

## Trustees statement 2025

Over the past year, we have continued to see growing demand for our services, alongside the increasing complexity of the issues our clients face — a pattern that has steadily intensified since Covid. In response, our team has worked tirelessly to ensure that everyone who reaches out for support receives the help they need, when and how they need it.

Our blended approach — offering both face-to-face sessions and remote support via Zoom — has proved invaluable. It provides greater flexibility and choice, particularly for working clients, carers with young children, and those experiencing isolation across our county. This inclusive model continues to help us reach people who might otherwise find it difficult to access support.

Our demographic data shows that, once again, we are successfully reflecting the diversity of our community in both age and gender, maintaining a strong connection with younger clients while continuing to serve a wide range of individuals across all backgrounds.

The appointment of our Assistant Manager as Placement Lead has further strengthened our service. By streamlining the application process and deepening our relationships with local universities and colleges in Norfolk and Suffolk, we have enhanced our reputation as a welcoming, supportive, and ethical placement provider for trainee counselling practitioners.

We are pleased to have secured both OPCCN and RASAF funding through to 2026. However, the OPCCN funding has been reduced by 50%, and our current National Lottery grant will conclude in November 2025. We are preparing a new funding bid to ensure we can continue offering our essential services to those who rely on us.

Our data continues to highlight the consistently high demand for our work. The success of our hybrid model reflects our core belief in empowering clients and supporting autonomy in their recovery journeys.

The difference this makes to people's lives is profound. By offering flexible, accessible, and compassionate support, we enable individuals to take charge of their recovery and rebuild confidence and self-belief. None of this would be possible without the dedication and compassion of our staff and volunteers, whose commitment continues to be the heartbeat of our organisation. Their care, professionalism, and resilience ensure that we can adapt to changing needs and continue to serve our community with empathy and integrity.

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**ONE TO ONE PROJECT**  
Registered Charity no. 299052

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2025**



**ONE TO ONE PROJECT**  
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**YEAR ENDED 31 MARCH 2025**

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**ONE TO ONE PROJECT**  
**LEGAL AND ADMINISTRATIVE DETAILS**  
**YEAR ENDED 31 MARCH 2025**

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**Registered Charity no.** 299052

**Address:** Ground Floor Office Suite  
Nelson House  
Bergen Way  
North Lynn Industrial Estate  
King's Lynn  
PE30 2JG

**Trustees:** S Clarke (Chair)  
S Anderson ( vice chair)  
D Orchard  
L May

**Independent Examiner:** Hayhow and Co  
Chartered Certified Accountants & Business Advisers  
19 King Street  
King's Lynn  
Norfolk  
PE30 1HB

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2025. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102.

## **OBJECTIVES**

The object of the charity is to promote for the public benefit the protection and preservation of mental and emotional health and stability, and the relief of mental and emotional illness or disorder.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **GOVERNING DOCUMENT**

The charity is governed by its constitution, which was updated and adopted in May 2010. It was registered as a charity with the Charity Commission in 1984.

### **APPOINTMENT OF NEW TRUSTEES**

All members are invited to nominate Trustees, together with nominations from the management team and the existing Trustees. Those nominated and appointed are elected at the first AGM following appointment.

## **TRUSTEES**

The charity trustees during the year were as follows:

S Clarke (Chair)  
S Anderson ( vice chair)  
D Orchard  
L May

The senior official whom the day to day management of the charity is delegated to by the charity trustees is D Regan.

## **ACHIEVEMENT AND PERFORMANCE**

### **MISSION STATEMENT**

The One to One Projects fundamental aims continue to be:

- To provide long term support services to adults who are disadvantaged by mental ill-health, as well as the parent/carers of those suffering mental health problems that affect their everyday living and which place them or their families at risk of breakdown.
- To reach isolated individuals throughout rural West Norfolk by providing outreach services for Group Work, Counselling and Mentoring services in the home/community, empowering and enabling clients to reintegrate into their local communities

### **MAIN ACHIEVEMENTS OF THE CHARITY DURING THE YEAR**

Over the past year, we have continued to see growing demand for our services, alongside the increasing complexity of the issues our clients face — a pattern that has steadily intensified since Covid. In response, our team has worked tirelessly to ensure that everyone who reaches out for support receives the help they need, when and how they need it.

