

# **Trustees Annual Report**

**Year End March 2022**

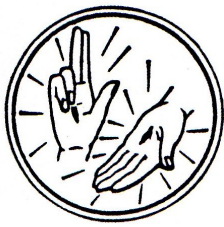
## **The Catholic Fellowship Brentwood Diocese**

*“Supporting individuals with disabilities and their families”*

**Registered Charity No: 263075**

Executive Chair: Rev Bob Hamill

Patron: Allan Williams, The Bishop of Brentwood



# **The Catholic Fellowship Brentwood Diocese**

*"Supporting individuals with disabilities and their families"*

Catholic Fellowship Brentwood Diocese Charity  
Registered Charity No: 263075  
Chair: Rev Bob Hamill  
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## **Trustees' Annual Report**

### **Objectives & Activities**

The Catholic Fellowship Brentwood Diocese is dedicated to providing opportunities for people with disabilities and their families to access an inclusive and supportive network. Our mission is to promote the social, material, psychological, and spiritual needs of individuals with disabilities. We strive to create a friendly and supportive community where everyone feels included and valued whilst supporting family members of those living with disabilities.

Throughout the year, the Catholic Fellowship Brentwood Diocese has been significantly impacted by the COVID-19 Pandemic due to the government guidance and restrictions across the UK. The Pandemic has restricted the charities ability to provide its direct face to face services and activities to its members, however, groups across the charity should be congratulated on their ability to maintain contact with members promoting emotional and spiritual wellbeing.

All groups throughout 2021-2022 stopped any face to face activity which resulted in a considerable decrease in overall expenditure however, towards the end of the year carried out some activities where restrictions allowed. The charity maintained its receipt of charitable donations and remained in a positive financial position with the final payments from the land sale received.

The Executive Committee and Trustees of the charity pay their respects to those who have been affected by and sadly lost loved ones during the Pandemic whilst also recognising the impacts the pandemic has had on people's lives.

The Trustees of the charity recognise that without the support of our volunteers, the charity would not be able to provide the services and support that it does to our members. We would like to extend our gratitude to all the dedicated volunteers who have contributed their time, energy, care and expertise to the charity and its members.

Our volunteers played a crucial role in supporting families socially and emotionally, organising events and attending committees meetings.

### **Achievements & Performance**

Summary of Main Achievements: Over the past year, the Catholic Fellowship Brentwood Diocese had to adapt and overcome the challenges of COVID-19 in fulfilling our mission and the charitable objectives set out in our constitution.

We were aware that our members are some of the most vulnerable in our society when impacted by a global pandemic for many reasons. These include;

1. risk to health
2. risk to mental wellbeing
3. social isolation
4. sudden change in activities and restriction on people's ability to socialise.

By March 2021 the UK has come out of its 3<sup>rd</sup> lockdown from the virus and vaccinations were now in their second to third stages. Some areas of restrictions throughout the year started to relax, however, the UK government launched the Winter Plan and the UK saw the rise of the Omicron variant of the virus. The Charity recognised throughout the year that restrictions were very uncertain and the ability of the charity to provide its normal services and meet was restricted.

Due to being in a positive financial position with safe reserves, the charity was not negatively impacted financially by the Pandemic.



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During 2019, The Catholic Fellowship Brentwood Diocese completed on the sale of the freehold land at Rawreth Lane, Rayleigh, Rochford, Essex following the agreement of Trustees to sell their respective interests in the land owned by them and the two other parties involved including The Brentwood Roman Catholic Diocese Trustee and the Jeanne Marie Gunn Trust. The land was originally gifted to the charity in 1977 by Thomas Gunn of the Jeanne Marie Gunn Trust under its previous name 'The Catholic Handicapped Fellowship'.

The land was sold as part of a compulsory purchase to allow access rights to a new development adjacent to the land under Details of Charge Code: 006148641141.

Mr Domenico Sidoli of Valans Solicitors (Temple Chambers, 3-7 Temple Avenue, London, EC4) was appointed as the solicitor acting on the charities behalf and was granted authority of the Trustees.

The sale price to The Catholic Fellowship Brentwood Diocese was agreed at £709,650 (15.94% of total land sale value) and was payable over 4 equal instalments, the first payment on completion which fell in the year ending March 2020 on 22<sup>nd</sup> May 2019. The two final payments for the sale of the land was received during the period of April 2021 – March 2022.

