Charity No: 1056400

Annual Report and Accounts

1 January 2020 to 31 December 2020

Trustees Annual Report for the year ended 31 December 2020

Reference and Administrative Information

The Trustees present the report and accounts of Arborfield and Barkham Parish Churches Trust ("the Trust" or "Charity") for the year ended 31 December 2020. The accounts have been prepared in accordance with the Charities SORP (FRS102) [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)].

The Trust is a registered charity (number 1056400) whose principal address is: c/o The Church Office, The Rectory, Church Lane, Arborfield, Reading, Berkshire, RG2 9HZ.

Structure, Governance and Management

The Trust was originally established so that Arborfield and Barkham Parish Churches could jointly employ workers to assist in the mission of the Church. Since then Christ Church Wokingham has been established as an integral part of the group supporting the work of the Trust (*Christ Church Wokingham* was formerly known as *Church at the White House School*), and in 2017 a new church known as *Church at the Green* (CTG) was established as a plant from both Arborfield and Barkham churches.

The Charity's governing document is a Trust Deed dated 5 June 1996. The Trust is constituted as an unincorporated association. The Trust seeks to maintain at least six trustees to be representative of all the churches. New trustees are considered through discussion between the Chairman, the Trustees and the respective churchwardens, prior to the nominees being approached.

During the year the Trustees, representing the congregations of all the churches, were:

Ms Adedayo Ajibola	Arborfield	(from 2 nd November)
Mr Andrew Bateman	Christ Church	Secretary
Rev'd Piers Bickersteth	Arborfield and CTG	
Mr Michael Byrne	Barkham	Treasurer
Mr Craig Manning	Barkham	Chairman
Mrs Ellen Sofie Richardson	Christ Church	
Mrs Claire Tokeley	Barkham/CTG	

The Trust Deed requires that the Trustees meet at least once in the calendar year. During 2020, the Trustees met on 26th March and 2nd November. Minutes of each meeting are made available to the parochial church councils (PCC's) of Arborfield, Barkham and Christ Church, Wokingham. The report and accounts are also available for viewing on the Charity Commission website after lodgement.

Objectives and Activities

The objects of the charity as set out in the Trust Deed are:

- To advance the Christian faith
- To relieve the distress of people in need, hardship or sickness and
- Other charitable purposes

During the year, employees of the Trust were as follows:

Rev Julian Bidgood - Minister of Barkham Church

David Horrocks - Leader of Barkham evening congregation
Rev Mark Huddleston - Minister of Christ Church Wokingham
Rev Andy Kearns - Associate Minister at Arborfield Church

Trustees Annual Report for the year ended 31 December 2020

Isobel Manning - Church Office Administrator
Phil Rowlandson - Ministry Trainee at CTG
Mellissa Tuthill - Children's and Youth Worker

Trust staff employed in ministry look to assist all members of the various congregations in developing their knowledge of and trust in Jesus through biblical teaching and worship, the provision of pastoral care to church members and parish residents and a wide variety of outreach activities.

The Trust is a public benefit entity. The Trustees confirm that they have given due regard to the public benefit guidance published by the Charity Commission. This guidance requires that the charity has identifiable benefits and that these be of benefit to the public or a section of it. The objectives, activities, achievements and performance are required to be summarised in the annual report.

Our normal regular activities are the annual Holiday Bible Club, a monthly meeting for older people (CAMEO) and weekly groups for pre/younger teens (Friday Club), but most of these have not been possible in 2020 because of the coronavirus pandemic.

Achievements and Performance

The Trust has continued to advance the Christian faith through the employment of 4 full-time ministers as well as a children's and youth worker, ministry trainees and administrative staff. Ministers are regularly involved in taking assemblies at a local primary school.

Instead of our usual Holiday Bible Club, we ran 5 HBC video sessions on YouTube for a week in August with a competition that children could join in. CAMEO has not been able to meet since March as most of the members have needed to shield from coronavirus, but leaders have been in touch regularly by phone and help has been offered where appropriate. Friday Club has continued to meet in person when permitted, and latterly in an on-line format.

The Trust has continued to manage the finances of the CTG church plant through the restricted fund established for this purpose. It is envisaged that the Trust will continue to manage the finances for CTG for a few more years until the church is sufficiently established to become a separate charity with its own bank account.

