

Charity Number

279817

# Letton Hall Trust



## Trustees' Report and Financial Statements 31<sup>st</sup> December 2020

# **Letton Hall Trust**

## **Trustees' Report and Financial Statements 31<sup>st</sup> December 2020**

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The trustees, present their report and accounts for the year ended 31<sup>st</sup> December 2020. The accounts comply with the requirements of the Charities Act 2011, the trust deed, Financial Reporting Standard 102 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### **Reference and Administrative Information**

<b>Charity Name</b>	Letton Hall Trust
<b>Charity Number</b>	279817
<b>Charity Trustees</b>	Mrs Ann Rayner (Chair) Mr Steve Rayner Mrs Sarah Hobday Mr Tim Hobday Mrs Alison Barnard Mr Andrew Barnard
<b>Centre Managers</b>	Jon Horrox
<b>Registered Office and Principal Address</b>	Letton Hall Shipdham Thetford Norfolk IP25 7SA
<b>Bankers</b>	National Westminster Bank plc
<b>Independent Examiner</b>	Eric Southwick BA(Hons) FCA FCIE DChA Eric Southwick & Co Charity Accountants 51 The Avenue Seaham Co Durham SR7 8NS
<b>Solicitors</b>	Lloyd Jones & Co 8 – 10 Southbourne Grove Westcliffe on Sea Essex SS0 9UR

# Letton Hall Trust

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2020

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### Structure and Organisation

#### Organisation

The organisation is an unincorporated trust, constituted under a trust deed dated 17<sup>th</sup> March 1980 and registered as a charity on 21<sup>st</sup> March 1980. The Trust is managed by the trustees who meet regularly to consider the progress of the Charity and to consider its future direction and activities. The day-to-day operation of the Trust is delegated to the Centre Managers who reports to the Chair of Trustees and is supported by the other members of staff.

#### Trustee Appointments

The Trust is governed by trustees who are selected from members of the Christian Community, with their wide base of Christian leadership, business and secular experience. The Trust aims to recruit trustees who have the requisite business and sector specific experience to be able to direct and manage the affairs of the Charity.

All trustees are inducted into the policies and procedures of the charity to ensure they are well equipped to fulfil their duties and in particular receive copies of:

The Trust Deed of the charity

The latest accounts of the charity

And are encouraged to read Charity Commission guidance notes CC3 –“The Essential Trustee – What you need to know”.

#### Risk Management

The Trustees are aware of the recommendations to examine the major strategic, business and operational risks which the Trust faces. Procedures are in place to comply with statutory requirements such as Health and Safety legislation, for business continuity events and for the effective management of our staff and buildings.

### Objectives and Activities

#### Charitable Objects

The objects of the Trust are:

- i) The advancement of the Christian faith either in the United Kingdom or overseas
- ii) The furtherance of religious or secular education
- iii) The encouragement of missionary activities designed for the spread of Christian faith
- iv) The relief of the poor and needy
- v) The help and comfort of the sick and aged

The objectives of the Trust are achieved by way of a Christian Conference Centre, where young and old can come together and meet with Jesus Christ. The trust offers economically priced “catered for” and “self-catering” accommodation.

The Trustees are grateful for the continued efforts, assistance and support of our growing volunteer team which contributes to the success of Letton Hall Trust.

#### Public Benefit

The Trustees confirm that they have had due regard to the Charity Commission guidance on public benefit.

The Trustees believe that the Trust's objectives were set with the advancement of religion for public benefit in mind, and are actually achieved through the careful management of Letton Hall as a Christian Activity and Conference Centre. Specific public benefits include:-

Employment of local people and the involvement of local people on a voluntary basis in the maintenance of the property and the activities and ministry of Letton Hall. This includes youth teams gaining experience in Go-karting, archery, orienteering as team building activities in a safe residential environment.

The maintenance and beneficial utilisation of a previously poorly maintained and under-utilised Grade II listed building.

# Letton Hall Trust

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2020

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### Achievements and Performance

#### Review of the Period

During 2020 in-line with the rest of the country, Letton Hall went into lock-down. The Trust took advantage of the Government Salary Support Scheme, furloughing all staff except the Centre Manager and the assistant Manager who remained resident on-site for security and building integrity. The Trustees made the decision to top-up the salary shortfall to 100% for the furloughed staff.

