010121 to (end date) 311221

## Section A

### Reference and administration details

Charity name

ST. MARKS INSTITUTE TRUST

Other names the charity is known by

Registered charity number (if any)

203765

Charity's principal address

37, WIGORIA ROAD  
WOOLSTON  
SOUTHAMPTON

Postcode S0199DY

Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 REV. MILES NEWTON	CHAIR		
2 CHRISTOPHER LENFANT			
3 ANN LOWE			
4 SUSAN LAMPARD	TREASURER		
5 BRIAN LAMPARD			
6 MARGARET BRADLEY			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Section A

## Reference and administration details (continued)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
BUILDINGS CONSULTANTS	TOM BEECH	30, BROWNLOW AVENUE BITTERNE SOUTHAMPTON SO19 7BY

Name of chief executive or names of senior staff members (optional information)

## Section B

## Structure, governance and management

Description of the charity's trusts

Type of governing document  
(eg trust deed, constitution)

SCHEME W.31 (8) 97. CASE 57377

How the charity is constituted  
(eg trust, association, company)

TRUST

Trustee selection methods  
(eg appointed by, elected by)

3 EX OFFICIO (CHAIRMAN) 6-OFED, ELECTED BY PCC

Additional governance issues (optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

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

TO SUPPORT CHARITABLE WORK AND PROMOTE COMMUNITY ACTIVITIES IN THE LOCAL AREA.

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

ALL THE TRUSTEES ARE AWARE OF THE GUIDANCE ON PUBLIC HEALTH AND SAFETY, AND ALL AGREE THAT THE HIRINGS CONFORM.

Additional details of objectives and activities (optional information)

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

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

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

DUE TO COVID 19 RESTRICTIONS THE HALL HAS BEEN HIRED OUT WITH A LIMIT OF THE NUMBER OF ATTENDEES AND ANTI VIRAL SPRAY BOTTLES AND WIPES FREELY AVAILABLE. TO. THE HALL HAS BEEN TOTALLY SPRAYED WITH AN ANTI VIRAL MISTING MACHINE AFTER EACH HIRING.

REGULAR MAINTENANCE HAS BEEN CARRIED OUT WITH CONTRACTORS CONFORMING TO COVID 19 GUIDANCE.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

THE TRUST KEEPS A FINANCIAL RESERVE IN CASE OF MAJOR DEFECTS OR NECESSARY IMPROVEMENTS TO THE FACILITIES.

Details of any funds materially in deficit

NONE.

## Further financial review details (optional information)

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

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

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

MMA Newton

Full name(s)

REV. MILES NEWTON

Position (eg Secretary, Chair, etc)

CHAIR



**ST MARKS INSTITUTE TRUST**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31 DECEMBER 2021**

**REGISTERED CHARITY NUMBER: 203765**

**ST MARK'S INSTITUTE TRUST**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31 DECEMBER 2021**

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## ST MARKS INSTITUTE TRUST

## REPORT OF THE TRUSTEES

FOR THE YEAR ENDED  
31 DECEMBER 2021

The trustees present their Annual Report and Financial Statements of the St Marks Institute Trust of 37 Victoria Road, Woolston, Southampton, SO19 9DY for the year ended 31 December 2021.

The Financial Statements comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

## REFERENCE AND ADMINISTRATIVE INFORMATION

<b>Charity Name:</b>	St Marks Institute Trust	
<b>Registered Charity Number:</b>	203765	
<b>Charity Status:</b>	The charity is a charitable incorporated organisation and was granted charitable status on 1 December 1964.	
<b>Correspondence Address:</b>	37 Victoria Road Woolston Southampton SO19 9DY	
<b>Trustees:</b>	The Rev'd Miles Newton Mr Christopher L'Enfant Mrs Susan Lampard Mr Brian Lampard Miss Ann Lowe Mrs Margaret Bradley	Incumbent & Chair Churchwarden Treasurer  Co-Opted from St Mark's PCC
<b>Non-Trustees:</b>	Mrs Faye Beech Mr Tom Beech	Secretary Building Consultant
<b>Our Advisors:</b>		
<b>Independent Examiners:</b>	Abraham & Dobell 230 Shirley Road Southampton SO15 3HR	