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**REVIEW OF THE FINANCIAL POSITION OF THE CHARITY AND RESERVES POLICY**

Financially the charity remains healthy and although the projects are run on a tight budget, we still meet our objectives. The trustees have agreed a reserves policy in line with the organisations objectives and this gives the charity approximately three months running costs should funding be seriously compromised. The present level of reserves is in excess of this policy at £317,731.

STATEMENT OF TRUSTEES RESPONSIBILITIES

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

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of 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 UK 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 charitable company will continue in business

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

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.

This report was approved by the Trustees on.....and signed on their behalf

S Clarke - CHAIRMAN:



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**ONE TO ONE PROJECT**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2025**

	Notes	Restricted Fund 2025 £	Unrestricted Fund 2025 £	Total 2025 £	Total 2024 £
<b><u>INCOMING RESOURCES</u></b>					
Charitable activities		-	452	452	3,190
Grants and Funding		228,098		228,098	213,176
Donations		3,519	2,283	5,802	-
Investments		3,435	-	3,435	-
<b>Total Income</b>	<b>3</b>	<b>235,052</b>	<b>2,735</b>	<b>237,787</b>	<b>216,365</b>
<b><u>RESOURCES EXPENDED</u></b>					
Charitable activities	<b>4</b>	174,084	-	174,084	157,543
Governance costs	<b>5</b>	1,318	-	1,318	1,140
<b>Total Expenditure</b>		<b>175,402</b>	<b>-</b>	<b>175,402</b>	<b>158,683</b>
Net income/(expenditure)		59,650	2,735	62,385	57,683
Transfer between funds				-	-
Total funds brought forward		252,156	3,190	255,346	197,663
<b>Total funds carried forward</b>		<b>311,806</b>	<b>5,925</b>	<b>317,731</b>	<b>255,346</b>

The statement of financial activities includes all gains and losses recognised in the year. All income resources and resources expended derive from continuing activities.

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

**ONE TO ONE PROJECT**  
**BALANCE SHEET**  
**YEAR ENDED 31 MARCH 2025**

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	Notes	<u>2025</u>		<u>2024</u>	
		£	£	£	£
<b><u>FIXED ASSETS</u></b>					
Equipment	6		1,439		1,229
<b><u>CURRENT ASSETS</u></b>					
Debtors	7	7,441		7,789	
Cash at bank		320,583		270,037	
		<u>328,024</u>		<u>277,826</u>	
<b><u>CURRENT LIABILITIES</u></b>					
Creditors	8	1,230		1,112	
Deferred income - unrestricted funds					
Deferred income - restricted funds		10,502		22,597	
		<u>11,732</u>		<u>23,709</u>	
<b><u>NET CURRENT ASSETS</u></b>			316,292		254,117
<b><u>NET ASSETS</u></b>			<u><u>317,731</u></u>		<u><u>255,346</u></u>
<b><u>FUNDS OF THE CHARITY</u></b>					
Unrestricted Reserves	12		5,925		3,190
Restricted Reserves	13		311,806		252,156
<b><u>TOTAL FUNDS</u></b>			<u><u>317,731</u></u>		<u><u>255,346</u></u>

Approved by the Trustees on..... and signed on their behalf

S Clarke - Chairman

## **1. Principal Accounting Policies**

### **1.1 Basis of Preparation**

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:

- 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).
- and with the Charities Act 2011.

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

### **1.2 Change in basis of accounting**

There has been no change to the accounting policies since last year.

### **1.3 Changes to previous accounts**

No changes have been made to accounts for previous years.

## **2. Accounting Policies**

### **2.1 Incoming Resources**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. 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 is recognised on a receivable basis. No income is shown net of expenditure.

## **2.2 Fund Accounting**

The charity has a restricted income fund to account for situations where a donor or grant provider requires that a donation or grant must be spent on a particular purpose or where funds have been raised for a particular purpose.

All other funds are unrestricted income funds which are available for use at the discretion of the trustees in furtherance of general objectives of the charity.

## **2.3 Resources Expended**

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services as supplied. Other grant payments are recognised when a constructive obligation arises that results in the payment being unavoidable.

- Costs of charitable activities are those costs incurred by the charity in meeting its charitable objectives
- Governance costs include those incurred in the governance of the charity and its assets, and are primarily associated with the constitutional and statutory requirements.