Faced with no operational income all non-essential expenditure was stopped, although works to the Drawing room decoration and the emergency lighting were completed, as funds had been ring-fenced for these projects. Ring fenced funds allowed the window refurbishment project to continue throughout the year.

During this period the National Lottery Heritage Funding was used to complete: a full condition survey and Heritage Preservation Plan, Architectural Feasibility Study, Costing for the Feasibility Study, Business Plan and Marketing Study.

The Trust continued to work with Ingham and Pinnock Associates to secure funding from grant making bodies and a Just Giving fund-raising page successfully raised over £50,000, to help support staff salaries and essential maintenance.

By October it was clear that the operating restrictions for the hospitality industry would not be lifted before the end of the year, the Trustees therefore had to make the difficult decision to make six members of cleaning and maintenance staff redundant.

#### Financial Review

The deficit of £60,434 (2020 deficit £85,731) was after taking into account another year of significant one-off maintenance projects which included further windows renovation work. Donations included some grants towards facility improvements. The trustees recognise that future projects are dependent upon additional funding.

At 31<sup>st</sup> December 2020 the Trust had funds totaling £725,226 (2019: £785,660, of which £679,038 are unrestricted funds (2019: £760,660). £273,547 (2019: £345,643) has been raised during the year and £333,981 (2019: £431,374) has been expended as detailed in the notes to the accounts.

#### Reserves Policy

It is the policy of the Trustees to:

Retain sufficient free reserves to support the costs of running Letton Hall including governance for a three-month period.

In the longer term, the Trustees aim to build up sufficient reserves to fund the cost of maintaining and developing the property, land and facilities.

At 31<sup>st</sup> December 2020, there were unrestricted undesignated free reserves of £69,254 after taking account of fixed assets net of loans falling due after more than one year (2019: £87,716).

#### Principal Funding Source

The principal funding source is from the fees charged to the groups and individuals who attend the Conference Centre.

#### Plans for the Future

The window refurbishment project will continue to completion. Work will continue with Ingham and Pinnock to secure funding to further develop plans and projects for a "Resilient Future". As part of this the Trust will seek to develop additional income streams.

The Trust plans to establish a self-contained holiday letting facility in The Norfolk Wing, seek planning permission for four Glamping units in the Orchard Field and will investigate the purchase of large Teepees to allow for sufficient meeting space for a whole site group, in excess of 120 guests.

The Trust looks forward to the lifting of restrictions to allow the hospitality industry to go back to work.

# Letton Hall Trust

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2020

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### Plans for the Future (Continued)

The Trustees are forming a Charitable Incorporated Organisation and will register it with the Charity Commission. The assets, liabilities and operations of the Trust will be transferred into the Charitable Incorporated Organisation to assist in securing the long term future of the work of the Trust.

### Independent Examiner

A resolution to reappoint Eric Southwick of Eric Southwick & Co Charity Accountants will be proposed at the Annual General Meeting.

### Responsibilities of the Trustees

Charity law requires the trustees to prepare financial statements for each financial period, which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are prudent and reasonable;
- state whether applicable accounting standards and statements of recommended practice 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 existence.

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

Signed on behalf of the trustees



Steve Rayner

Date: 20<sup>th</sup> October 2021

# Letton Hall Trust

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2020

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### Independent Examiner's Report to the Members of Letton Hall Trust

I report on the accounts of the charity for the year ended 31<sup>st</sup> December 2020, which are set out on pages 6 to 13.

#### 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

- (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 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have 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.