**ST MARKS INSTITUTE TRUST**

**REPORT OF THE TRUSTEES  
(CONTINUED)**

**FOR THE YEAR ENDED  
31 DECEMBER 2021**

**OUR PURPOSES AND ACTIVITIES**

The purposes of St Marks Institute Trust are:

1. To promote religious education in accordance with the doctrines of the Church of England in the parish; and
2. to improve the conditions of life of the inhabitants of the parish by the provision of recreational facilities to promote their physical, mental and spiritual well-being; and subject thereto
3. to further the religious and other charitable work of the Church of England in the parish; and
4. to assist in the upkeep of the parish church for the time being of the parish.
5. The land identified in the first part of the schedule to this scheme must be retained by the trustees for use as a church institute in furtherance of the objects of the charity”.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The charity St Marks Institute Trust is governed by its constitution.

The charity was registered as a charitable incorporated organisation on 1 December 1964 with a charity number of 203765.

**Recruitment and Appointment of Trustees**

The charity is administered by a board of trustees which, at the date of this report, numbered 6.

Trustees, whether elected, appointed or co-opted are required by law to act in the best interests of the charity and not the body that appointed them or from which they were co-opted.

**Trustee Induction and Training**

Trustees are familiar with the work of the charity, having new trustees meet with the Chairperson of the trustees, who provides a briefing on the charity to include:

- the obligations of board members;
- the main documents which set out the operational framework for the charity, including the constitution;
- the financial position of the organisation, including the last set of financial statements and funding status; and
- future plans and objectives.

**ST MARKS INSTITUTE TRUST**

**REPORT OF THE TRUSTEES  
(CONTINUED)**

**FOR THE YEAR ENDED  
31 DECEMBER 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)**

**Risk Management**

The trustees have examined the major operational risks which the charity faces and confirm that systems have been established to enable reports to be produced so that the necessary steps can be taken to lessen these risks.

**Organisational Charity Structure**

The trustees, comprising 6 members, including a secretary, who meet at various times in the year, are responsible for the management and administration of the charity.

**ACHIEVEMENTS AND PERFORMANCES**

**Main Hall**

During 2021 much of the year was spent in lockdown due to the Covid pandemic, which meant that little was achieved in the way of new works.

The regular users of the hall gradually returned but some did not.

St. Mark's Over 60's Club, the Yoga groups, Badminton Club.

A few small (usually children's) parties took place.

St. Mark's Church recommenced their occasional fund-raising events, including a Christmas Bazaar at the end of November 2021.

**Small Office at Front of the Building (37e)**

This was closed for the whole of 2021 as Communicare did not return during the year.

**Basement**

The Sunday Lunch Project continued to provide a Sunday Lunch for the homeless and needy but during lockdown this was provided by way of a take-away meal.

**Two Shops and Flats Over**

Both shops and both flats remained let for the whole of 2021.

Full details are filed annually with the Charity Commission.

**ST MARKS INSTITUTE TRUST**

**REPORT OF THE TRUSTEES  
(CONTINUED)**

**FOR THE YEAR ENDED  
31 DECEMBER 2021**

**FINANCIAL REVIEW**

Overall income, excluding gains on investments, increased in the year to 31 December 2021 to £32,164 (2020 - £28,973). This was mainly due to an increase in hall rental.

Expenditure also increased to £34,804 in the year to 31 December 2021 (2020 - £27,652). This was partly as a result of increased works carried out to the main hall.

Gains on investment income increased in the year to £50,778, compared to £27,338 in the previous year.

This has resulted in an overall surplus of £45,138 for the year to 31 December 2021 compared to a surplus of £28,659 in the previous year.

The trustees are satisfied with the outcome for the year.

**Principal Funding Sources**

The funding sources for the charity are currently by way of shop and flat rental income.

**Investment Policy**

Short-term deposits and monies are held in a current bank account with Lloyds Bank Plc.

There are some long-term investments held in the form of CCLA investments.

**PLANS FOR FUTURE PERIODS**

The Development Report commissioned in 2019 has not progressed as yet but the Trustees are continuing to work with their partners to see how best to utilise this resource.

**ST MARKS INSTITUTE TRUST****REPORT OF THE TRUSTEES  
(CONTINUED)****FOR THE YEAR ENDED  
31 DECEMBER 2021****RESPONSIBILITIES OF THE TRUSTEES**

The trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The 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 the affairs of the charity and of its incoming resources and application of resources of the charity for that period.

