

**Chedgrave Oxygen Therapy Centre Limited**

**Contents of the Financial Statements**

**For Year Ended 31<sup>st</sup> December 2023**

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Report of the Trustees  
For Year Ended 31<sup>st</sup> December 2023

*The Trustees who were also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity of the year ended 31<sup>st</sup> December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards for Smaller Enterprises.*

Structure, Governance and Management

The Charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Reference and Administrative Information

Registered Company Number	02295326 ( England and Wales )
Registered Charity Number	800850
Registered Office Address	Church Loke Ash, Church Loke, Hall Road, Bergh Apton, Norfolk, NR14 6GP


<u>Trustees</u>	Miss R E Bunn   Mrs M Earle   Miss C Hambling Mrs J Woodrow   Ms J Shorrock
<u>Company Secretary</u>	Miss R E Bunn

Independent Examiner

Chantelle Harrison  
C Harrison Business Services LTD, Dunburgh Farm, The Street, Geldeston, NR34 0LN

Approved by order of the board of Trustees on 31<sup>st</sup> 18<sup>th</sup> September 2024 and signed on its behalf by:

.....  
 31/9/24

Mrs R E Bunn – Trustee  




## **Annual Report**

### **Chedgrave Oxygen Therapy Centre 2023**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 December 2023

## **Structure, governance and management**

### **Nature of governing document**

Chedgrave Oxygen Therapy Centre is a company limited by guarantee and is a registered charity.

The charity is governed by its Memorandum and Articles of Association.

## **Recruitment and appointment of trustees**

The trustees may appoint a person who is willing to act as a trustee either to fill a vacancy or as an additional trustee provided that the appointment does not cause the number of trustees to exceed any fixed number by or in accordance with the articles as the maximum number of trustees. New trustees are provided with terms of reference and a pack of information relating to the constitution, governance and operation of the trust.

## **Organisational structure**

The charity is managed by the Trustees which comprises the company directors, The committee, which meets on a regular basis, sets the strategic direction of the charity, agree an annual budget, and monitors performance against the budget. Company directors are appointed by election at the Annual General Meeting each year. Certain functional responsibilities (e.g. personnel, finance, IT, therapies) have been delegated to sub-committees, who report to the Trustees Management Committee on their activities. Day to day management of the Charity is delegated to the Centre Manager.

## **Risk Management**

### **General Risk**

The Trustees have assessed the risks to which the charity is exposed. The Trustees believe that by monitoring and maintaining reserves at the appropriate level and regularly reviewing controls with respect to financial systems, they have established effective systems to mitigate risks. The Trustees regularly review the Centre's Reserves Policy and relevant policies such as the Business Continuity Policy.

## **Fundraising disclosures**

Fundraising by the charity is controlled by the Centre manager who is an employee. There are numerous ways that the charity manages to raise funds, which include direct donations from the public and members of the charity, organised in store collections and street collections, sponsored events such as marathons and direct donations or gifts from trust funds that exist within the UK. The charity does not

approach members of the public directly for fundraising but quite the opposite, it is common practice for the public to approach the charity to give donations. In 2024 the Trustees will have a greater focus on potential grants to support the move to new premises.

### **Public benefit**

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

### **Summary**

The Chedgrave Oxygen Therapy Centre, previously known as the Chedgrave MS Therapy Centre, has a rich history of serving the community for 34 years. Its primary mission is to provide oxygen therapy sessions for individuals facing a wide range of medical conditions, including Multiple Sclerosis and other neurological issues, post-surgery recovery, cancer treatment, and post-operative care. The centre serves residents in Norfolk and Suffolk, operating three days a week, with the support of a dedicated team of 4 trustees and 3 fractional staff.

Chedgrave Oxygen Therapy Centre's long-standing commitment to providing essential services to the community is commendable. Despite challenges such as the COVID-19 pandemic and the need for relocation, the centre has adapted and continues to serve a diverse range of individuals with medical needs. This adaptability and dedication underscore the importance of the centre's work in the region.

Key highlights from this year's annual report include:

Trustee Changes- Changes have been seen due to personal circumstances.

To maintain the sustainability of the charity, the centre increased session fees for service users, given the rise in operating costs. Additionally, fundraising and legacies played a significant role in the centre's financial stability, with contributions from various sources, including events like coffee mornings and auctions.

The centre expresses gratitude for the ongoing support of its landlord, which has enabled its operations for many years, but in 2024 the centre is proactively searching for a new location to secure its long term future.

Moving forward- The centre has started to see an increase in the breadth of medical conditions that it supports, and through targeted marketing and increased events, this is planned to increase further through additional dive sessions. The centre is also exploring how it can offer a wider range of services for its service users, which will in turn support a wider support network to service users, families and carers. The Centre will also explore funding for a new oxygen system as the current system has caused some down time in the service.

