



DIFFERENCE CIO
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the year ended 31 December 2019

Registered Charity Number 1170789

DIFFERENCE CIO

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 December 2019

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Chair's Report

The trustees are pleased to present their annual report together with the financial statements of the charity for the year ended 31 December 2019.

The financial statements comply with the Charities Act 2011, the Memorandum and Articles of Association, and 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 2015)

Objectives and Activities

Difference is a unifying disability rights organisation that aims to represent disabled people in the North East of England and works to bring about significant and lasting social change. We are the first disability rights organisation dedicated solely to campaigning for disability equality covering the North East since the 1990s saw the closure of Disability Action North East. To achieve our objectives of increasing equality and tackling discrimination, we will:

1. Raise awareness of disability discrimination and influence public opinion and policy.
2. Represent and speak out about the needs and concerns of disabled people.
3. Use research as a tool to raise issues and influence change.
4. Mobilise disabled people to collectively advocate.

Difference grounds its ideas within the social and affirmation models of disability. It identifies disability as the personal experience of physical and social barriers, which exclude people with impairments from full participation in ordinary community life. The affirmation model takes a non-tragic view of disability and impairment that encompasses positive social identities. It identifies impairment as a characteristic of human difference to be expected and respected on its own terms.

2019 Review

2019 was a year of two halves for Difference: the first half of spent preparing for the arrival of our first development manager; and the second half with the person in post. With funding from the National Lottery Community Fund and Community Foundation County Durham, we were able to recruit our first member of staff. The recruitment process was a learning curve for us, with none of us having done something like this before. We drafted in the help of Voluntary Organisations Network North East who provided an excellent HR service, helping us with the adverts, the recruitment, the administration and the all-around process. We interviewed three strong disabled candidates and appointed Kate Mason. In July, she started three months of induction, supported by the development director, followed by three months of initial development work. At the end of the year, we had to take stock as not as much things were happening as we wanted and in January, we had a formal review. Result was by mutual consent the development manager left at the end of her probationary period. Unfortunately, things did not work out as we planned. However, as one door opens and everything happens for a reason, lots of amazing things have happened as a result of the new development manager. Which you will hear about in next year's annual report.

Plans for Future Periods

We are looking forward to building our membership, starting our first campaigns and working towards our launch next year. We prepare this report five months into the pandemic and as such, our world has significantly changed.

Our organisation is now more important than ever and we are working with other organisations as well as our members and learning from the lockdown, shielding, social distancing and associated issues. We will talk about this work in the 2020 annual report, however, it is worth noting that we have developed and grown as an organisation to respond to COVID-19. The new development manager started at the beginning of the lockdown and has grown this work via Zoom, Microsoft Teams, email and telephone.

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Reference and Administrative Details

Charity Name Difference CIO

Registered Charity Number 1170789

Operational address 33 Forest Avenue
Newcastle
NE12 9AH

Trustees Caroline Macdonald (chair)
David Barker (treasurer)
Gillian Lathan (secretary)
Nicky Erevik
Valerie Hunter
Colin Cameron Resigned 1st January 2019
Wendy Ellis Resigned 1st January 2019

Independent Examiner Nigel Douglass
Connected Voice Charity Business Services
Higham House
Higham, Place
Newcastle upon Tyne
NE1 8AF

Bankers Cooperative bank

Structure, Governance and Management

How the charity is constituted

Charitable Incorporated Organisation - Foundation Model - whereby the only voting members are the charity Trustees. We have adopted the Charity Commissions Model Constitution to ensure we comply with the Charities Act 2011 (the 2011 Act) and the General Regulations. This helps us to ensure we:

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- Reflect recommended best practice; and
- Are legally compliant

Appointment of Trustees

Trustees are appointed for their individual knowledge, experience and skills that are considered essential to ensure the charity's effective administration and its continued sustainability, growth and development. Trustees are appointed by the Board of Trustees in a properly convened meeting. Trustees are also screened using a needs and skillsets assessment. This approach enables us to:

- Ensure we have the right skills mix on the Board to meet the administrative needs of the charity
- Ensure we do have a range of Trustees from diverse professional backgrounds to build knowledge and skills
- Mitigate any potential risks or threats to the charity, as far as possible; and
- Reduce, as far as is possible, the potential for any conflicts of interest with each Trustee and their existing professional occupations.