In preparing the Financial Statements the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any 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 business.

The trustees are responsible for maintaining 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, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

ST MARKS INSTITUTE TRUST

REPORT OF THE TRUSTEES  
(CONTINUED)

FOR THE YEAR ENDED  
31 DECEMBER 2021

INDEPENDENT EXAMINERS

A resolution to re-appoint Abraham & Dobell as Independent Examiners will be proposed at the forthcoming meeting.

Approved by the trustees on 31 October 2022 and signed on its behalf by:

  
.....  
REV M NEWTON

  
.....  
MISS A LOWE



**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF  
ST MARKS INSTITUTE TRUST  
FOR THE YEAR ENDED  
31 DECEMBER 2021**

I report to the trustees on my examination of the accounts of St Marks Institute Trust for the year ended 31 December 2021.

**RESPONSIBILITIES AND BASIS OF REPORT**

As trustees of the charity 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 charity'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 giving me cause to believe that in any material respect:

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

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



.....  
**DAVID J MANT FCA**  
**INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND & WALES**

**230 Shirley Road  
Southampton  
SO15 2HP**

**31 October 2022**

## ST MARKS INSTITUTE TRUST

STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)FOR THE YEAR ENDED  
31 DECEMBER 2021

	Notes	Unrestricted Funds £	2021 Total Funds £	2020 Total Funds £
<b>INCOMING RESOURCES</b>				
Charitable activities	2	29,214	29,214	26,056
Investment income	3	2,950	2,950	2,917
<b>TOTAL INCOMING RESOURCES</b>		<b>32,164</b>	<b>32,164</b>	<b>28,973</b>
<b>RESOURCES EXPENDED</b>				
Charitable activities	4	34,804	34,804	27,652
<b>TOTAL RESOURCES EXPENDED</b>		<b>34,804</b>	<b>34,804</b>	<b>27,652</b>
<b>NET INCOME BEFORE NET GAINS ON INVESTMENTS</b>		<b>(2,640)</b>	<b>(2,640)</b>	<b>1,321</b>
Net gains on investments	9	50,778	50,778	27,338
<b>NET INCOME FOR THE YEAR/NET MOVEMENT IN FUNDS FOR THE YEAR</b>	<b>5</b>	<b>48,138</b>	<b>48,138</b>	<b>28,659</b>
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward		500,578	500,578	471,919
Total funds carried forward		£548,716	£548,716	£500,578

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

## ST MARKS INSTITUTE TRUST

## BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021 £	2020 £
<b>FIXED ASSETS</b>			
Tangible assets	8	-	-
Investments	9	485,764	432,041
		<hr/>	<hr/>
		485,764	432,041
<b>CURRENT ASSETS</b>			
Debtors	10	1,915	2,463
Cash at bank and in hand		67,668	69,936
		<hr/>	<hr/>
		69,583	72,399
<b>CREDITORS: Amounts falling due within one year</b>	11	6,631	3,862
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		62,952	68,537
		<hr/>	<hr/>
<b>TOTAL NET ASSETS</b>	12	£548,716	£500,578
		<hr/>	<hr/>
<b>FINANCED BY:</b>			
<b>Unrestricted Funds</b>			
General funds	13	548,716	500,578
		<hr/>	<hr/>
<b>TOTAL FUNDS</b>		£548,716	£500,578
		<hr/>	<hr/>

Approved by the trustees on 31 October 2022 and signed on its behalf by:




**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**1. ACCOUNTING POLICIES**

The accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding period.

**(a) Basis of Accounting**

The Financial Statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities.

**(b) Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

**(c) Incoming Resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these Financial Statements.
- Investment income is included when receivable.

**(d) Resources Expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**1. ACCOUNTING POLICIES (CONTINUED)**

**(d) Resources Expended (Continued)**

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the Independent Examiner's fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**(e) Tangible Fixed Assets**

Tangible assets are initially recorded at cost and subsequently stated at cost less any accumulated depreciation. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation.

**(f) Investments**

Investments are valued at market value at 31 December.

**(g) Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

**(h) Creditors and Provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**(i) Fund Accounting**

Unrestricted funds are general funds available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees from time to time for particular projects or purposes. They are not in any way restricted and any surplus or deficit will be transferred to/from the general funds when the designated fund is closed.