As mentioned in the 2020 and 2021 Trustees Annual Report, due to the sale of land the financial reserves held are higher than previous years and It was felt that this would be held and revisited due to the Pandemic. During the year, the Trustees and its committees suspended many of its meeting for the safety of volunteers and compliance with the legislation, therefore, no plans could be agreed on the increased financial position of the Charity.

The charity's funding primarily came from the sale of the land and donations. The total funds raised from donations amounted to £3,029. Our investment accounts experienced interest income of £3 during this financial period with a year-end total of £118,603. These funds were unrestricted.

Please see the financial statements for further information and clarity on our charitable income and expenditure.

We would like to thank all the generous donors who have contributed to our charity. Their support has been invaluable and we look forward to being able to continue to provide essential services and organise meaningful support, events and a community for our members when restrictions and risks to health subside.

## **Financial Review**

The charities finances remain positive. As demonstrated above, the charities overall financial asset position increased from 2021 – 2022 due to the sale of land and donations. The expenditure of the charity was considerably reduced to previous year as shown below due to the suspension of activities in response to the Pandemic.

The financial position of the charity at year-end 2022 was as follows:

- Starting Total Assets at Year-end 2021: £492,844
- Total Current Assets at Year-end 2022: £846,133
- No stocks held
- Creditors falling due with 12 months: £340
- Investment accounts across the charity: £118,603
- Cash in the banks at year-end 2019: £727,870

Income during 2021-2022:

- Donations and gifts: £3,029



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- Membership subscriptions: £0
- Investment interest: £3
- Separate material income: £352,263
- Other Interest: £1

Total operating expenditure during the period was £2,006, of which £1,627 was directly attributed to charitable activities. A total of £379 was spent on operating costs consisting of services and expenses of accounting and other miscellaneous expenses.

Please see the full years accounts for a further break down, analysis and independent examination of our nominated accountant.

### Going Concern and Holding Reserves

The charity is aware that its assets sit at £846,113 of which £118,603 are within Charitable Investment Funds. As part of the charities intention looking at going concern, our investments accounts support the ongoing interest income generated to support the charities operating expenditure.

At year end 2022 the charity holds £727,870 cash in hand across the charity which represents 18.2 times running expenditure. Our holding reserves would normally be held at 2 times our running expenditure however, due to the compulsory sale of land, it was unexpected to receive the income from the sale of the land which payments will be received over the period of the next 12 months. The Charity is committed to planning further ahead to utilise these assets for our members, however, with the ongoing situation of the COVID-19 Pandemic, we are in a position where we will need to hold the funds until further planning and executive meetings can be held.

### Statement of Intent

The charity and its Trustees are committed to maintaining transparency and accountability in managing the charity's finances. The financial figures provided above demonstrate our dedication to prudent financial stewardship while ensuring the fulfilment of our charitable objectives. We recognise that this year's reporting has been subject to delays which the charity is working to resolve for future years.

### Possible Risk Factors

The charity has and continues to be directly impacted by COVID 19. Due to the current restrictions throughout the year it is not possible to carry out its normal activities to protect the safety of our members, volunteers and comply with the current government guidance and legislation.

The charity sees no risk to the charities financial position, however, does recognised that due to the limited ability to engage with our members we could have difficulty re-engaging members and volunteers after the pandemic.

Looking to the future, we recognise the need to continue to maintain our volunteer levels, expertise and adapt with social impacts on our members. When the charity's Executive Committee is able to reconvene meeting normally, future planning can be completed.

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

The charity remains to be constituted under a Charitable Constitution adopted in 1970 as amended in October 1998, October 2003 and October 2010. Changed to Trustees are adopted through a Deed of Appointment.

The appointment of Trustees as documented in our constitution remains to be through an Annual General Meeting.



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The structure of the charity consists of:

4 x Trustees

1 x Executive Committee with 2 representatives from each sub-group

3 x Sub-groups with a Committee including;

- Havering
- Ilford
- Wanstead & Woodford

Due to the increase in sums of money and the demands on the charity to comply with charitable law, legislation and governance, the Executive Committee has discussed the options of employing members of staff to support the longevity of the charity as per our charitable constitution which allows the employment of key experts and staff. This is something that can be revisited after we have assessed the impacts of the pandemic on our charity.

## Appointed trustees during reporting period:

On 2<sup>nd</sup> June 2021, a Deed of Appointment was passed and signed by the Trustees of the charity following the resignation of Susan Fahey as a Trustee. A new appointment was passed to Margaret Todd who would take on the role of Secretary for the Board of Trustees.

