

Charity registration number: 241556

Catholic People's Weeks

known as

CPW

Annual Report and Financial Statements

for the Year Ended 31 December 2023

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5LG

Catholic People's Weeks

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Reference and Administrative Details

| | |
|------------------------------------|---|
| Trustees | Patricia Worden, President |
| | Barbara Wilson, Chair |
| | Robert Cook, Secretary |
| | Liz Dingle, Treasurer |
| | Brid Fitzpatrick |
| | Anna Gibson |
| | Maria Uragallo |
| | William Phillips |
| | Dr Fr Tim Redmond |
| | Tom Hennessey |
| Charity Registration Number | 241556 |
| Principal Office | 9 Buccleuch Avenue Clitheroe BB7 2DZ |
| Independent Examiner | John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5LG |

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Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2023.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

| | |
|-----------|--|
| Trustees: | Patricia Worden, President |
| | Barbara Wilson, Chair |
| | Robert Cook, Secretary |
| | Liz Dingle, Treasurer |
| | Brid Fitzpatrick |
| | Michael Willcox (resigned 25 November 2023) |
| | Rebekah O'Keeffe (resigned 25 November 2023) |
| | Mary Huckfield (resigned 25 November 2023) |
| | Pablo Guidi (resigned 25 November 2023) |
| | Gabriela Todd (resigned 25 November 2023) |
| | Anna Gibson (appointed 25 November 2023) |
| | Maria Uragallo (appointed 25 November 2023) |
| | William Phillips (appointed 25 November 2023) |
| | Dr Fr Tim Redmond (appointed 25 November 2023) |
| | Tom Hennessey (appointed 25 November 2023) |

Structure, governance and management

Nature of governing document

The charity is operated under the rules of its constitution adopted 5th August 1962.

Recruitment and appointment of trustees

Trustees are recruited from the membership. Members are asked at each event they attend if they are interested in being on the committee. They are also asked when notified of the BGM whether they want to put themselves forward for any vacant positions. They are then voted on at the BGM. Members can also be co-opted onto the committee by the Trustees at any point.

Objectives and activities

Objects and aims

The objects of CPW are the promotion of the education of Catholics in their faith and its practice and the deepening of the Christian life in home, parish, place of work and society, by the holding of residential and other programmes some of which are adult only, some of which cater for all ages.

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Trustees' Report (continued)

Objectives, strategies and activities

CPW runs residential courses, from 2 to 7 days' duration, to help members deepen their understanding of the Catholic faith. Some courses are for all-age groups including children; others are for adults only. All combine study with recreation and the chance to live (briefly) in community. Since lockdown, CPW has also organised on-line events with members meeting on Zoom. Apart from the very first event (which was to replace the planned in-person event in summer 2020), these are usually day or evening events. Membership is open to all Roman Catholics and people in sympathy with the Catholic tradition.

Public benefit

CPW provides a public benefit by increasing the knowledge and understanding of the Catholic faith by its members, and helping its members learn about living in community.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

We held five residential events in 2023. Two were 18+ events: a short week at Hynning on the theme of Nunc Dimittis and a long weekend at Noddfa, North Wales on the theme of Discerning Hope in a Time of Confusion. We ran a Helpers Weekend in March, in the Peak District and a walking week in April, based at Ampleforth Abbey and visiting ancient churches in North Yorkshire. There was an all-age event in August at Kintbury, with a theme of 'Lord, That I Might See'.

We also ran online events, including our BGM in November, which was preceded by a discussion on synodality and CPW.

We continued our Wednesday Zoom prayer sessions. These were held daily during lent with a poem/reflection being sent out to all members each day in preparation. After Easter the prayers moved to monthly until Advent when additional reflections/prayers were provided each week.

In 2022 we had agreed to trial a new model of governance, with three people taking on the responsibilities of the Chair. This was continued at our BGM in 2023, with two of the original 'triskele' staying on, providing continuity.

Trustees met on Zoom most months in 2023 and met in person for a weekend in February.

During the year, the Trustees recognised that many of our administrative processes needed to be more organised. To this end we agreed to hire a freelance administrator to review our systems and help put us on a more organised footing. Tauna Shields was appointed on a six month term and began work in November 2023. We look forward to the outcome of this engagement.