Restricted funds are subject to specific restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**1. ACCOUNTING POLICIES (CONTINUED)**

**(j) Financial Instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**(k) Significant Judgements and Estimates**

Preparation of the Financial Statements may require the trustees to make significant judgements and estimates. There are no items in the Financial Statements where judgements and estimates would have a significant effect on amounts recognised in the Financial Statements.

**2. CHARITABLE ACTIVITIES**

The following income was generated during the year:

	<b>Unrestricted Funds £</b>	<b>2021 Total Funds £</b>	<b>2020 Total Funds £</b>
Shop and flat rental	23,343	23,343	21,395
Main hall rental	5,166	5,166	4,006
Basement rental	705	705	655
	<hr/>	<hr/>	<hr/>
	£29,214	£29,214	£26,056
	<hr/>	<hr/>	<hr/>

**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**3. INVESTMENT INCOME**

The following income was received during the year:

	<b>Unrestricted Funds £</b>	<b>2021 Total Funds £</b>	<b>2020 Total Funds £</b>
Interest	4	4	56
Dividends	2,946	2,946	2,861
	<hr/>	<hr/>	<hr/>
	£2,950	£2,950	£2,917
	<hr/>	<hr/>	<hr/>

**4. TOTAL RESOURCES EXPENDED**

	<b>Unrestricted Funds £</b>	<b>2021 Total Funds £</b>	<b>2020 Total Funds £</b>
<b>Charitable Activities</b>			
General maintenance	2,180	2,180	1,280
Major refurbishment projects	5,160	5,160	3,474
Property maintenance	3,065	3,065	2,022
Caretaker	6,062	6,062	4,046
Cleaning	2,706	2,606	1,850
Electricity	1,296	1,296	861
Gas	1,772	1,772	893
Water	268	268	312
Waste disposal	1,003	1,003	1,000
Insurance	2,450	2,450	2,539
Grants paid - PCC of St Mark's, Woolston	5,500	5,500	8,500
Bad debts	1,902	1,902	-
Legal and professional fees	600	600	-
Independent Examiner's fees	500	500	500
Office expenses	340	340	375
	<hr/>	<hr/>	<hr/>
	£34,804	£34,804	£27,652
	<hr/>	<hr/>	<hr/>

**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**5. NET INCOMING RESOURCES FOR THE YEAR**

These are stated after charging:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Examiner's costs	£500	£500
	<hr/>	<hr/>

**6. STAFF COSTS AND TRUSTEES' REMUNERATION**

There were no staff costs or remuneration arising in the year.

**7. TAXATION**

As a charity, St Marks Institute Trust is exempt from tax on income and gains falling within s.505 of the Taxes Act 1988 and s.256 of the Taxation of Chargeable Gains Act 1992, to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

**8. TANGIBLE ASSETS**

The cost of the freehold property known as St Mark's Institute has been written-off in a prior year's Accounts and no value has been included in these Accounts.

The trustees are in the process of updating the legal status of the property and are considering obtaining a valuation, which may then be incorporated in next year's Accounts.



**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**9. INVESTMENT ASSETS**

<b>Holding</b>	<b>Market Value at 31 December 2021</b>		
			£
CCLA Account 425020001R	1,274.38 units	@ £242.5218	309,065
CCLA Account 862390001A	11,333.39 units	@ £9.3467	105,930
CCLA Account 862390001V	55,197.26 units	@ £1.2821	70,769
			<hr/>
			£485,764
			<hr/>

<b>Holding</b>	<b>Market Value at 31 December 2020</b>		
			£
CCLA Account 425020001R	1,274.38 units	@ £206.6030	263,291
CCLA Account 862390001A	11,333.39 units	@ £9.7414	110,403
CCLA Account 862390001V	52,735.47 units	@ £1.1064	58,347
			<hr/>
			£432,041
			<hr/>

<b>Market Value at 31 December 2020</b>	432,041
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**Movement in the Year**

Dividends reinvested	2,945
Unrealised gain on investments	50,778
	<hr/>

<b>Market Value at 31 December 2021</b>	£485,764
	<hr/>

**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

<b>10. DEBTORS</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	£1,915	£2,463
	<hr/>	<hr/>