There is one connection we wish to declare between a trustee, Gillian Lathan, and their partner, Richard Carter, who is undertaking paid work for the charity. Richard Carter of Peacock Carter, a software development company, is engaged with Difference for the purposes of building their digital engagement platform. We went through a stringent selection process to choose the provider and interviewed four different companies, including the favourite two on two occasions. We chose the best organisation for the job, which was Peacock Carter.

Statement on Public Benefit

The charity carries out a wide range of activities in pursuance of its charitable aims. The Trustees consider that these activities, summarised above, provide benefit both to those who directly receive services, and the wider community in the North East of England. The trustees confirm that they have complied with the duty in section 4 of the

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Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Financial Review

Reserves policy

Difference CIO has established a policy whereby the unrestricted funds not invested in fixed assets held by the charity should be between three and six months of annual expenditure. At 31 December 2019 the free reserves currently £nil (2018: -£12) fell short of this target level, the trustees are aware of this and will be building up reserves with planned operating surpluses.

Principal funding sources

Our principal funding sources currently consist of charitable trusts and foundations.

Risk Management

The Trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Statement of Trustee Responsibilities

The charity trustees are responsible for preparing a trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The charity trustees are required to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of incoming resources and application of resources. In preparing financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;

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For the year ended 31 December 2019

- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. 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.

Thanks

This year our thanks goes to all of our trustees for voluntarily giving their time; Baroness Tanni Grey Thompson for continuing to be our patron; and Community Foundation County Durham.

Approved by the Trustees on:24.6.20..... and signed on their behalf by:

Caroline MacDonald
Chair



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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 December 2019

I report on the financial statements of Difference CIO for the year ended 31 December 2019, which are set out on pages 8 to 18.

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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 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.

However, not all future events or conditions can be predicted. The COVID-19 viral pandemic is one of the most significant economic events for the UK with unprecedented levels of uncertainty of outcomes. It is therefore difficult to evaluate all of the potential implications on the charitable company's trade, customers, suppliers and wider economy. The trustees' view on the impact of COVID-19 is disclosed in the accounting policies note.

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.

Nigel Douglass
Connected Voice Charity Business Services
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date: 27.8.20



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STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Income from:					
Charitable activities					
Grants and contracts	6	-	21,404	21,404	9,540
Other trading activities	7	600	-	600	-
Total income		600	21,404	22,004	9,540
Expenditure on:					
Charitable activities					
Operation of the charity	8	588	17,053	17,641	12,092
Total expenditure		588	17,053	17,641	12,092
Net income/(expenditure) and net movement of funds		12	4,351	4,363	(2,552)
Reconciliation of funds					
Total funds brought forward		(12)	-	(12)	2,540
Total funds carried forward		-	4,351	4,351	(12)

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 10 to 18 form an integral part of these accounts.

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Charity Number 1170789

BALANCE SHEET

As at 31 December 2019

	Notes	£	Total 2019 £	£	Total 2018 £
<u>Fixed assets</u>					
Tangible assets	15		952		-
<i>Total fixed assets</i>			952		-
<u>Current assets</u>					
Debtors	16	312		-	
Cash at bank and in hand	17	4,977		408	
<i>Total current assets</i>		5,289		408	
Creditors: amounts falling due within one year	18	(1,890)		(420)	
<i>Net current assets</i>			3,399		(12)
<i>Total assets less current liabilities</i>			4,351		(12)
<i>Total net assets or liabilities</i>			4,351		(12)
<u>Funds of the charity</u>					
Unrestricted income funds			-		(12)
Restricted income funds			4,351		-
<i>Total funds</i>			4,351		(12)

The notes on pages 10 to 18 form an integral part of these accounts.