### **Statement of Trustees' Responsibilities**

The trustees of Chedgrave Oxygen Therapy Centre 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), including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

~ observe the methods and principles in the Charities SORP;

~ make judgements and estimates that are reasonable and prudent;

~ state whether applicable accounting standards, comprising FRS 102 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 keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other Irregularities.

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

Approved by the trustees of the charity on and signed on its behalf by

R Bunn

Chair of Trustees

1/9/2024







Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Chedgrave Oxygen Therapy Centre Ltd Registered Company 02295326

On accounts for the year  
ended

31<sup>st</sup> December 2023

Charity no  
(if any)

800850

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2023**.

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:

Date:

18/09/2024

Name:

Chantelle Harrison of C Harrison Business Services LTD

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

Address:

Dunburgh Farm 72 The Street, Geldeston, Beccles, NR34 0LN



**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.**

Nothing to disclose.





Chedgrave Oxygen Therapy Centre LTD 02295326  
Chedgrave Oxygen Therapy Centre LTD

Charity No (if any) 800850

Period start date 01/01/2023 To

Period end date 31/01/2023 CC39a

Section A Statement of financial activities

Descriptions by natural category	Note	Unrestricted £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
		F01	F02	F03	F04	F05
Incoming resources (Note 3)						
Donations, legacies and Grants		36	0	0	36	11126.55
Donations, legacies and Grants		2750	0	0	2750	
fees for charitable services		50767.17	0	0	50767.17	33823.38
Donations, legacies and Grants		4019	0	0	4019	0
		0	0	0	0	0
		0	0	0	0	0
Total incoming resources	S01	57572.17	0	0	57572.17	44949.93
Resources expended (Notes 4-7)						
Cost of fundraising events		2625.86	0	0	2625.86	2758.28
Wages, salaries, pensions and NI		39043.49	0	0	39043.49	25973.9
Rent, rates and Insurance		5023.13	0	0	5023.13	4686.52
telephone postage and stationery		1666.37	0	0	1666.37	1556.36
legal and professional fees		3426.8	0	0	3426.8	2856.18
Light and heat		3268.5	0	0	3268.5	874.6
Repairs and maintenance		5448.31	0	0	5448.31	0
		0	0	0	0	0
Total resources expended	S02	60502.46	0	0	60502.46	38705.84
Net incoming/(outgoing) resources before S03		-2930.29	0	0	-2930.29	6244.09
Gross transfers between funds	S04	0	0	0	0	
Net incoming/(outgoing) resources before S05		-2930.29	0	0	-2930.29	-2682.6
Other recognised gains/(losses)						
Gains and losses on revaluation of fixed a S06		0	0	0	0	0
Gains and losses on investment assets	S07	0	0	0	0	0
Net movement in funds	S08	-2930.29	0	0	-2930.29	-2682.6
Total funds brought forward	S09	89040.4			89040.4	91723
Total funds carried forward	S10	86110.11	0	0	86110.11	89040.4

30/1/24

Section B Balance sheet

	Note	Total this year £ F01	Total last year £ F02
Fixed assets			
Tangible assets (Note 8)	B01	27835	47003.5
	B02	0	
Investments (Note 9)	B03	0	0
Total fixed assets	B04	27835	47003.5
Current assets			
Stock and work in progress	B05		0
Debtors (Note 10)	B06	4209	190
(Short term) investments	B07	4848	4848
Cash at bank and in hand	B08	57064	64013
Total current assets	B09	66121	69051
Creditors: amounts falling due within one year	B10		0
Net current assets/(liabilities)	B11	66121	69051
Total assets less current liabilities	B12	93956	116054.5
Creditors: amounts falling due after one year	B13	0	0
Provisions for liabilities and charges	B14	0	0
Net assets	B15	93956	116054.5
Funds of the Charity			
Unrestricted funds	B16	93918.68	89040.02
Designated funds	B17	0	0
Total unrestricted funds		93918.68	89040.02
Restricted income funds (Note 12)	B18	38	38
Endowment funds (Note 12)	B19	0	0
Total funds	B20	93956.68	89078.02

*For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.*

*No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006*

*The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.*

*These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.*

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

R E Bunn



Date of approval

30/9/24

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 ü 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.

**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 t

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

**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.

## 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 is used, it is disclosed in the notes.

**INCOMING RESOURCES**

Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when:
	· the charity becomes entitled to the resources;
	· the trustees are virtually certain they will receive the resources; and
	· the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure Where incoming resources have related expenditure (as with fundraising or contract income) the related expenditure is included in the SoFA.