<b>11. CREDITORS: Amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors and accruals	4,131	1,362
Rent deposits	2,500	2,500
	<hr/>	<hr/>
	£6,631	£3,862
	<hr/>	<hr/>

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

Fund balances are represented by:

	<b>Unrestricted Funds £</b>	<b>2021 Total Funds £</b>	<b>2020 Total Funds £</b>
Fixed assets	485,764	485,764	432,041
Current assets	69,583	69,583	72,399
Current liabilities	(6,631)	(6,631)	(3,862)
	<hr/>	<hr/>	<hr/>
Net assets at 31 December 2021	£548,716	£548,716	£500,578
	<hr/>	<hr/>	<hr/>

**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**13. MOVEMENT IN FUNDS**

	At 01.01.21 £	Incoming Resources £	Outgoing Resources £	At 31.12.21 £
Unrestricted funds	500,578	82,942	34,804	548,716
	<hr/>	<hr/>	<hr/>	<hr/>
Total funds	£500,578	£82,942	£34,804	£548,716
	<hr/>	<hr/>	<hr/>	<hr/>

Unrestricted Funds comprise those funds which trustees are free to use in accordance with the charitable objects.

Restricted Funds are funds which have been given for particular purposes and projects.

The charity had no restricted funds.

**14. RELATED PARTIES**

There were no related party transactions.

**15. POST BALANCE SHEET EVENTS**

There were no material post Balance Sheet events at 31 December 2021.

**ST MARKS INSTITUTE TRUST**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31 DECEMBER 2021**

**REGISTERED CHARITY NUMBER: 203765**

**ST MARK'S INSTITUTE TRUST**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
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## ST MARKS INSTITUTE TRUST

## REPORT OF THE TRUSTEES

FOR THE YEAR ENDED  
31 DECEMBER 2021

The trustees present their Annual Report and Financial Statements of the St Marks Institute Trust of 37 Victoria Road, Woolston, Southampton, SO19 9DY for the year ended 31 December 2021.

The Financial Statements comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

## REFERENCE AND ADMINISTRATIVE INFORMATION

<b>Charity Name:</b>	St Marks Institute Trust	
<b>Registered Charity Number:</b>	203765	
<b>Charity Status:</b>	The charity is a charitable incorporated organisation and was granted charitable status on 1 December 1964.	
<b>Correspondence Address:</b>	37 Victoria Road Woolston Southampton SO19 9DY	
<b>Trustees:</b>	The Rev'd Miles Newton Mr Christopher L'Enfant Mrs Susan Lampard Mr Brian Lampard Miss Ann Lowe Mrs Margaret Bradley	Incumbent & Chair Churchwarden Treasurer  Co-Opted from St Mark's PCC
<b>Non-Trustees:</b>	Mrs Faye Beech Mr Tom Beech	Secretary Building Consultant
<b>Our Advisors:</b>		
<b>Independent Examiners:</b>	Abraham & Dobell 230 Shirley Road Southampton SO15 3HR	

**ST MARKS INSTITUTE TRUST**

**REPORT OF THE TRUSTEES  
(CONTINUED)**

**FOR THE YEAR ENDED  
31 DECEMBER 2021**

**OUR PURPOSES AND ACTIVITIES**

The purposes of St Marks Institute Trust are:

1. To promote religious education in accordance with the doctrines of the Church of England in the parish; and
2. to improve the conditions of life of the inhabitants of the parish by the provision of recreational facilities to promote their physical, mental and spiritual well-being; and subject thereto
3. to further the religious and other charitable work of the Church of England in the parish; and
4. to assist in the upkeep of the parish church for the time being of the parish.
5. The land identified in the first part of the schedule to this scheme must be retained by the trustees for use as a church institute in furtherance of the objects of the charity”.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The charity St Marks Institute Trust is governed by its constitution.

The charity was registered as a charitable incorporated organisation on 1 December 1964 with a charity number of 203765.

**Recruitment and Appointment of Trustees**

The charity is administered by a board of trustees which, at the date of this report, numbered 6.

Trustees, whether elected, appointed or co-opted are required by law to act in the best interests of the charity and not the body that appointed them or from which they were co-opted.

**Trustee Induction and Training**

Trustees are familiar with the work of the charity, having new trustees meet with the Chairperson of the trustees, who provides a briefing on the charity to include:

- the obligations of board members;
- the main documents which set out the operational framework for the charity, including the constitution;
- the financial position of the organisation, including the last set of financial statements and funding status; and
- future plans and objectives.