These financial statements were approved by the Board on:

24.6.20

and are signed on its behalf by:

Caroline MacDonald
Chair



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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 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 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 2015) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Difference CIO meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year end of £0 has recently received funds of £5,000 and is currently seeking funds to employ a development worker.

The trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern

The financial statements have been prepared on a going concern basis. The Trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment. In particular, in response to the COVID-19 pandemic, the Trustees have revised their forecasts to take into account the impact on the business of possible scenarios brought on by the impact of COVID-19, alongside the measures that they can take to mitigate the impact. Based on these assessments, given the measures that could be undertaken to mitigate the current adverse conditions, and the current resources available, the Trustees have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

Due to the COVID-19 pandemic, it has put many strains on all businesses. It should be noted that the charity is still able to meet its obligations to fulfilling its contracts with funders, who have been flexible about the timescale for delivery.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

3.4 Donated goods and services

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

3.5 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

3.7 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of work and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis, the charity does not currently have any tangible fixed assets:

Office and computer equipment

Straight line over four years

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
6 Charitable activities				
<u>Income from grants</u>				
Big Lottery	-	-	-	7,500
Community Foundation County Durham	-	5,000	5,000	-
NE Business Innovation	-	-	-	2,040
The National Lottery	-	16,404	16,404	-
	<u>-</u>	<u>21,404</u>	<u>21,404</u>	<u>9,540</u>
7 Other trading activities				
Other income	600	-	600	-
	<u>600</u>	<u>-</u>	<u>600</u>	<u>-</u>

Income was £22,004 (2018: £9,540) of which £600 was unrestricted or designated (2018: £0) and £21,404 was restricted (2018: £9,540)

Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
8 Charitable activities				
<u>Direct costs</u>				
Staff salaries	588	9,099	9,687	-
Subcontract project staff salaries	-	4,500	4,500	6,300
Staff travel	-	327	327	-
Staff other costs	-	540	540	-
Training	-	-	-	-
Launch event	-	1,350	1,350	-
Room hire	-	72	72	24
				-
<u>Support costs</u>				
Website development	-	-	-	5,184
Stationery	-	-	-	164
Insurance	-	223	223	-
Office equipment	-	-	-	-
Telephone	-	280	280	-
Professional fees	-	119	119	-
Depreciation	-	123	123	-
Expenditure carried forward	<u>588</u>	<u>16,633</u>	<u>17,221</u>	<u>11,672</u>

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
8 Charitable activities <i>continued</i>				
<i>Expenditure brought forward</i>	588	16,633	17,221	11,672
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	-	420	420	420
	<u>588</u>	<u>17,053</u>	<u>17,641</u>	<u>12,092</u>

Expenditure on charitable activities was £17,641 (2018: £12,092) of which £588 was unrestricted or designated (2018: £92) and £17,053 was restricted (2018: £12,000)

9 Fees for examination of the accounts

	2019 £	2018 £
Independent examiner's fees for reporting on the accounts	420	420
Other accountancy services paid to the examiner	119	-
	<u>539</u>	<u>420</u>

There were no other fees paid to the examiner (2018: £nil)

10 Analysis of staff costs and the cost of key management personnel

	2019 £	2018 £
Salaries and wages	8,654	-
Social security costs	600	-
Pension costs (defined contribution pension plan)	433	-
	<u>9,687</u>	<u>-</u>

No employee received remuneration above £60,000 (2018: nil)

The key management personnel of the charity, comprise the trustees and the charity development consultant. The total employee benefits of the key management personnel of the charity were £4,500.