## **2.4 Tangible Fixed Assets and Depreciation**

Tangible fixed assets are capitalised at original cost of acquisition.

Depreciation is calculated to write off the costs of each asset over its estimated useful life at the following rates:

- |           |                              |
|-----------|------------------------------|
| Equipment | - 25% Reducing balance basis |
|-----------|------------------------------|

**ONE TO ONE PROJECT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2025**

	Restricted 2025 £	Unrestricted 2025 £	Total 2025 £	Total 2024 £
<b>3 Incoming Resources</b>				
<b>Charitable Activities</b>				
Training		-	-	1,000
Workshops & Fundraising		172	172	62
Room rent		280	280	280
<b>Grants and Funding</b>				
Grants	228,098		228,098	213,176
Funding			-	-
Donations and Legacies	3,519	2,283	5,802	1,848
Donations			-	-
Compensation			-	-
Investments				
Interest	3,435		3,435	-
<b>Total</b>	<b>235,052</b>	<b>2,735</b>	<b>237,787</b>	<b>216,365</b>
	Restricted 2025 £	Unrestricted 2025 £	Total 2025 £	Total 2024 £
<b>4 Charitable Activities</b>				
Salaries and Expenses	102,688		102,688	84,367
Training and Supervision	13,373		13,373	15,260
Recruitment	147		147	1,512
Group Work	13,167		13,167	16,520
Travelling expenses	1,559		1,559	1,492
Rent, rates and service charges	20,035		20,035	16,784
Outreach venues	540		540	955
Light & Heat	2,321		2,321	2,321
Equipment & Leasing	3,014		3,014	3,184
Telephone and Internet	6,194		6,194	4,640
Insurance	1,841		1,841	1,824
Sundries	(1,581)		(1,581)	2,428
Postage and Stationery	1,633		1,633	2,061
Repairs & Maintenance	1,325		1,325	-
Depreciation	480		480	409
Subscriptions	352		352	2,902
Legal & Professional	2,640		2,640	239
Fundraising	2,333		2,333	464
Bank Charges	168		168	181
Computer costs	1,854		1,854	-
	<b>174,084</b>	<b>-</b>	<b>174,084</b>	<b>157,544</b>
<b>5 Governance costs</b>				
Accountancy	<b>1,318</b>	<b>-</b>	<b>1,318</b>	<b>1,140</b>

**ONE TO ONE PROJECT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2025**

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<b>6 Fixed Assets</b>	<b>Equipment £</b>	<b>Total £</b>
<b>Cost</b>		
at 1 April 2024	8,309	8,309
Additions	690	690
At 31 March 2025	<u><b>8,999</b></u>	<u><b>8,999</b></u>
<b>Depreciation</b>		
at 1 April 2024	7,081	7,081
Charge for year	480	480
At 31 March 2025	<u><b>7,560</b></u>	<u><b>7,560</b></u>
 Net book value As 31 March 2024	 <u><b>1,229</b></u>	 <u><b>1,229</b></u>
 <b>Net book value As 31 March 2025</b>	 <u><b>1,439</b></u>	 <u><b>1,439</b></u>
<b>7 Debtors</b>	<b>2025 £</b>	<b>2024 £</b>
Prepayments	6,337	6,144
Wages Control		1,645
Paye and Nic	1,104	-
	<u><b>7,441</b></u>	<u><b>7,789</b></u>
<b>8 Creditors</b>	<b>2025 £</b>	<b>2024 £</b>
Trade creditors	-	-
Taxation and social security	-	-
Wages control		
Accruals	1,230	1,112
	<u><b>1,230</b></u>	<u><b>1,112</b></u>

**ONE TO ONE PROJECT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2025**

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<b>9 Staff Costs</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Salaries	97,484	81,403
Social Security	3,719	1,199
Employer Pension	1,485	1,369
Subcontract	-	396
	<u><b>102,688</b></u>	<u><b>84,367</b></u>

No employee received remuneration of more than £60,000.

Trustees are not remunerated. No expenses are reimbursed to Trustees.

