

# **HERTFORD CHORAL SOCIETY**

## **Trustees' Annual Report**

**for**

**Year ended 21st July 2024**

Charity Name: Hertford Choral Society

Registered Charity Number: 276220

Principal Address: 7 Cedar Road, Enfield, EN2 0TH

# HERTFORD CHORAL SOCIETY

## Trustees' Annual Report for the year ended 21 July 2024

### Trustees

The Officers and Trustees in post at 21 July 2024 are listed below:

Ms Trish Galloway	Chair	29 April 2019, Chair 2 July 2019
Ms Kathie Painter	Treasurer	12 May 2012
Ms Christine Muskett	Secretary	10 January 2022, Secretary 22 February 2022
Ms Anne Kimpton	Trustee	9 May 2022
Mr Simon Bedford	Trustee	4 July 2023
Mr Paul Attridge	Trustee	25 June 2024

Other Officers and Trustees who served during the year are listed below:

Ms Emma Nixon	Trustee	To 25 June 2024
---------------	---------	-----------------

### Musical Director

The Society's Musical Director is Dr Manvinder Rattan.

### Independent Examiner

Anne McGeachin, 14 Ware Park Manor, Ware Park, Hertford, SG12 0DX

### Bankers

HSBC	COIF Charity Funds
36 Fore Street	CCLA Investment Management Ltd
Hertford	80 Cheapside
Herts, SG14 1BS	London EC2V 6DZ

### **Section A: Structure, Governance and Management**

The Society is an unincorporated association governed by a constitution last amended on 25 June 2013. Overall responsibility for the management of all aspects of the Society's affairs and control of finances is undertaken by the Board of Trustees. Trustees are elected by the membership.

### **Section B: Objects**

The **objects** of the Society, as written in the constitution, are to advance, develop and maintain education in, and appreciation of, the art and science of music in all its aspects by any means the Trustees see fit, including through the presentation of public concerts and recitals.

The Society's **mission** is to make high quality choral singing an accessible and enjoyable experience for the people of Hertford and beyond, whether as members of the Society, as singers who are not members of the Society, as audience or participating in some other way. High standards are achieved through regular rehearsals led by the Society's Musical Director and Accompanist, and by involving professional musicians in our various musical activities.

## HERTFORD CHORAL SOCIETY

### Trustees' Annual Report for the year ended 21 July 2024

Having regard to the Charity Commission's guidance on **public benefit**, the Society presents regular public concerts, featuring a wide range of music, in addition singing activities open to non-members, such as its annual workshop and other smaller group singing. Full time students under 30 are offered concessionary ticket prices.

The Society remains a non-auditioned, community choir and continues to offer financial support to those who would otherwise feel unable to join. The Society continues its policy of encouraging new members by offering a first term's membership for a nominal fee of £20, while under-30s pay £60 for the season. The full annual subscription for the season 2023-24 was £250, with an increase to £275 for the season 2024-25. The Society also offers a range of singing opportunities open also to non-members which are self-funding and may also have other conditions depending on the specific activity.

The Society appointed a Conducting Fellow again for the season, as well as Choral Scholars, to enrich the musical experience for singers, audience and musicians alike.

#### **Section C: Activities**

Rehearsals were held throughout the season on Tuesday evenings at Sele School, Hertford. An all-day workshop was held on 24 February 2024 at Presdales School, Ware where we were pleased to offer experience to student conductors as well as welcoming other local singers.

HCS held its usual four concerts in All Saints' Church Hertford. We were pleased to be joined by the choir of Benington C of E Primary School at our Christmas concert:

28 October 2023	Colours of Autumn: Duruflé <i>Requiem</i> , Maurice Ravel arr. Rupert Gough <i>Requiem aeternam</i> , Benjamin Britten <i>A Charm of Lullabies</i> , Josef Rheinberger <i>Stabat Mater</i>
16 December 2023	This Joyous Night: Wood, <i>This Joyous Night</i> , with carols for choir and audience
23 March 2024	G F Handel, <i>Saul</i>
25 June 2024	Songs from the West End: choral arrangements from <i>Phantom of the Opera</i> , <i>Les Misérables</i> , <i>Evita</i> , <i>Wicked</i> and <i>Mamma Mia</i>

HCS also promotes smaller group singing, including non-members as well as members. Hertford Chamber Choir is an auditioned choir which held concerts locally as well as in Bath. Events open to all included leading the singing for the Mayor's Carols at the Castle in Hertford and taking a group to sing in Vivaldi in Venice in May, while HCS as a whole performed the same repertoire in All Saints' Hertford in April.