11 Staff numbers

The average monthly head count was 0.5 employed staff (2018: 0) and 1 subcontracted staff (2018: 1) and the average monthly number of full-time equivalent employees during the year were as follows:

	2019 Number	2018 Number
The parts of the charity in which the employee's work		
Charitable activities	1.5	1.0
	<u>1.5</u>	<u>1.0</u>

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

12 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

Trustees' expenses

No trustee expenses have been incurred in the year.

Transaction(s) with related parties

There have been no related party transactions in the reporting period.

13 Defined contribution pension scheme

The charitable company contributes to individual private staff pension schemes. The employer's pension costs represent contributions payable by the charity.

14 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

15 Tangible fixed assets

Cost

Balance brought forward

Additions

Disposals

Balance carried forward

Depreciation

Basis

Rate

Balance brought forward

Depreciation charge for year

Disposals

Balance carried forward

Net book value

Brought forward

Carried forward

Office and computer equipment £	Total £
-	-
1,075	1,075
-	-
<u>1,075</u>	<u>1,075</u>
SL	
25%	
-	-
123	123
-	-
<u>123</u>	<u>123</u>
<u>-</u>	<u>-</u>
<u>952</u>	<u>952</u>

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

16 Debtors and prepayments (receivable within 1 year)

	2019 £	2018 £
Prepayments	312	-
	<u>312</u>	<u>-</u>

17 Cash at bank and in hand

	2019 £	2018 £
Cash at bank and in hand	4,977	408
	<u>4,977</u>	<u>408</u>

18 Creditors and accruals (payable within 1 year)

	2019 £	2018 £
Trade creditors	1,470	-
Accruals		
Independent examination of accounts	420	420
	<u>1,890</u>	<u>420</u>

20 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

21 Analysis of charitable funds

Analysis of movements in unrestricted funds

Year ending 31st December 2019

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	(12)	600	(588)	-	-
Totals	<u>(12)</u>	<u>600</u>	<u>(588)</u>	<u>-</u>	<u>-</u>

Year ending 31st December 2018

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Unrestricted funds					
General unrestricted fund	80	-	(92)	-	(12)
Totals	<u>80</u>	<u>-</u>	<u>(92)</u>	<u>-</u>	<u>(12)</u>

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

21 Analysis of charitable funds *continued*

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' of the charity

Analysis of movement in restricted funds

Year ending 31st December 2019

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
The National Lottery	-	16,404	(16,609)	-	(205)
Community Foundation County Durham	-	5,000	(444)	-	4,556
Totals	-	21,404	(17,053)	-	4,351

Year ending 31st December 2018

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
Big Lottery Fund	(600)	7,500	(6,900)	-	-
Community Foundation	60	-	(60)	-	-
Community Foundation County Durham	3,000	-	(3,000)	-	-
NE Business Innovation	-	2,040	(2,040)	-	-
Totals	2,460	9,540	(12,000)	-	-

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

The National Lottery	Protect and promote the rights of disabled people in the North East of the country.
Big Lottery Fund	Organisational development (worker time)
Community Foundation	Contribution to website development
Community Foundation County Durham	Contribution to website development
NE Business Innovation	Provides a forty percent contribution to website development

22 Capital commitments

As at 31 December 2019, the charity had no capital commitments (2018 -£nil)

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

23 Guarantee

There have been no guarantees given by the charity at 31 December 2019.

24 Debt

There is no debt outstanding which is owed by the charity and which is secured by an excess charge on any of the assets of the charity at 31 December 2019.

25 Governing document

The organisation is a Charitable Incorporated Organisation - Foundation registered on 16 December 2016 as a body corporate under part 11 of the Charities Act 2011.

26 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2019 £
Tangible fixed assets	-	952	952
Cash at bank and in hand	-	4,977	4,977
Other net current assets/(liabilities)	-	(1,578)	(1,578)
	-	4,351	4,351

	Unrestricted Funds £	Restricted Funds £	Total 2018 £
Cash at bank and in hand	408	-	408
Other net current assets/(liabilities)	(420)	-	(420)
	(12)	-	(12)