**ST MARKS INSTITUTE TRUST**

**REPORT OF THE TRUSTEES  
(CONTINUED)**

**FOR THE YEAR ENDED  
31 DECEMBER 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)**

**Risk Management**

The trustees have examined the major operational risks which the charity faces and confirm that systems have been established to enable reports to be produced so that the necessary steps can be taken to lessen these risks.

**Organisational Charity Structure**

The trustees, comprising 6 members, including a secretary, who meet at various times in the year, are responsible for the management and administration of the charity.

**ACHIEVEMENTS AND PERFORMANCES**

**Main Hall**

During 2021 much of the year was spent in lockdown due to the Covid pandemic, which meant that little was achieved in the way of new works.

The regular users of the hall gradually returned but some did not.

St. Mark's Over 60's Club, the Yoga groups, Badminton Club.

A few small (usually children's) parties took place.

St. Mark's Church recommenced their occasional fund-raising events, including a Christmas Bazaar at the end of November 2021.

**Small Office at Front of the Building (37e)**

This was closed for the whole of 2021 as Communicare did not return during the year.

**Basement**

The Sunday Lunch Project continued to provide a Sunday Lunch for the homeless and needy but during lockdown this was provided by way of a take-away meal.

**Two Shops and Flats Over**

Both shops and both flats remained let for the whole of 2021.

Full details are filed annually with the Charity Commission.



**ST MARKS INSTITUTE TRUST**

**REPORT OF THE TRUSTEES  
(CONTINUED)**

**FOR THE YEAR ENDED  
31 DECEMBER 2021**

**FINANCIAL REVIEW**

Overall income, excluding gains on investments, increased in the year to 31 December 2021 to £32,164 (2020 - £28,973). This was mainly due to an increase in hall rental.

Expenditure also increased to £34,804 in the year to 31 December 2021 (2020 - £27,652). This was partly as a result of increased works carried out to the main hall.

Gains on investment income increased in the year to £50,778, compared to £27,338 in the previous year.

This has resulted in an overall surplus of £45,138 for the year to 31 December 2021 compared to a surplus of £28,659 in the previous year.

The trustees are satisfied with the outcome for the year.

**Principal Funding Sources**

The funding sources for the charity are currently by way of shop and flat rental income.

**Investment Policy**

Short-term deposits and monies are held in a current bank account with Lloyds Bank Plc.

There are some long-term investments held in the form of CCLA investments.

**PLANS FOR FUTURE PERIODS**

The Development Report commissioned in 2019 has not progressed as yet but the Trustees are continuing to work with their partners to see how best to utilise this resource.

**ST MARKS INSTITUTE TRUST****REPORT OF THE TRUSTEES  
(CONTINUED)****FOR THE YEAR ENDED  
31 DECEMBER 2021****RESPONSIBILITIES OF THE TRUSTEES**

The trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The 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 the affairs of the charity and of its incoming resources and application of resources of the charity for that period.

In preparing the Financial Statements the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any 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 business.

The trustees are responsible for maintaining 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, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

ST MARKS INSTITUTE TRUST

REPORT OF THE TRUSTEES  
(CONTINUED)

FOR THE YEAR ENDED  
31 DECEMBER 2021

INDEPENDENT EXAMINERS

A resolution to re-appoint Abraham & Dobell as Independent Examiners will be proposed at the forthcoming meeting.

Approved by the trustees on 31 October 2022 and signed on its behalf by:

  
.....  
REV M NEWTON

  
.....  
MISS A LOWE

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF  
ST MARKS INSTITUTE TRUST  
FOR THE YEAR ENDED  
31 DECEMBER 2021**

I report to the trustees on my examination of the accounts of St Marks Institute Trust for the year ended 31 December 2021.