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Trustees' Report (continued)

Financial review

At the end of 2023 we were in a good financial position. The general fund stood at £35,352 and the Bursary fund balance was £16,093. The balance on the general fund is more than the amount required by our reserves policy and we are looking at ways to bring it more in line with our policy. One of these is to put on a residential weekend for the development of our current and potential Helpers - the name given to the (usually) young adults that supervise the children's activities at our all age events.

We received a generous legacy in 2022 from a long standing member which helped to improve the financial position.

The balance on the Bursary fund is almost exactly the same as at the start of the year, although this is because the donations made to the fund during the year more or less matched the value of disbursements. More needs to be done to promote the use of the bursary fund – we offered a 20% reduction in 2023, for people who felt they needed a helping hand, but unfortunately the website couldn't be set up in time to make this available at the click of a button - something we have rectified for events in 2024.

The World Fund had a zero balance, as all funds have been passed onto overseas charities in 2023.

Policy on reserves

Our reserves policy requires us to hold between £11,000 and £25,000 to cover fluctuations in cash flow (paying for a residential centre before members have paid their bills) and/or the financial risk of an event having to be cancelled and monies paid upfront being non-refundable.

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Trustees' Report (continued)

Statement of Responsibilities (within Trustees Report)

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities 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 and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 20/04/2024 and signed on its behalf by:



Barbara Wilson
Trustee

Catholic People's Weeks

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Independent Examiner's Report to the trustees of Catholic People's Weeks

Independent examiner's report to the trustees of Catholic People's Weeks

I report to the trustees on my examination of the accounts of Catholic People's Weeks (the Charity) for the year ended 31 December 2023.

Responsibilities and basis of report

As the 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 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 accounting 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.



John O'Brien MSc, FAIA, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5LG

Date: 09/10/2024

Catholic People's Weeks

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Statement of Financial Activities for the Year Ended 31 December 2023

| | Note | Unrestricted £ | Restricted £ | Total 2023 £ | Total 2022 £ |
|------------------------------------|------|----------------------|----------------------|----------------------|----------------------|
| Income and Endowments from: | | | | | |
| Donations and legacies | 2 | 428 | - | 428 | 3,761 |
| Charitable activities | 3 | 38,306 | 3,936 | 42,242 | 23,439 |
| Investment income | 4 | 250 | - | 250 | 127 |
| Total Income | | <u>38,984</u> | <u>3,936</u> | <u>42,920</u> | <u>27,327</u> |
| Expenditure on: | | | | | |
| Charitable activities | 5 | <u>(40,813)</u> | <u>(6,207)</u> | <u>(47,020)</u> | <u>(23,956)</u> |
| Total Expenditure | | <u>(40,813)</u> | <u>(6,207)</u> | <u>(47,020)</u> | <u>(23,956)</u> |
| Net (expenditure)/income | | (1,829) | (2,271) | (4,100) | 3,371 |
| Gross transfers between funds | | <u>(274)</u> | <u>274</u> | <u>-</u> | <u>-</u> |
| Net movement in funds | | (2,103) | (1,997) | (4,100) | 3,371 |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | <u>37,454</u> | <u>18,795</u> | <u>56,249</u> | <u>52,878</u> |
| Total funds carried forward | 8 | <u><u>35,351</u></u> | <u><u>16,798</u></u> | <u><u>52,149</u></u> | <u><u>56,249</u></u> |

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 8.

The notes on pages 10 to 16 form an integral part of these financial statements.

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Statement of Financial Activities for the Year Ended 31 December 2023 (continued)

These are the figures for the previous accounting period and are included for comparative purposes

| | Note | Unrestricted £ | Restricted £ | Total 2022 £ |
|------------------------------------|------|----------------------|----------------------|----------------------|
| Income and Endowments from: | | | | |
| Donations and legacies | 2 | 3,761 | - | 3,761 |
| Charitable activities | 3 | 21,146 | 2,293 | 23,439 |
| Investment income | 4 | 127 | - | 127 |
| Total Income | | <u>25,034</u> | <u>2,293</u> | <u>27,327</u> |
| Expenditure on: | | | | |
| Charitable activities | 5 | <u>(23,090)</u> | <u>(866)</u> | <u>(23,956)</u> |
| Total Expenditure | | <u>(23,090)</u> | <u>(866)</u> | <u>(23,956)</u> |
| Net movement in funds | | 1,944 | 1,427 | 3,371 |
| Reconciliation of funds | | | | |
| Total funds brought forward | | <u>35,510</u> | <u>17,368</u> | <u>52,878</u> |
| Total funds carried forward | 8 | <u><u>37,454</u></u> | <u><u>18,795</u></u> | <u><u>56,249</u></u> |

The notes on pages 10 to 16 form an integral part of these financial statements.