**10 Staff numbers**

Manager	1	1
Administration	3	3
	<u><b>4</b></u>	<u><b>4</b></u>

**11 Analysis of net assets between funds**

	<u><b>Restricted</b></u>	<u><b>Unrestricted</b></u>	
	<u><b>Fund</b></u>	<u><b>Fund</b></u>	<u><b>Total</b></u>
Tangible fixed assets	1,439	-	1,439
Current assets	322,099	5,925	328,024
Current liabilities	(11,732)		(11,732)
	<u><b>311,806</b></u>	<u><b>5,925</b></u>	<u><b>317,731</b></u>

**ONE TO ONE PROJECT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2025**

**12 Unrestricted Funds**

	Balance At 1.4.2024 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 31.03.2025 £
General Fund	3,190	2,735	-		5,925
	<b>3,190</b>	<b>2,735</b>	<b>-</b>	<b>0</b>	<b>5,925</b>

**13 Restricted Funds**

	Balance At 1.4.2024 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 31.03.2025 £
Big Lottery fund grant	252,156	133,983	146,766		239,373
Groundwork (UK)	-				-
OPCCN	-	75,872	10,393		65,479
Investment income	-	3,435			3,435
Sue Lambert Trust	-	18,243	18,243		-
Donations		3,519			3,519
	<b>252,156</b>	<b>235,052</b>	<b>175,402</b>	<b>-</b>	<b>311,806</b>
<b>Total Funds</b>	<b>255,346</b>	<b>237,787</b>	<b>175,402</b>	<b>-</b>	<b>317,731</b>

**13a Purpose of restricted funds**

Big Lottery fund:	To cover the costs of providing mental health counselling and services and the running costs of the charity
RASAF	To cover the costs of providing mental health counselling and services
OPCCN	To cover the costs of providing mental health counselling and services

**13 Related party transactions**

During the year the charity paid D Orchard, a trustee, £2,117 for IT services.



## **ONE TO ONE PROJECT**

### **INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE ONE TO ONE PROJECT YEAR ENDED 31 MARCH 2025**

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I report on the accounts of the Trust for the year ended 31 March 2025, which are set out on pages 1 to 11.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

#### **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 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.

**ONE TO ONE PROJECT**  
**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE ONE TO ONE PROJECT**  
**YEAR ENDED 31 MARCH 2025**

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**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention 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 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.

**Julie Gladman FCCA**  
**Hayhow & Co**  
**Chartered Certified Accountants**  
**19 King Street**  
**King's Lynn**  
**Norfolk**  
**PE30 1HB**

**Date:**

## **Independent examination letter of representation**

To: Julie Gladman Independent Examiner on behalf of Hayhow & Co

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your independent examination of the One To One Project financial statements for the year ended 31 March 2025. These enquiries have included inspection of supporting documentation where appropriate and are sufficient to satisfy ourselves that we can make each of the following representations. All representations are made to the best of our knowledge and belief.

### **General**

1. We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK) and that you do not express an audit opinion.
- 2 We confirm that the charitable company qualifies as small in accordance with the conditions set out in chapter 1 of part 15 of the Companies Act 2006.
3. We confirm that the One To One Project was entitled to exemption under section 144 of the Charities Act 2011 the requirement to have its financial statements for the financial year ended 31 March 2025 audited.
4. We have fulfilled our responsibilities as trustees as set out in the terms of your engagement letter dated, under the Charities Act 2011 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.
5. All the transactions undertaken by the charity have been properly reflected and recorded in the accounting records.
6. All the accounting records have been made available to you for the purpose of your independent examination. We have provided you with unrestricted access to all appropriate persons within the charity, and with all other records and related information requested, including minutes of all management and trustee meetings and correspondence with The Charity Commission.
7. The financial statements are free of material misstatements, including omissions.
8. The effects of uncorrected misstatements are immaterial both individually and in total.

### **Assets and liabilities**

9. The charity has satisfactory title to all assets and there are no liens or encumbrances on the charity's assets, except for those that are disclosed in the notes to the financial statements.
10. All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.
11. We have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.

### **Accounting estimates**

12. The methods, data and significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework.

### **Legal claims**

14. We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

### **Laws and regulations**

15. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

### **Related parties**

16. Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with legislative and accounting standards requirements.

### **Subsequent events**

17. All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

**Going concern**

18. We believe that the charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.

**Grants and donations**

19. All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Yours faithfully



.....  
Signed on behalf of the board of trustees

Date .....

13/11/25