## HERTFORD CHORAL SOCIETY

### Trustees' Annual Report for the year ended 21 July 2024

#### **Section D: Risk and Financial Review**

The activities of the Society have rebuilt after the covid pandemic, with renewed enthusiasm from singers, whether long-standing members or those new to HCS. Costs have, however, increased faster than income so increasing the financial challenge and Trustees decided to make some investment in the main choir activities to allow a full season of concerts, while retaining the policy of self-funding for smaller group singing activities. In addition to member subscriptions and ticket income, HCS received a number of donations, including from The Arts Society East Herts, as well as financial support from Hertford Town Council, for which HCS is most grateful. Overall, the financial results for the year ending 21 July 2024, the Society showed a deficit of £541 (2023: deficit of £8,562). Total assets at 21 July 2024 amounted to £100,093 (2023: £100,634).

The impact of the pandemic is unprecedented and has resulted in a lingering impact on the Society's risk exposure and financial position. The Trustees keep under review major risks which could affect the activities of the Society. The Society continues its policy of maintaining reserves to accommodate unforeseen circumstances and to provide a sound financial basis for the Society's activities. Particular attention is paid to the setting of the budget to ensure that the Society is reasonably well placed to deal with adverse factors. Overall, based on the projected expenditure and information available to date, as well as the reserves available, the Society's financial position is expected to remain sound.

Full accounts for the year and the Independent Examiner's Report to the Trustees are attached.

#### **Section E: Thanks and Appreciation**

The Trustees gratefully acknowledge the active participation of the many members, as well as partners of members, the Friends of HCS, and the many ways in which help is provided at rehearsals, on concert and event days, and behind the scenes, without which the Society could not function.

The Trustees, and the Society as a whole, are pleased to have Manvinder Rattan as our Musical Director and thank him for his contribution through the season, and also extend our thanks to Charlie Penn our Accompanist, as well as Adam Hilton as Conducting Fellow and Choral Scholars Susanna Farrell, Rebecca German, Henry Liu and Antonio Oliviera. The Society appreciates its close ties with All Saints' Church Hertford, the Society's principal concert venue and works in partnership to the benefit of performers, audience and Church members. The Society also appreciates its close links with Sele School Hertford, its primary rehearsal venue, as well as other local schools and churches.

Approved by the Board of Trustees on 11 March 2025 and signed on its behalf by

*Trish Galloway*

Trish Galloway, Chairman



# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
**HERTFORD CHORAL SOCIETY**

On accounts for the year  
ended

**21/07/24**

Charity no  
(if any)

**276220**

Set out on pages

**1 - 8**

(remember to include the page numbers of additional sheets)

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*ANNE McGEACHIN*

Date:

*21/01/2025*

Name:

**ANNE McGEACHIN**

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

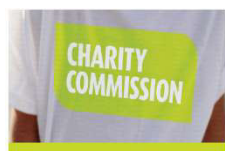
*ACA member of ICAEW*

Address:

**14 Ware Park Manor, Ware Park,  
Hertford, SG12 0DX**

Only complete if the examiner needs to highlight material problems.

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



Hertford Choral Society			Charity No (if any)	276220	CC17a
Annual accounts for the period					
Period start date	22/07/2023	To	Period end date	21/07/2024	

## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year £	Total last year £
			Unrestricted funds £	income funds £	Endowment funds £		
			F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>							
Incoming resources from generated funds			-	-	-	-	-
Voluntary income		S01	34,563	-	-	34,563	32,957
Activities for generating funds		S02	1,652	-	-	1,652	1,868
Investment income		S03	2,800	-	-	2,800	1,413
Incoming resources from charitable activities		S04	57,093	-	-	57,093	33,996
Other incoming resources		S05	-	-	-	-	-
<b>Total incoming resources</b>		S06	96,107	-	-	96,107	70,234
<b>Resources expended (Notes 4-8)</b>							
Costs of Generating Funds			-	-	-	-	-
Costs of generating voluntary income		S07	-	-	-	-	-
Fundraising trading costs		S08	234	-	-	234	60
Investment management costs		S09	79	-	-	79	99
Charitable activities		S10	95,426	-	-	95,426	77,720
Governance costs		S11	910	-	-	910	917
Other resources expended		S12	-	-	-	-	-
<b>Total resources expended</b>		S13	96,649	-	-	96,649	78,795
<b>Net incoming/(outgoing) resources before transfers</b>		S14	- 541	-	-	- 541	- 8,562
<b>Gross transfers between funds</b>		S15	-	-	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		S16	- 541	-	-	- 541	- 8,562
<b>Other recognised gains/(losses)</b>							
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
<b>Net movement in funds</b>		S19	- 541	-	-	- 541	- 8,562
<b>Total funds brought forward</b>		S20	100,635	-	-	100,635	109,196
<b>Total funds carried forward</b>		S21	100,093	-	-	100,093	100,635



## Section B Balance sheet

		Note	Restricted				
			Unrestricted funds	income funds	Endowment funds	Total this year	Total last year
			£	£	£	£	£
			F01	F02	F03	F04	F05
<b>Fixed assets</b>							
Tangible assets	(Note 9)	B01	-	-	-	-	-
		B02	-	-	-	-	-
Investments	(Note 10)	B03	-	-	-	-	-
<b>Total fixed assets</b>		B04	-	-	-	-	-
<b>Current assets</b>							
Stock and work in progress		B05	-	-	-	-	-
Debtors	(Note 11)	B06	470	-	-	470	-
(Short term) investments		B07	-	-	-	-	-
Cash at bank and in hand		B08	102,051	-	-	102,051	102,265
<b>Total current assets</b>		B09	102,521	-	-	102,521	102,265
<b>Creditors: amounts falling due within one year</b>							
	(Note 12)	B10	2,427	-	-	2,427	1,631
<b>Net current assets/(liabilities)</b>		B11	100,093	-	-	100,093	100,634
<b>Total assets less current liabilities</b>		B12	100,093	-	-	100,093	100,634
<b>Creditors: amounts falling due after one year</b>							
	(Note 12)	B13	-	-	-	-	-
<b>Provisions for liabilities and charges</b>		B14	-	-	-	-	-
<b>Net assets</b>		B15	100,093	-	-	100,093	100,634
<b>Funds of the Charity</b>							
Unrestricted funds		B16	100,093			100,093	100,634
		B17	-			-	-
Restricted income funds (Note 13)		B18		-		-	-
Endowment funds (Note 13)		B19			-	-	-
<b>Total funds</b>		B20	100,093	-	-	100,093	100,634

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

Signature	Print Name	Date of approval
Kathie Painter	K Painter	11/03/2025

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

*This section should be completed by all charities .*

**1.1 Basis of accounting**

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

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

✓

 Accounting Standards;
- or 


 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

[\*\* except for the following].

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

\* -Tick as appropriate:

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

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

**1.2 Change in basis of accounting**

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

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

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

**1.3 Changes to previous accounts**

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

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

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

## Note 2 Accounting policies

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

### INCOMING RESOURCES

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

### EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Governance costs</b>	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
<b>Support Costs</b>	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### ASSETS

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

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

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

**Note 3 Analysis of incoming resources**

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

	Analysis	This year £	Last year £
<b>Voluntary income</b>	Subscriptions	21,354	22,345
	Donations	7,253	5,262
	Gift Aid	5,956	5,351
		-	-
		-	-
	<b>Total</b>	34,563	32,957
<b>Activities for generating funds</b>	Self Help activities	1,652	1,868
		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	1,652	1,868
<b>Investment income</b>	Bank interest	2,800	1,413
		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	2,800	1,413
<b>Incoming resources from charitable activities</b>	Concert Income	13,716	12,737
	Singing Events Income*	42,677	20,104
	Singing Workshop Income	700	1,155
		-	-
	*includes income which falls under the Tour Operator Margin Scheme (TOMS), VAT Notice 709/5	-	-
	<b>Total</b>	57,093	33,996