Eric Southwick BA(Hons) FCA FCIE DChA  
Eric Southwick & Co  
Charity Accountants  
51 The Avenue  
Seaham  
Co Durham  
SR7 8NS  
Date: 20<sup>th</sup> October 2021

# Letton Hall Trust

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2020

### Statement of Financial Activities (including Income and Expenditure Account) For the year ended 31<sup>st</sup> December 2020

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
<b>Income and endowments from:</b>					
Donations and legacies		73,490	61,554	135,044	49,412
Charitable activities	3	97,627	-	97,627	292,834
Other trading activities	4	1,021	-	1,021	3,397
Other incoming resources	5	39,855	-	39,855	-
<b>Total</b>		<u>211,993</u>	<u>61,554</u>	<u>273,547</u>	<u>345,643</u>
<b>Expenditure on:</b>					
Raising funds	6	1,380	-	1,380	6,279
Charitable activities	7	298,235	34,366	332,601	425,095
<b>Total</b>		<u>299,615</u>	<u>34,366</u>	<u>333,981</u>	<u>431,374</u>
<b>Net income/(expenditure)</b>		(87,622)	27,188	(60,434)	(85,731)
<b>Transfers between funds</b>		6,000	(6,000)	-	-
<b>Net movement in funds</b>		<u>(81,622)</u>	<u>21,188</u>	<u>(60,434)</u>	<u>(85,731)</u>
<b>Reconciliation of Funds</b>					
Total funds brought forward		760,660	25,000	785,660	871,391
<b>Total funds carried forward</b>		<u><u>679,038</u></u>	<u><u>46,188</u></u>	<u><u>725,226</u></u>	<u><u>785,660</u></u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 8 to 13 form part of these accounts.

# Letton Hall Trust

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2020

### Balance Sheet As at 31<sup>st</sup> December 2020

	Notes	£	2020 £	£	2019 £
<b>Fixed Assets</b>					
Tangible assets	11		1,314,504		1,352,024
<b>Total fixed assets</b>			<u>1,314,504</u>		<u>1,352,024</u>
<b>Current assets</b>					
Stocks		5,690		6,230	
Debtors	12	7,595		21,214	
Cash at bank and in hand		<u>199,029</u>		<u>175,591</u>	
<b>Total current assets</b>		212,314		203,035	
<b>Current Liabilities</b>					
Creditors: Amounts falling due within one year	13	<u>96,872</u>		<u>90,319</u>	
<b>Net current assets</b>			115,442		112,716
<b>Total assets less current liabilities</b>			<u>1,429,946</u>		<u>1,464,740</u>
Creditors: Amounts falling due after more than one year	14		<u>(704,720)</u>		<u>(679,080)</u>
<b>Net assets</b>			<u>725,226</u>		<u>785,660</u>
<b>The funds of the charity</b>					
Restricted income funds	16		46,188		25,000
Unrestricted income funds	17		<u>679,038</u>		<u>760,660</u>
<b>Total charity funds</b>			<u>725,226</u>		<u>785,660</u>

The financial statements were approved by the trustees, authorised for issue and are signed on their behalf by:



Steve Rayner

Date: 20<sup>th</sup> October 2021

The notes on pages 8 to 13 form part of these accounts.



# Letton Hall Trust

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2020

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### Notes to the accounts

#### 1 Accounting policies

In preparing the accounts the following accounting policies have been complied with:

- a) The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.
- b) The Trust meets the definition of a public benefit entity under FRS 102
- c) Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.
- d) There are no material uncertainties existing to suggest that the use of the going concern basis is inappropriate.
- e) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the Trust. Unrestricted funds include a revaluation reserve representing the restatement of freehold property at market value.
- f) Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.
- g) Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.
- h) All incoming resources are included in the Statement of Financial Activities when the Trust 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:
  - i) Donations and legacies is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the Trust, are recognised when the charity becomes unconditionally entitled to the grant.
  - ii) 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 accounts.
  - iii) Other trading income from the shop is accounted for when earned.
  - iv) Income and endowments from charitable activities is accounted for when the letting or activity takes place and deposits received during the year in respect of future periods are carried forward as deferred income.
  - v) Investment income is included when receivable.
- i) Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:
  - i) Costs of generating funds comprise costs associated with attracting voluntary income, including costs of trading for fundraising purposes including the Trust's shop.
  - ii) Expenditure on charitable activities comprises those costs incurred by the Trust 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.
  - iii) 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.
- j) All fixed assets are initially recorded at cost, however, the freehold property has been revalued.