The Trustees would like to thank Susan Fahey for her support and voluntary service as a Trustee and welcome her continuation within the charity as a volunteer.

Trustee name	Office (if any)
Fr Bob Hamill	Chairman
Megan Herbert	Treasurer
Margaret Todd	Secretary
Teresa McHale	Trustee

There have been no reported conflicts of interests during this year.  
There are no funds held as custodian trustees on behalf of others.  
There are no employed staff within the charity.

## Declarations

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

Signed on behalf of the charity's trustees

Signature:

Full name: Daniel Ruscoe

Position: Chief Executive Officer

Date: 7<sup>th</sup> June 2023



## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

The Catholic Fellowship Brentwood Diocese

On accounts for the year  
ended

01 April -2021 to 31<sup>st</sup> March-2022

Charity no  
(if any)

263075

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2022**.

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 Trust'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:

*Zeeshan Munawar*

Date:

08/06/2023

Name:

Mr. Zeeshan Munawar

Relevant professional  
qualification(s) or body  
(if any):

ACCA

Address:

Green Street

London, E7 8LE

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Not Applicable



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

<b>Charity Name: Catholic Fellowship Brentwood Diocese</b>		Charity No (if any)	<b>263075</b>
<b>Annual accounts for the period</b>			
Period start date	<b>01/04/2021</b>	To	Period end date <b>31/03/2022</b>

## Section A Statement of financial activities

Recommended categories by activity	Guidance Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total funds £ F04	Prior year funds £ F05
<b>Incoming resources (Note 3)</b>						
<b>Income and endowments from:</b>						
Donations and legacies	S01	3,029	-	-	3,029	5,650
Charitable activities	S02		-	-	-	
Other trading activities	S03		-	-	-	
Investments	S04	3	-		3	56
Separate material item of income	S05	352,263	-	-	352,263	176,733
Other	S06		-	-	-	1
<b>Total</b>	S07	<b>355,295</b>	<b>-</b>	<b>-</b>	<b>355,295</b>	<b>182,440</b>
<b>Resources expended (Note 6)</b>						
<b>Expenditure on:</b>						
Raising funds	S08	-	-	-	-	-
Charitable activities	S09	1,627	-	-	1,627	1,638
Separate material item of expense	S10	-	-	-	-	-
Other	S11	379	-	-	379	138
<b>Total</b>	S12	<b>2,006</b>	<b>-</b>	<b>-</b>	<b>2,006</b>	<b>1,776</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	S13	<b>353,289</b>	<b>-</b>	<b>-</b>	<b>353,289</b>	<b>180,664</b>
Net gains/(losses) on investments	S14	-	-	-	-	-
<b>Net income/(expenditure) Extraordinary items</b>	S15	<b>353,289</b>	<b>-</b>	<b>-</b>	<b>353,289</b>	<b>180,664</b>
<b>Transfers between funds</b>	S16	-	-	-	-	-
<b>Other recognised gains/(losses):</b>	S17	-	-	-	-	-
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-	-
Other gains/(losses)	S19	-	-	-	-	-
<b>Net movement in funds</b>	S20	<b>353,289</b>	<b>-</b>	<b>-</b>	<b>353,289</b>	<b>180,664</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward	S21	492,844	-	-	492,844	312,180
<b>Total funds carried forward</b>	S22	<b>846,133</b>	<b>-</b>	<b>-</b>	<b>846,133</b>	<b>492,844</b>