Catholic People's Weeks

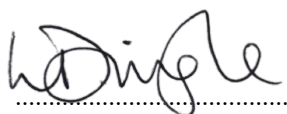
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(Registration number: 241556)

Balance Sheet as at 31 December 2023

| | Note | 2023 £ | 2022 £ |
|---|------|----------------|---------------|
| Current assets | | | |
| Debtors | 6 | 3,656 | 1,999 |
| Cash at bank and in hand | | <u>50,237</u> | <u>55,104</u> |
| | | 53,893 | 57,103 |
| Creditors: Amounts falling due within one year | 7 | <u>(1,744)</u> | <u>(854)</u> |
| Net assets | | <u>52,149</u> | <u>56,249</u> |
| Funds of the charity: | | | |
| Restricted income funds | | | |
| Restricted funds | 8 | 16,798 | 18,795 |
| Unrestricted income funds | | | |
| Unrestricted funds | | <u>35,351</u> | <u>37,454</u> |
| Total funds | 8 | <u>52,149</u> | <u>56,249</u> |

The financial statements on pages 7 to 16 were approved by the trustees, and authorised for issue on ~~20-04-2024~~ and signed on their behalf by:



Liz Dingle
Trustee

Catholic People's Weeks

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Notes to the Financial Statements for the Year Ended 31 December 2023

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Catholic People's Weeks meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

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Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregates similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

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.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

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

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

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Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

2 Income from donations and legacies

| | Unrestricted funds General £ | Total 2023 £ | Total 2022 £ |
|----------------------------|---------------------------------------|--------------------|--------------------|
| Donations and legacies; | | | |
| Donations from individuals | 428 | 428 | 3,761 |
| | 428 | 428 | 3,761 |
| | 428 | 428 | 3,761 |

3 Income from charitable activities

| | Unrestricted funds General £ | Restricted funds £ | Total 2023 £ | Total 2022 £ |
|-------------------|---------------------------------------|--------------------------|--------------------|--------------------|
| Donations | - | 3,936 | 3,936 | 2,293 |
| Refreshments | 1,585 | - | 1,585 | - |
| Subscriptions | 1,627 | - | 1,627 | 1,492 |
| Residential weeks | 35,094 | - | 35,094 | 19,654 |
| | 38,306 | 3,936 | 42,242 | 23,439 |
| | 38,306 | 3,936 | 42,242 | 23,439 |

4 Investment income

| | Unrestricted funds General £ | Total 2023 £ | Total 2022 £ |
|---|---------------------------------------|--------------------|--------------------|
| Interest receivable and similar income; | | | |
| Interest receivable on bank deposits | 250 | 250 | 127 |
| | 250 | 250 | 127 |
| | 250 | 250 | 127 |

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Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

5 Expenditure on charitable activities

| | Unrestricted funds General £ | Restricted funds £ | Total 2023 £ | Total 2022 £ |
|--------------------------|---------------------------------------|--------------------------|--------------------|--------------------|
| Materials | 555 | - | 555 | 179 |
| Accommodation & meals | 33,546 | - | 33,546 | 19,016 |
| Affiliations | 45 | - | 45 | 45 |
| Bank charges | 262 | - | 262 | 196 |
| Bursary distributions | - | 1,523 | 1,523 | 1,373 |
| Insurances | 429 | - | 429 | 365 |
| Speaker costs | - | - | - | 850 |
| Travel | 1,273 | - | 1,273 | 394 |
| World fund distributions | - | 4,684 | 4,684 | - |
| Website | 1,211 | - | 1,211 | 823 |
| Professional fees | 2,041 | - | 2,041 | 524 |
| Administration | 313 | - | 313 | 10 |
| Bad debt provision | - | - | - | 65 |
| Weeks costs | 86 | - | 86 | 116 |
| Refreshments | 1,052 | - | 1,052 | - |
| | <u>40,813</u> | <u>6,207</u> | <u>47,020</u> | <u>23,956</u> |