# Letton Hall Trust

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2020

### Notes to the accounts (Continued)

#### 1 Accounting policies(Continued)

k) Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Freehold property / improvements	1%, 5% and 10% straight line
Equipment	20% straight line
Household equipment	10% straight line

l) Stocks are valued at the lower of cost and net realisable value after due provision for obsolete, defective or out of date stock.

m) The Trust operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the Trust. The annual contributions payable are charged to the Statement of Financial Activities.

#### 2 Taxation

The charity is exempt from taxation on its income and gains where they are applied for charitable purposes. Irrecoverable VAT is included in the cost of the goods or services on which it was charged.

#### 3 Income and endowments from: Charitable activities

	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
Fees received	81,609	-	81,609	270,316
Biomass rebate	16,018	-	16,018	22,518
<b>Total</b>	<b>97,627</b>	<b>-</b>	<b>97,627</b>	<b>292,834</b>

#### 4 Income and endowments from: Other trading activities

	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
Shop income	1,021	-	1,021	3,397

#### 5 Other incoming resources

	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
Coronavirus Job Retention Scheme	39,855	-	39,855	-

#### 6 Expenditure on: Raising funds

	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
Shop costs	1,380	-	1,380	2,199
Fundraiser's fees	-	-	-	4,080
<b>Total</b>	<b>1,380</b>	<b>-</b>	<b>1,380</b>	<b>6,279</b>

# Letton Hall Trust

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2020

### Notes to the accounts (Continued)

#### 7 Expenditure on: Charitable activities

	Unrestricted funds	Restricted funds	Total funds 2020	Total funds 2019
	£	£	£	£
Staff costs	123,413	578	123,991	147,163
Housekeeping	3,479	-	3,479	13,437
Catering	6,403	-	6,403	9,030
Events and activities	1,045	-	1,045	2,130
Insurance and rates	15,662	-	15,662	17,110
Light and heat	32,107	-	32,107	42,291
Repairs and maintenance	34,734	33,788	68,522	101,439
Telephone	2,230	-	2,230	1,499
Printing, postage and stationery	2,047	-	2,047	5,201
Depreciation	40,920	-	40,920	45,780
Independent Examiner's fees	2,200	-	2,200	2,135
Professional fees	16,556	-	16,556	11,132
Bank charges and interest	520	-	520	9,543
Mortgage charges and interest	16,919	-	16,919	17,205
<b>Total</b>	<b>298,235</b>	<b>34,366</b>	<b>332,601</b>	<b>425,095</b>

#### 8 Employee information

No employee received emoluments in excess of £60,000 during the year (2019: nil).  
Employee costs during the period were as follows:

	2020	2019
	£	£
Wages and salaries	118,625	140,885
Social security costs	1,885	2,825
Other pension costs	3,481	3,453
	<b>123,991</b>	<b>147,163</b>

The wages and salaries includes redundancy pay of £1,412.

The average number of people employed during the period was as follows:

	2020	2019
	£	£
Conference centre staff	<b>14.0</b>	<b>8.5</b>

#### 9 Trustee information

No trustee received remuneration (2019: none) or was reimbursed expenses (2019: nil) during the year.

# Letton Hall Trust

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2020

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### Notes to the accounts (Continued)

#### 10 Comparatives for the Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	Total funds 2019 £
<b>Income and endowments from:</b>			
Donations and legacies	30,412	19,000	49,412
Charitable activities	292,834	-	292,834
other trading activities	3,397	-	3,397
<b>Total</b>	<u>326,643</u>	<u>19,000</u>	<u>345,643</u>
<b>Expenditure on:</b>			
Raising funds	6,279	-	6,279
Charitable activities	406,095	19,000	425,095
<b>Total</b>	<u>412,374</u>	<u>19,000</u>	<u>431,374</u>
<b>Net income/(expenditure)</b>	<u>(85,731)</u>	<u>-</u>	<u>(85,731)</u>
<b>Net movement in funds</b>	<u>(85,731)</u>	<u>-</u>	<u>(85,731)</u>