## Section B Balance sheet

		Guidance Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
<b>Fixed assets</b>							
Intangible assets	(Note 15)	B01	-	-	-	-	-
Tangible assets	(Note 14)	B02	-	-	-	-	-
Heritage assets	(Note 16)	B03	-	-	-	-	-
Investments	(Note 17)	B04	-	-	-	-	-
<b>Total fixed assets</b>		B05	-	-	-	-	-
<b>Current assets</b>							
Stocks	(Note 18)	B06	-	-	-	-	-
Debtors	(Note 19)	B07	-	-	-	-	-
Investments	(Note 17.4)	B08	118,603	-	-	118,603	118,600
Cash at bank and in hand	(Note 24)	B09	727,870	-	-	727,870	374,544
<b>Total current assets</b>		B10	846,473	-	-	846,473	493,144
<b>Creditors: amounts falling due within one year</b>							
	(Note 20)	B11	340	-	-	340	300
<b>Net current assets/(liabilities)</b>		B12	846,133	-	-	846,133	492,844
<b>Total assets less current liabilities</b>		B13	846,133	-	-	846,133	492,844
<b>Creditors: amounts falling due after one year</b>							
	(Note 20)	B14	-	-	-	-	-
<b>Provisions for liabilities</b>		B15	-	-	-	-	-
<b>Total net assets or liabilities</b>		B16	846,133	-	-	846,133	492,844
<b>Funds of the Charity</b>							
Endowment funds	(Note 27)	B17	-	-	-	-	-
Restricted income funds	(Note 27)	B18	-	-	-	-	492,844
Unrestricted funds		B19	846,133	-	-	846,133	-
Revaluation reserve		B20	-	-	-	-	-
<b>Total funds</b>		B21	846,133	-	-	846,133	492,844
Signed by one or two trustees on behalf of all the trustees			Signature		Print Name		Date of approval dd/mm/yyyy
					FR, BOB HAMILL		06/06/2023

## Note 1 Basis of preparation

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

**1.1 Basis of accounting**

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

The accounts have been prepared in accordance with:

- and with\* 

✓
---

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

✓
---

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

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

Yes
-----

\* -Tick as appropriate

**1.2 Going concern**

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

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

Not applicable
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Disclosure of any uncertainties that make the going concern assumption doubtful;

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

Not applicable
----------------

**1.3 Change of accounting policy**

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

Yes*	✓	* -Tick as appropriate
No*		

***Please disclose:***

<b><i>(i) the nature of the change in accounting policy;</i></b>	Not applicable
<b><i>(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and</i></b>	Not applicable

<b><i>(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP.</i></b>	<b>Not applicable</b>
--	-----------------------

#### 1.4 Changes to accounting estimates

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

Yes*	<input checked="" type="checkbox"/>	* -Tick as appropriate
No*	<input type="checkbox"/>	

**Please disclose:**

<b><i>(i) the nature of any changes;</i></b>	Not applicable
<b><i>(ii) the effect of the change on income and expense or assets and liabilities for the current period; and</i></b>	Not applicable
<b><i>(iii) where practicable, the effect of the change in one or more future periods.</i></b>	<b>Not applicable</b>

#### 1.5 Material prior year errors

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

Yes*	<input checked="" type="checkbox"/>	* -Tick as appropriate
No*	<input type="checkbox"/>	

**Please disclose:**

<b><i>(i) the nature of the prior period error;</i></b>	Not applicable
<b><i>(ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and</i></b>	Not applicable
<b><i>(iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts.</i></b>	<b>Not applicable</b>

## Section C

## Notes to the accounts

(cont)

## Note 3

## Analysis of income

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
Analysis						
Donations and legacies:	Donations and gifts	3,029	-	-	3,029	5,650
	Gift Aid	-	-	-	-	-
	Legacies	-	-	-	-	-
	General grants provided by government/other charities	-	-	-	-	-
	Membership subscriptions and sponsorships which are in substance donations	-	-	-	-	-
	Donated goods, facilities and services	-	-	-	-	-
	Other	-	-	-	-	-
Total		3,029	-	-	3,029	5,650
Charitable activities:		-	-	-	-	-
	Other	-	-	-	-	-
Total		-	-	-	-	-
Other trading activities:		-	-	-	-	-
	Other	-	-	-	-	-
Total		-	-	-	-	-
Income from investments:	Interest income	3	-	-	3	56
	Dividend income	-	-	-	-	-
	Rental and leasing income	-	-	-	-	-
	Other	-	-	-	-	-
Total		3	-	-	3	56
Separate material item of income:	Income from Sale of Land	352,263	-	-	352,263	176,733
	Land Rental Income	-	-	-	-	-
	Income from Vist/Ticket	-	-	-	-	-
	Trip Income	-	-	-	-	-
Total		352,263	-	-	352,263	176,733
Other:	Conversion of endowment funds into income	-	-	-	-	-
	Gain on disposal of a tangible fixed asset held for charity's own use	-	-	-	-	-
	Gain on disposal of a programme related investment	-	-	-	-	-
	Royalties from the exploitation of intellectual property rights	-	-	-	-	-
	Other-Interest Income	-	-	-	-	1
	Total	-	-	-	-	1
TOTAL INCOME		355,295	-	-	355,295	182,440