**RESPONSIBILITIES AND BASIS OF REPORT**

As trustees of the charity 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 charity'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 giving me cause to believe that in any material respect:

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

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



.....  
**DAVID J MANT FCA**  
**INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND & WALES**

**230 Shirley Road  
Southampton  
SO15 2HP**

**31 October 2022**

## ST MARKS INSTITUTE TRUST

STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)FOR THE YEAR ENDED  
31 DECEMBER 2021

	Notes	Unrestricted Funds £	2021 Total Funds £	2020 Total Funds £
<b>INCOMING RESOURCES</b>				
Charitable activities	2	29,214	29,214	26,056
Investment income	3	2,950	2,950	2,917
<b>TOTAL INCOMING RESOURCES</b>		<b>32,164</b>	<b>32,164</b>	<b>28,973</b>
<b>RESOURCES EXPENDED</b>				
Charitable activities	4	34,804	34,804	27,652
<b>TOTAL RESOURCES EXPENDED</b>		<b>34,804</b>	<b>34,804</b>	<b>27,652</b>
<b>NET INCOME BEFORE NET GAINS ON INVESTMENTS</b>		<b>(2,640)</b>	<b>(2,640)</b>	<b>1,321</b>
Net gains on investments	9	50,778	50,778	27,338
<b>NET INCOME FOR THE YEAR/NET MOVEMENT IN FUNDS FOR THE YEAR</b>	<b>5</b>	<b>48,138</b>	<b>48,138</b>	<b>28,659</b>
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward		500,578	500,578	471,919
Total funds carried forward		£548,716	£548,716	£500,578

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

## ST MARKS INSTITUTE TRUST

## BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021 £	2020 £
<b>FIXED ASSETS</b>			
Tangible assets	8	-	-
Investments	9	485,764	432,041
		<hr/>	<hr/>
		485,764	432,041
<b>CURRENT ASSETS</b>			
Debtors	10	1,915	2,463
Cash at bank and in hand		67,668	69,936
		<hr/>	<hr/>
		69,583	72,399
<b>CREDITORS: Amounts falling due within one year</b>	11	6,631	3,862
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		62,952	68,537
		<hr/>	<hr/>
<b>TOTAL NET ASSETS</b>	12	£548,716	£500,578
		<hr/>	<hr/>
<b>FINANCED BY:</b>			
<b>Unrestricted Funds</b>			
General funds	13	548,716	500,578
		<hr/>	<hr/>
<b>TOTAL FUNDS</b>		£548,716	£500,578
		<hr/>	<hr/>

Approved by the trustees on 31 October 2022 and signed on its behalf by:




**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**1. ACCOUNTING POLICIES**

The accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding period.

**(a) Basis of Accounting**

The Financial Statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities.

**(b) Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

**(c) Incoming Resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these Financial Statements.
- Investment income is included when receivable.

**(d) Resources Expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**1. ACCOUNTING POLICIES (CONTINUED)**

**(d) Resources Expended (Continued)**

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the Independent Examiner's fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**(e) Tangible Fixed Assets**

Tangible assets are initially recorded at cost and subsequently stated at cost less any accumulated depreciation. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation.

**(f) Investments**

Investments are valued at market value at 31 December.

**(g) Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

**(h) Creditors and Provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**(i) Fund Accounting**

Unrestricted funds are general funds available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees from time to time for particular projects or purposes. They are not in any way restricted and any surplus or deficit will be transferred to/from the general funds when the designated fund is closed.

Restricted funds are subject to specific restrictions on their expenditure imposed by the donor or through the terms of an appeal.



**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**1. ACCOUNTING POLICIES (CONTINUED)**

**(j) Financial Instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**(k) Significant Judgements and Estimates**

Preparation of the Financial Statements may require the trustees to make significant judgements and estimates. There are no items in the Financial Statements where judgements and estimates would have a significant effect on amounts recognised in the Financial Statements.

**2. CHARITABLE ACTIVITIES**

The following income was generated during the year:

	<b>Unrestricted Funds £</b>	<b>2021 Total Funds £</b>	<b>2020 Total Funds £</b>
Shop and flat rental	23,343	23,343	21,395
Main hall rental	5,166	5,166	4,006
Basement rental	705	705	655
	<hr/>	<hr/>	<hr/>
	£29,214	£29,214	£26,056
	<hr/>	<hr/>	<hr/>

**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**3. INVESTMENT INCOME**

The following income was received during the year:

	<b>Unrestricted Funds £</b>	<b>2021 Total Funds £</b>	<b>2020 Total Funds £</b>
Interest	4	4	56
Dividends	2,946	2,946	2,861
	-----	-----	-----
	£2,950	£2,950	£2,917
	-----	-----	-----