#### 11 Fixed Assets

	Freehold property at valuation £	Equipment £	Household equipment £	Total £
<b>Cost or valuation</b>				
At 1 January 2020	1,341,210	342,271	36,425	1,719,906
Additions	-	-	3,400	3,400
At 31 December 2020	<u>1,341,210</u>	<u>342,271</u>	<u>39,825</u>	<u>1,723,306</u>
At 1 January 2020	201,298	133,279	33,305	367,882
Charge for the year	15,300	25,068	552	40,920
At 31 December 2020	<u>216,598</u>	<u>158,347</u>	<u>33,857</u>	<u>408,802</u>
At 31 December 2020	<u>1,124,612</u>	<u>183,924</u>	<u>5,968</u>	<u>1,314,504</u>
At 31 December 2019	<u>1,139,912</u>	<u>208,992</u>	<u>3,120</u>	<u>1,352,024</u>

# Letton Hall Trust

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2020

### Notes to the accounts (Continued)

#### 11 Fixed Assets (Continued)

In respect of the assets stated at valuations, the comparable historical cost and depreciation values are as follows:

	2020	2019
	£	£
Net book value of revalued tangible fixed assets	<u>1,124,612</u>	<u>1,139,912</u>
Historical cost to date	1,264,729	1,264,729
Accumulated depreciation to date	<u>(172,724)</u>	<u>(158,121)</u>
	<u>1,092,005</u>	<u>1,106,608</u>

Included within freehold property is £250,000 relating to land which is not being depreciated.

Freehold property was re-valued on an open market basis by the Trustees on 28 February 2007. The Trustees considered the valuation of the freehold property in 2013. The property is subject to ongoing maintenance and therefore the Trustees consider that the current net book value is not significantly different to the open market value.

#### 12 Debtors

	2020	2019
	£	£
Fees due	-	8,367
Prepayments	<u>7,595</u>	<u>12,847</u>
	<u>7,595</u>	<u>21,214</u>

All debtors are repayable within one year of the balance sheet date.

No provision has been made for Gift Aid in respect of the year, this will be included when received.

#### 13 Creditors: Amounts falling due within one year

	2020	2019
	£	£
Bank loans and overdrafts	60,230	43,878
Trade creditors	13,638	11,534
PAYE and social security	1,759	2,107
VAT	3,300	2,109
Deposits held	13,475	27,191
Accruals	<u>4,470</u>	<u>3,500</u>
	<u>96,872</u>	<u>90,319</u>

#### 14 Creditors: Amounts falling due after more than one year

	2020	2019
	£	£
Bank loans and overdrafts	<u>704,720</u>	<u>679,080</u>
	<u>704,720</u>	<u>679,080</u>

# Letton Hall Trust

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2020

### Notes to the accounts (Continued)

#### 15 Pensions

The Trust contributes to a defined contribution stakeholder pension scheme in respect of employees. Contributions made by the Trust during the year amounted to £3,440 (2019: £3,452).

#### 16 Restricted income funds

	Balance at 1 Jan 2020 £	Income £	Expenditure £	Balance at 31 Dec 2020 £
Renovation and Resilience Fund	<u>25,000</u>	<u>61,554</u>	<u>(34,366)</u>	<u>52,188</u>

The Renovation Fund represents income received towards work to renovate Letton Hall.

#### 17 Unrestricted income funds

	Balance at 1 Jan 2020 £	Income £	Expenditure £	Balance at 31 Dec 2020 £
General funds	<u>760,660</u>	<u>211,993</u>	<u>(299,615)</u>	<u>673,038</u>

#### 18 Analysis of net assets between funds

		2020 £	2019 £
<b>Restricted funds</b>			
Current assets	<u>46,188</u>	46,188	25,000
<b>Unrestricted funds</b>			
Fixed assets	1,314,504		1,352,024
Current assets	69,254		87,716
Long term liabilities	<u>(704,720)</u>	<u>679,038</u>	<u>(679,080)</u>
		<u>725,226</u>	<u>785,660</u>

#### 19 Related Parties

The charity did not have any related party transactions in the current or previous years.

#### 20 Controlling Parties

The charity is controlled by the trustees

#### 21 Other Information

The charity is an unincorporated trust with its registered office at Letton Hall, Shipdham, Thetford, Norfolk, IP25 7SA.

#### 22 Value Added Tax

The Trust is currently in negotiations with HMRC regarding the VAT scheme operated by Trust, it's not anticipated there will be any significant adjustment to the accounts as a result of these negotiations.