## Other information:

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

Not applicable

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

Not applicable

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

Not applicable

## Note 4

## Analysis of receipts of government grants

	Description	This year £	Last year £
Government grant 1	Income from Government Grants	-	-
Government grant 2		-	-
Government grant 3		-	-
Other		-	-
	<b>Total</b>	-	-

*Please provide details of any unfulfilled conditions and other contingencies attaching to grants that have been recognised in income.*

Not Applicable

*Please give details of other forms of government assistance from which the charity has directly benefited.*

Not Applicable

## Section C

## Notes to the accounts

(cont)

## Note 6

## Analysis of expenditure

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
	<b>Analysis</b>					
<b>Expenditure on raising funds:</b>	Incurred seeking donations	-	-	-	-	-
	Incurred seeking legacies	-	-	-	-	-
	Incurred seeking grants					
	Operating membership schemes and social lotteries					
	Staging fundraising events					
	Fundraising agents					
	Operating charity shops					
	Operating a trading company undertaking non-charitable trading activity					
	Advertising, marketing, direct mail and publicity	-	-	-	-	-
	Start up costs incurred in generating new source of future income	-	-	-	-	-
	Database development costs	-	-	-	-	-
	Other trading activities					
	Investment management costs:	-	-	-	-	-
	Portfolio management costs	-	-	-	-	-
	Cost of obtaining investment advice	-	-	-	-	-
	Investment administration costs	-	-	-	-	-
	Intellectual property licencing costs	-	-	-	-	-
	Rent collection, property repairs and maintenance charges	-	-	-	-	-
	<b>Total expenditure on raising funds</b>	-	-	-	-	-
<b>Expenditure on charitable activities</b>	The expenses incurred for charity objective "to provide for the spiritual, material and social needs of disabled people generally but particularly in the diocese of brentwood and to promote their general welfare by voluntary personal service and charitable gifts and the provision of facilities for their care and benefit generally"					
		1,627	-	-	1,627	1,638
	<b>Total expenditure on charitable activities</b>	1,627	-	-	1,627	1,638
<b>Separate material item of expense</b>		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
<b>Other</b>	Charity Accounting Fees	40		-	40	100
	Insurance Expense	339	-	-	339	-
	Cleaning & Maintenance	-	-	-	-	-
	Other Misc Expense	-		-	-	38
	<b>Total other expenditure</b>	379	-	-	379	138
<b>TOTAL EXPENDITURE</b>		2,006	-	-	2,006	1,776

Other information:

### Analysis of expenditure on charitable activities

Activity or programme	Activities undertaken directly	Grant funding of activities	Support Costs	Total this year	Total prior year
	£	£	£	£	£
Activity 1	Subscriptions	30		30	30
Activity 2	Donations			-	
Activity 3	Wanstead & Woodford -Quiz Night	348		348	
Activity 4	Peter Newton Trust			-	
Activity 5	Charitable gifts given to beneficiaries			-	
Activity 6	Saturday Centre-Havering			-	18
Activity 7	Wanstead & Woodford Daycare Event (providing a short period of supportive care to people with disabilities and respite for families)			-	
Activity 8	Christmas Card Sales (Fundraising)	699		699	1,068
Activity 9	Swimming Party-Wanstead & Woodford			-	112
Activity 10	BBQ Family Social Event	550		550	
Activity 11	General Running Costs for Charitable Activities/Events for Members			-	
Activity 12	Charitable Events Food Expenses			-	410
Activity 13	Play Scheme Activities-Wanstead & Woodford			-	
Activity 14	Senior Activities-Wanstead & Woodford			-	
Activity 15	Parties,Outing & Birthdays - Ilford			-	
Activity 16	Charitable Activities- Havering Group			-	
<b>Total</b>		<b>1,627</b>	<b>-</b>	<b>1,627</b>	<b>1,638</b>

Prior year expenditure on charitable activities can be analysed as follows:

Not applicable

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

Not applicable

**Section C****Notes to the accounts****Note 10** Details of certain items of expenditure**10.1 Fees for examination of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).*

**Independent examiner's fees**

**Assurance services other than audit or independent examination**

**Tax advisory fees**

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

<b>This year £</b>	<b>Last year £</b>
40.00	-
-	-
-	-
-	-

**Note 11**                      **Paid employees**  
*Please complete this note if the charity has any employees.*

**11.1 Staff Costs**

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

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

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

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

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

Please provide the total amount paid to key management personnel (includes trustees and senior management) for their services to the charity