Grants and donations Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Volunteer help The value of any voluntary help received is not included in the accounts but is described in the trustees' report.

Investment income This is included in the accounts when receivable.

Investment gains and losses This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluation.

**EXPENDITURE AND LIABILITIES**

Liability recognition Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay or transfer resources.

Grants with performance conditions Where the charity gives a grant with conditions for its payment being a specific level of service or cost, the grant is only included in the SoFA when the conditions are met.

Grants payable without performance These are only recognised in the accounts when a commitment has been made and there are no conditions.

**ASSETS**

Tangible fixed assets for use by the charity These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost less depreciation.

Investments Investments quoted on a recognised stock exchange are valued at market value at the year end. (Other investments are valued at cost less impairment.)

Stocks and work in progress These are valued at the lower of cost or market value.



## Note 3 Analysis of incoming resources

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

Analysis	Unrestricted £	restricted £	This year £	Last year £
Dive Income		36	36	829
Donations and Legacies Income	2750		2750	10297.55
Session Income	50767.17		50767.17	33823.28
Gift Aid Income	4019		4019	0
Total	57572.17		57572.17	44949.83
			0	0
			0	0
			0	0
			0	0
Total			0	0
			0	0
			0	0
			0	0
			0	0
Total			0	0
			0	0
			0	0
			0	0
			0	0
Total			0	0
			0	0
			0	0
			0	0
			0	0
Total			0	0
			0	0
			0	0
			0	0
			0	0
Total			0	0

## 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	Unrestricted £	restricted £	This year £	Last year £
Direct Costs of Events / Fundraising	378		378	4060.51
Centre Consumables	571.68		571.68	966.35
Raising Funds	474		474	247.02
Salaries and Staff Costs	39043.49		39043.49	20558
Advertising	1773.86		1773.86	0
			0	0
			0	0
			0	0
<b>Total</b>	<b>42241.03</b>		<b>42241.03</b>	<b>25831.88</b>
Premises Rents, Rates	3158.88		3158.88	2400
Insurances	1864.25		1864.23	1177.14
Light and Heat	3268.50		3268.50	700
Office and Administrative Expenses	1666.37		1666.37	807
Repairs and Maintenance	4876.63		4876.63	0
			0	0
			0	0
			0	0
<b>Total</b>	<b>14834.63</b>		<b>14834.61</b>	<b>5084.14</b>
Other Professional Services	3426.80		3426.80	420
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
<b>Total</b>	<b>3426.8</b>		<b>3426.8</b>	<b>420</b>
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
<b>Total</b>			<b>0</b>	<b>0</b>

## Section C

## Notes to the accounts

(cont)

## Note 5 Details of certain items of expenditure

## 5.1 Trustee expenses

Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties

	This year	Last year
Number of trustees who were paid expenses	NONE	NONE

## Nature of the expenses

Total amount paid	£	£
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## 5.2 Fees for examination or audit 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 or auditors

	This year £	Last year £
Independent examiner's or auditors' fees for reporting on the accounts	0	0

Other fees (for example: advice, consultancy, accountancy services) paid to third parties

## Section C

## Notes to the accounts

(cont)

## Note 6

## Paid employees

Please complete this note if the charity has any employees.

## 6.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	38673.44	20558
Employer's National Insurance costs	370.05	0
Pension costs	0	0
	0	0
Total staff costs	39043.49	20558

## 6.2 Average number of full-time equivalent employees in the year

	This year Number	Last year Number
	3	1.5
	0	0
	0	0
The parts of the charity in which the employees	0	0
Total	3	1.5

## 6.3 Defined contribution pension scheme

Please complete if a defined contribution pension scheme is operated.

## Brief details of the scheme

	This year £	Last year £
The costs of the scheme to the charity for the year		
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		

Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable

## 7.1 Total value of grants

Purpose for which grants made	Grants to institutions	Grants to individuals
	Total amount £	Total amount £
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
<b>Total</b>	0	0

## 7.2 Grants made to institutions

If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of t

Names of institutions	Purpose	Total amount of grants
		0
		0
		0
		0
		0
		0
		0
		0
		0
<b>Total grants to institutions</b>		0

## Section C

## Notes to the accounts

(cont)

## Note 8

## Tangible fixed assets

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

## 8.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery, fixtures, fittings	Payments on account	Total
	£	£	£	£	£
Balance brought forward	0	0	63892.6	0	63892.6
Additions	0	0	0	0	0
Revaluations	0	0	0	0	0
Disposals	0	0	0	0	0
Transfers *	0	0	0	0	0
Balance carried forward	0	0	63892.6	0	63892.6