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

**Note 4 Analysis of resources expended**

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

	Analysis	This year £	Last year £
<b>Costs of generating voluntary income</b>		-	-
		-	-
		-	-
		-	-
	<b>Total</b>	-	-
<b>Fundraising trading costs</b>	Self-help expenses	234	60
		-	-
		-	-
		-	-
	<b>Total</b>	234	60
<b>Investment management costs</b>	Bank charges	79	99
		-	-
	<b>Total</b>	79	99
<b>Charitable activities</b>	Concert costs	31,208	37,041
	Singing Events costs*	40,071	17,799
	Rehearsal and Workshop costs	22,600	19,810
	Equipment, publicity and general costs	1,548	3,070
	Depreciation and stage storage	-	-
	*includes costs which fall under the Tour Operator Margin Scheme (TOMS), VAT Notice 709/5		
	<b>Total</b>	95,426	77,720
<b>Governance costs</b>	Insurance, Making Music membership, admin costs	910	917
		-	-
	<b>Total</b>	910	917

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

**Note 9                      Tangible fixed assets**

*Please complete this note if the charity has any tangible fixed assets*

**9.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	22,030	-	22,030
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	22,030	-	22,030

**9.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL	SL or RB
<b>** Rate</b>				10	

Balance brought forward	-	-	-	22,030	-	22,030
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	22,030	-	22,030

**9.3 Net book value**

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

**9.4 Revaluation**

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

--

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

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

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

**Note 11 Debtors and prepayments**

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

**Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	-	-	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	-	-	-
Prepayments and accrued income	470	-	-	-
<b>Total</b>	<b>470</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Note 12 Creditors and accruals**

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

**12.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	407	1,581	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	-	-	-	-
Accruals and deferred income	2,020	50	-	-
<b>Total</b>	<b>2,427</b>	<b>1,631</b>	<b>-</b>	<b>-</b>

**12.2 Security over assets**

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

--

**Section C****Notes to the accounts****(cont)****Note 28 Transactions with trustees and related parties***If the charity has any transactions with related parties (other than the trustee expenses explained in guidance***28.1 Trustee remuneration and benefits****This****year**

None of the trustees have been paid any remuneration or received any other benefits from an

**TRUE***In the period the charity has paid trustees remuneration and benefits. Please give the amount of, and legal*

Name of trustee	Legal authority (eg order, governing)	Amounts paid or benefit value				
		Remuneration	Pension contribution	Redundancy (including loss of office)/ex gratia	Other	TOTAL
		£	£	£	£	£
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-

*Please give details of why  
Where an ex gratia*


**Last****year**

None of the trustees have been paid any remuneration or received any other benefits from an

**TRUE***In the period the charity has paid trustees remuneration and benefits. Please give the amount of, and legal*

Name of trustee	Legal authority (eg order, governing)	Amounts paid or benefit value				
		Remuneration	Pension contribution	Redundancy (including loss of office)/ex gratia	Other	TOTAL
		£	£		£	£
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-

*Please give details of why  
Where an ex gratia*


**28.2 Trustees' expenses***If the charity has paid trustees expenses for fulfilling their duties, details of such transactions should be*

No trustee expenses have been incurred (True or False)

**TRUE**

Type of expenses reimbursed	This year	Last year
	£	£
Travel	-	-
Subsistence	-	-
Accommodation	-	-
Other (please specify):	-	-



	-	-
<b>TOTAL</b>	-	-

Please provide the number of

--	--

### 28.3 Transaction(s) with related parties

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

*year*

There have been no related party transactions in the reporting period (True or False)

**TRUE**

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	Amount	Balance at period end	Provision for bad debts at period end	Amounts written off during reporting period
			£	£	£	£

*In relation to the*

--

*For any related party,*

--

**Last**

**year**

There have been no related party transactions in the reporting period (True or False)

**TRUE**

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	Amount	Balance at period end	Provision for bad debts at period end	Amounts written off during reporting period
			£	£	£	£

*In relation to the*

--

*For any related party,*

--