6 Debtors

| | 2023 £ | 2022 £ |
|---------------|--------------|--------------|
| Trade debtors | 1,990 | 545 |
| Prepayments | 1,666 | 1,454 |
| | <u>3,656</u> | <u>1,999</u> |

7 Creditors: amounts falling due within one year

| | 2023 £ | 2022 £ |
|-----------------|--------------|------------|
| Other creditors | 564 | 504 |
| Accruals | 900 | - |
| Deferred income | 280 | 350 |
| | <u>1,744</u> | <u>854</u> |

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Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

8 Funds

| | Balance at 1 January 2023 £ | Incoming resources £ | Resources expended £ | Transfers £ | Balance at 31 December 2023 £ |
|-------------------------------|--------------------------------------|----------------------------|----------------------------|----------------|---|
| Unrestricted funds | | | | | |
| <i>General</i> | | | | | |
| General fund | 37,454 | 38,984 | (40,813) | (274) | 35,351 |
| Restricted funds | | | | | |
| Bursary fund | 16,058 | 1,558 | (1,523) | - | 16,093 |
| World fund | 2,032 | 2,378 | (4,684) | 274 | - |
| Training fund | 705 | - | - | - | 705 |
| Total restricted funds | <u>18,795</u> | <u>3,936</u> | <u>(6,207)</u> | <u>274</u> | <u>16,798</u> |
| Total funds | <u>56,249</u> | <u>42,920</u> | <u>(47,020)</u> | <u>-</u> | <u>52,149</u> |

The transfer from the General fund to the World fund is for Gift Aid claimable but not yet received.

| | Balance at 1 January 2022 £ | Incoming resources £ | Resources expended £ | Balance at 31 December 2022 £ |
|-------------------------------|-----------------------------------|----------------------------|----------------------------|--|
| Unrestricted funds | | | | |
| <i>General</i> | | | | |
| General fund | 35,510 | 25,034 | (23,090) | 37,454 |
| Restricted | | | | |
| Bursary fund | 16,064 | 1,367 | (1,373) | 16,058 |
| World fund | 1,106 | 926 | - | 2,032 |
| Training fund | 198 | - | 507 | 705 |
| Total restricted funds | <u>17,368</u> | <u>2,293</u> | <u>(866)</u> | <u>18,795</u> |
| Total funds | <u>52,878</u> | <u>27,327</u> | <u>(23,956)</u> | <u>56,249</u> |

Catholic People's Weeks

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Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

The specific purposes for which the funds are to be applied are as follows:

The Bursary fund is to provide discounts on the cost of events to those who would not otherwise be able to afford to join. It also provides discounts for large families (3 or more children) and for carers of members attending an event in that role.

The World fund donations are collected from members, and passed onto the overseas charities, with particular charities being nominated at each event.

The Training fund was given to us by CCLA for the provision of an annual lecture. Since the first lecture in 2019 the annual lectures have all be on-line and have not incurred direct costs. As soon as we are able to hold an in-person event it is expected that this fund will be fully discharged.

9 Analysis of net assets between funds

| | Unrestricted | | 2023 |
|---------------------|---------------|-----------------|------------------|
| | General £ | Restricted £ | Total funds £ |
| Current assets | 37,095 | 16,798 | 53,893 |
| Current liabilities | (1,744) | - | (1,744) |
| Total net assets | <u>35,351</u> | <u>16,798</u> | <u>52,149</u> |
| | | | |
| | Unrestricted | | 2022 |
| | General £ | Restricted £ | Total funds £ |
| Current assets | 38,308 | 18,795 | 57,103 |
| Current liabilities | (854) | - | (854) |
| Total net assets | <u>37,454</u> | <u>18,795</u> | <u>56,249</u> |

10 Independent examiner's fees

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

| | 2023 £ | 2022 £ |
|-------------------------|------------|------------|
| Independent examination | 470 | 420 |
| | <u>470</u> | <u>420</u> |

Catholic People's Weeks

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Notes to the Financial Statements for the Year Ended 31 December 2023 (continued)

11 Trustees remuneration and expenses

During the period 3 Trustees received reimbursement for expenses including travel totalling £337.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

12 Taxation

The charity is a registered charity and is therefore exempt from taxation.