## 8.2 Accumulated depreciation and impairment provisions

\*\*Basis

RB

\*\* Rate

0.3

Balance brought forward	0	0	36056.85	0	0	36056.85
Depreciation charge for year	0	0	19167.6	0	0	19167.6
Impairment provisions	0	0	0	0	0	0
Revaluations	0	0	0	0	0	0
Disposals	0	0	0	0	0	0
Transfers*	0	0	0	0	0	0
Balance carried forward	0	0	55224.45	0	0	55224.45

## 8.3 Net book value

Brought forward	0	0	27835.75	0	0	27835.75
Carried forward	0	0	8668.15	0	0	8668.15

## 8.4 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)

Note 9 Investment assets

Please complete this note if the charity has any investment assets.

9.1 Fixed assets investments

	£
Carrying (market) value at beginning of year	
Add: additions to investments at cost	0
Less: disposals at carrying value	0
Add/(deduct): net gain/(loss) on revaluation	0
Carrying (market) value at end of year	0

Please provide below:

9.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.

9.3 A breakdown of the income from investments agreeing with SOFA.

	9.2	9.3
Analysis of investments	Market value at year end £	Income from investments £
Investment properties	0	0
Investments listed on a recognised stock exchange or held in common investment funds, or	0	0
Investments in subsidiary or connected undertakings and companies	0	0
Securities not listed on a recognised Stock Exchange	0	0
Cash held as part of the investment portfolio	0	0
Other investments	0	0
Total	0	0

9.4 Material investment holdings

If any investments are material in terms of their value (for example each represents more than 5 per cent of the value of the charity's investments)

	Market value at year end £
Investment held	0
	0
	0
	0
Total	0

## Section C

## Notes to the accounts

(cont)

## Note 10 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	0	0	0	0
Amounts due from subsidiary and associated undertakings	0	0	0	0
Other debtors	4019	0	0	0
Prepayments and accrued income	0	0	0	190
Total	4019	0	0	190

## Note 11 Creditors and accruals

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

## 11.1 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	0	0	0	0
Trade creditors	0	0	0	0
Amounts due to subsidiary and associated undertakings	0	0	0	0
Other creditors	0	0	0	0
Accruals and deferred income	0	0	0	0
Total	0	0	0	0

## 11.2 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.



**Note 12**              Endowment and restricted income funds

**Please complete this section if the charity has any endowment or restricted income funds.**

### 12.1 Funds held

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);  
expendable endowment funds (EE); and  
restricted income funds, including special trusts, of the charity (R).  
other funds .

Fund Name	Type PE, EE , I	Purpose and restrictions
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## 12.2 Movements of major funds

Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement

	Fund balances	Incoming resou	Resources exp	Transfers	Gains and loss	Fund balances (
Fund names	£	£	£	£	£	£
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Total Funds	0	0	0	0	0	0

### 12.3 Transfers between funds

Please give details of any transfers between funds.

From Fund (Name)	To Fund (Name)	Reason	Amount
------------------	----------------	--------	--------

#### 12.4 Analysis of net assets between funds

	Unrestricted fund	Restricted fund	Endowed funds	Total
	£	£	£	£
Fixed assets	0	0	0	0
Investments	0	0	0	0
Net current assets	89078		0	89078
Creditors due in more than one year and provisions				
Total net assets	89078	0	0	89078

Section C Notes to the accounts (cont)

Note 13 Transactions with related parties

If the charity has any transactions with related parties (other than the trustee expenses explained in note 5) details of such transactions are given below.

13.1 Remuneration and benefits

Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity during the year.

Name of trustee or related party	Legal authority (eg order, governing instrument)	Amounts paid or benefit value	
		This year £	Last year £
NONE			

13.2 Loans

Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.

Name of trustee or related party	Legal authority	Amount owing	
		This year £	Last year £
Due to trustees and related parties	NONE		
Due from trustees and related parties	NONE		

13.3 Other transaction(s) with trustees or related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	Amount	
			This year £	Last year £
NONE				
NONE				

Section C

Notes to the accounts

(cont)

Note 14

Additional Disclosures

None to add.

**Income categories**

Donations, legacies and Grants  
Fundraising events  
Shop sales  
Interest and dividends  
fees for charitable services  
Grants for services

**Expenditure categories**

Wages, salaries, pensions and NI  
Cost of fundraising events  
Rent, rates and Insurance  
Repairs and maintenance  
Light and heat  
telephone postage and stationery  
Donations and Grants  
legal and professional fees  
bank charges and interest  
depreciation  
Insurance

To edit the lists replace existing categories on either list with the new headings you prefer to use.

A handwritten signature in black ink, appearing to read 'Ryane' or similar, written in a cursive style.