**11.2 Average head count in the year**

The parts of the charity in which the employees work

	This year Number	Last year Number
Fundraising	-	-
Charitable Activities	-	-
Governance	-	-
Other	-	-
<b>Total</b>	-	-

**11.3 Ex-gratia payments to employees and others (excluding trustees)*****Please complete if an ex-gratia payment is made.*****Please explain the nature of the payment**

N/A

**Please state the legal authority or reason for making the payment**

N/A

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

N/A

**11.4 Redundancy payments*****Please complete if any redundancy or termination payment is made in the period.*****Total amount of payment**

N/A

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

N/A

**The extent of redundancy funding at the balance sheet date**

N/A

**Please state the accounting policy for any redundancy or termination payments**

N/A

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

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

**19.1 Analysis of debtors**

Trade debtors  
Prepayments and accrued income  
Other debtors

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

**Total**

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

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

Trade debtors  
Prepayments and accrued income  
Other debtors

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

**Total**

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

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

**20.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accruals for grants payable	-	-	-	-
Bank loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Payments received on account for contracts or performance-related grants	-	-	-	-
Accruals and deferred income	-	-	-	-
Taxation and social security	-	-	-	-
Other creditors	340	300	-	-
<b>Total</b>	<b>340</b>	<b>300</b>	<b>-</b>	<b>-</b>

**20.2 Deferred income**

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

*Please explain the reasons why income is deferred.*

***Movement in deferred income account***

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

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

<b>Section C</b>	<b>Notes to the accounts</b>	<b>(cont)</b>
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**Note 24**                      **Cash at bank and in hand**

**Bank Accounts**

Current Account- Havering Group  
 Current Account- Wanstead Group  
 Deposit Account- Wanstead Group  
 Current Account- Ilford Group  
 HSBC Bank Account - Executive Group  
 HSBC Money Manager Account - Executive Group

**Investment Accounts**

C.O.I.F Deposit Account  
 C.O.I.F Deposit Account - Executive Acct  
 C.O.I.F Deposit Account - Thomas Moore Acct

**Other**

**Total**

This year £	Last year £
15,730	14,730
46,379	46,595
-	-
4,398	4,398
645,925	293,383
15,438	15,438
5,686	5,683
112,917	112,917
<b>846,473</b>	<b>493,144</b>

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

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

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

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

Fund names	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Donations & Gifts	UR	The Unrestricted funds represents the free funds of the charity which are not designated for the particular purpose.	492,844	355,295	-	-	-	848,139
Charitable Activities/Projects	UR	The expenses incurred for charity objective "to provide for the spiritual, material and social needs of disabled people generally but particularly in the diocese of brentwood and to promote their general welfare by voluntary personal service and charitable gifts and the provision of facilities for their care and benefit generally"		-	2,006	-	-	2,006
<b>Other funds</b>	<b>N/a</b>	<b>N/a</b>	-	-	-	-	-	-
<b>Total Funds</b>			<b>492,844</b>	<b>355,295</b>	<b>- 2,006</b>	<b>-</b>	<b>-</b>	<b>846,133</b>

**Note 29****Additional Disclosures**

**The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.**

The Catholic Fellowship Brentwood Diocese provides services to people with disabilities and their families across the Catholic Diocese and Brentwood (Essex and East London) and is broken down into 4 main groups.

1) The Executive Committee - The executive committee ensures that the services provided to our members meet our charity's constitution and whereby the Trustees oversee, support and make decisions. Each sub-committee otherwise referred to as 'sub-group' share its charitable activities with this committee.

The executive also carries out their own charitable activities and events.

2) Havering Sub-Group - The Havering sub-group provides direct charitable activities and services to members through various charitable events, volunteer support, and weekly activities. They undertake fundraising activities and have delegated authority from the Executive to carry out their fundraising and charitable activities.

3) Ilford Sub-Group - The Ilford sub-group provides direct charitable activities and services to members through various charitable events, volunteer support, and activities. They undertake fundraising activities and have delegated authority from the Executive to carry out their fundraising and charitable activities.

4) Wanstead & Woodford Sub-Group - The havering sub-group provides direct charitable activities and services to members through various charitable events, volunteer support, and bi-weekly activities. They undertake fundraising activities and have delegated authority from the Executive to carry out their fundraising and charitable activities.