**4. TOTAL RESOURCES EXPENDED**

	<b>Unrestricted Funds £</b>	<b>2021 Total Funds £</b>	<b>2020 Total Funds £</b>
<b>Charitable Activities</b>			
General maintenance	2,180	2,180	1,280
Major refurbishment projects	5,160	5,160	3,474
Property maintenance	3,065	3,065	2,022
Caretaker	6,062	6,062	4,046
Cleaning	2,706	2,606	1,850
Electricity	1,296	1,296	861
Gas	1,772	1,772	893
Water	268	268	312
Waste disposal	1,003	1,003	1,000
Insurance	2,450	2,450	2,539
Grants paid - PCC of St Mark's, Woolston	5,500	5,500	8,500
Bad debts	1,902	1,902	-
Legal and professional fees	600	600	-
Independent Examiner's fees	500	500	500
Office expenses	340	340	375
	-----	-----	-----
	£34,804	£34,804	£27,652
	-----	-----	-----

**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**5. NET INCOMING RESOURCES FOR THE YEAR**

These are stated after charging:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Examiner's costs	£500	£500
	<hr/>	<hr/>

**6. STAFF COSTS AND TRUSTEES' REMUNERATION**

There were no staff costs or remuneration arising in the year.

**7. TAXATION**

As a charity, St Marks Institute Trust is exempt from tax on income and gains falling within s.505 of the Taxes Act 1988 and s.256 of the Taxation of Chargeable Gains Act 1992, to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

**8. TANGIBLE ASSETS**

The cost of the freehold property known as St Mark's Institute has been written-off in a prior year's Accounts and no value has been included in these Accounts.

The trustees are in the process of updating the legal status of the property and are considering obtaining a valuation, which may then be incorporated in next year's Accounts.

**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**9. INVESTMENT ASSETS**

<b>Holding</b>	<b>Market Value at 31 December 2021</b>		
			£
CCLA Account 425020001R	1,274.38 units @	£242.5218	309,065
CCLA Account 862390001A	11,333.39 units @	£9.3467	105,930
CCLA Account 862390001V	55,197.26 units @	£1.2821	70,769
			<hr/> £485,764 <hr/>
<b>Holding</b>	<b>Market Value at 31 December 2020</b>		
			£
CCLA Account 425020001R	1,274.38 units @	£206.6030	263,291
CCLA Account 862390001A	11,333.39 units @	£9.7414	110,403
CCLA Account 862390001V	52,735.47 units @	£1.1064	58,347
			<hr/> £432,041 <hr/>
<b>Market Value at 31 December 2020</b>			432,041
<b>Movement in the Year</b>			
Dividends reinvested			2,945
Unrealised gain on investments			50,778
			<hr/>
<b>Market Value at 31 December 2021</b>			£485,764 <hr/>

**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

<b>10. DEBTORS</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	£1,915	£2,463
	—	—

<b>11. CREDITORS: Amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors and accruals	4,131	1,362
Rent deposits	2,500	2,500
	—	—
	£6,631	£3,862
	—	—

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

Fund balances are represented by:

	<b>Unrestricted Funds £</b>	<b>2021 Total Funds £</b>	<b>2020 Total Funds £</b>
Fixed assets	485,764	485,764	432,041
Current assets	69,583	69,583	72,399
Current liabilities	(6,631)	(6,631)	(3,862)
	—	—	—
Net assets at 31 December 2021	£548,716	£548,716	£500,578
	—	—	—

**ST MARKS INSTITUTE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**(CONTINUED)**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2021**

**13. MOVEMENT IN FUNDS**

	At 01.01.21 £	Incoming Resources £	Outgoing Resources £	At 31.12.21 £
Unrestricted funds	500,578	82,942	34,804	548,716
	<hr/>	<hr/>	<hr/>	<hr/>
Total funds	£500,578	£82,942	£34,804	£548,716
	<hr/>	<hr/>	<hr/>	<hr/>

Unrestricted Funds comprise those funds which trustees are free to use in accordance with the charitable objects.

Restricted Funds are funds which have been given for particular purposes and projects.

The charity had no restricted funds.

**14. RELATED PARTIES**

There were no related party transactions.

**15. POST BALANCE SHEET EVENTS**

There were no material post Balance Sheet events at 31 December 2021.