Financial Review

The majority of the Trust's income derives from the individual parochial church councils. They in turn are funded by the donations of their church members. With the establishment of CTG, members who transferred from either Arborfield or Barkham are continuing to donate to the PCCs whilst new members are asked to give directly to the Trust's CTG restricted fund. Both the Arborfield and Barkham PCCs have underwritten the costs of CTG and are making monthly transfers to the Trust's CTG fund. The Trust has also agreed to the employment of our Ministry Apprentice at CTG for a further year from September 2020 on the basis of additional pledges from CTG members and a £7,000 external grant. (In 2019 the Trust also received £7,000 in external grants for CTG.)

The CTG reserves stood at £17,218 at the end of the year (2019 £8,991). This increase was due partly to an increase in giving from CTG members, but mainly due to costs coming in below budget, with several thousand saved on hall hire costs because of the pandemic. These reserves will give a good measure of financial security when CTG is in a position to be established as a separate charity in its own right with its own bank account.

In the early part of the year the Trust continued to receive some monies into the CCW (Christ Church Wokingham) Housing fund, but as flagged up in last year's report, it was recognised that the original objective of this fund could not be met in the foreseeable future. In discussion with Christ Church PCC, the Trust agreed that all monies received into this fund should be returned to their original sources (some had come via the PCC). This returning of donations has been

Trustees Annual Report for the year ended 31 December 2020

completed, so the fund had a zero balance at the end of the year. Note that the Trust had not claimed Gift Aid on any of these donations.

The Trust prepares a budget for the year covering staff costs and Church office costs, and the costs of running CTG as well. Ministerial staff work primarily within a particular parish and the appropriate PCC pays monthly contributions to the Trust to cover their employment costs. Each PCC also makes monthly contributions to the Trust to cover the costs of administrative staff and running the Church office. CTG is included in the apportionment of these central costs, and the CTG apportionment is taken out of the CTG restricted fund.

In 2020 the balance of the loans given to the Trust for the log cabin purchased in 2016 was repaid to the lenders, in accordance with the original agreements with the lenders to repay over 5 years.

Holiday Bible Club (HBC) had no income this year, but £353 was spent on producing the HBC video sessions and competition. The brought forward HBC reserves have thus decreased from £4,148 leaving £3.795 to be carried forward into 2021.

The Trust does not seek to accumulate reserves and uses the resources at its disposal to further its objectives in the medium term. Each PCC takes prime responsibility for maintaining adequate reserves for continued employment of the staff serving their churches, and the Trust does not seek to duplicate cover with reserves of its own for this purpose. The Trust seeks to maintain unallocated (i.e. excluding restricted and designated funds) of between £10,000 and £20,000 in order to be able to manage cash flow and to fulfil its obligations under leasing and rental agreements. At the end of the year such unallocated reserves stood at £19,799 (2019 £15,756).

The designated HBC reserve fund is held to provide for any significant capital spend required in the following year and to enable any advance costs incurred to be covered in the event that HBC had to be cancelled or to cover any shortfall if bookings were significantly fewer than expected.

There are no funds materially in deficit.

Declaration

The Trustees declare that they have approved the Trustees report above.

Signed on behalf of the charity's Trustees by:

Craig Manning, Chairman

Andrew Bateman, Secretary

Date of signature 26/3/2021

Statement of Financial Activities for the year ended 31 December 2020

	Notes	Un- restricted £	Restricted (Church at The Green) £	Restricted (Barkham Minister Housing) £	Restricted (Christ Church Housing) £	Restricted (Other) £	Total 2020 £	Total 2019 £
Incoming resources								
Income from PCCs		268,311	71,808	24,032	0	0	364,151	361,282
Income from personal donors		360	10,099	0	(104,725)	2,142	(92,125)	22,911
CTG external income			7,000				7,000	7,000
Tax recovered		90	1,992	0	0	495	2,578	2,615
Holiday Bible Club		0					0	12,295
PCC Events		48					48	952
Other event income		2,949	0				2,949	3,517
Sale of goods and services		0	0				Ó	76
Interest on savings/investments		48			0		48	64
Total incoming resources		271,805	90,899	24,032	(104,725)	2,637	284,648	410,713
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Resources expended								
Charitable donations		0				2,637	2,637	2,119
Staff salaries etc	4	185,814	17,136			,	202,949	187,171
Staff housing etc	4	64,191	,				64,191	74,171
Property (5 Somerville Close)	4			7,012			7,012	7,674
Diocesan Ministry Contribution			55,295	,			55,295	54,013
Staff expenses		580	946				1,526	3,284
CTG Running Costs			6,175				6,175	10,426
Holiday Bible Club		353	,				353	11,768
Other regular activities		316	0				316	575
PCC Events		48					48	953
Other events		3,424	237				3,661	3,334
Shared resources		1,411	44				1,455	1,157
Office maintenance &		,					•	į
equipment		682	277				959	1,668
IT		3,355	639				3,994	3,519
Electricity		563	229				791	1,194
Office supplies		527	214				741	1,059
Photocopier/Printer		430	175				605	1,092
Telephone		399	162				561	485
Insurance		1,403	267				1,670	1,438
Purchase of goods for sale		43	0				43	17
Bank charges		50	10				60	60
Governance		975					975	0
Other office costs		97					97	0
Total resources expended		264,661	81,805	7,012	0	2,637	356,115	367,178
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Net Incoming resources		7,144	9,094	17,020	(104,725)	0	(71,467)	43,535
Transfer between funds	13	930	(867)	0	(64)	0	0	0
Total funds brought forward		14,655	8,991	252,670	104,789	0	381,104	337,569
Total funds carried forward		22,729	17,218	269,690	0	0	309,636	381,104

There are no gains or losses other than those recognised in the Statement of Financial Activities and all activities are classed as continuing.

Balance Sheet as at 31 December 2020

		2020	2019
	Notes	£	£
Fixed Assets			
Tangible Assets	5	422,911	422,911
Current Assets			
Debtors	6	13,064	15,006
Cash at bank		49,953	130,144
		63,017	145,150
Creditors: due within 1 year	7	36,751	27,734
•		,	,
Net Current (Liabilities)/Assets		26,265	117,416
Total Assets less current liabilities		449,176	540,327
Creditors: due after more than 1 year	8	135,540	153,227
Provisions for liabilities	12	4,000	6,000
Net assets		309,636	381,099
Represented by:			
Restricted Funds	9,10	286,907	366,449
Unrestricted Funds (designated and general)	10,14	22,729	14,650
(designated and general)		309,636	381,099

Statement of Cash Flows for the year ended 31 December 2020

		Unrestricted	Restricted	Total 2020	Total 2019
	Notes	£	£	£	£
Cash flows from operating activities:					
Net cash provided by (used in) operating activities	11	18,866	(79,542)	(60,676)	23,224
Cash flows from financing activities:				,	
Repayments of borrowing		(2,500)	(17,020)	(19,520)	/10 0151
Cash inflows from new borrowing					(18,915)
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Net cash provided by (used in) financing activities		(2,500)	(17,020)	(19,520)	(18,915)
Cash and cash equivalents brought forward		16,365	113,780	130,144	125,835
Cash and cash equivalents carried forward		32,731	17,218	49,949	130,144

The notes numbered 1 to 14 form part of these accounts.

Signed on behalf of the charity's Trustees by

M. A. Bynn

Michael Byrne, Treasurer

Andrew Bateman, Secretary

Date accounts approved by Trustees 25/03/2021

Notes to the Accounts for the year ended 31 December 2020

1. Basis of preparation

Basis of accounting

These accounts have been prepared on an accruals basis in accordance with:

- the 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)
- the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)
- and applicable charity law.

Change in basis of accounting

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

Changes to previous accounts

No changes have been made to accounts for previous years.

2. Accounting Policies

The following policies have been used in the preparation of these accounts:

Incoming Resources

All incoming resources are included in the accounts when the Trust is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income is recognised in the period to which it relates.

Expenditure

All expenditure is accounted for inclusive of VAT, which cannot be recovered, on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Tangible Fixed Assets

The fixed asset (5 Somerville Close) shown on the Balance Sheet is shown at cost. The property is depreciated over 50 years only to the extent that the cost of the building materially exceeds residual value. Interest payments in respect of the mortgage on this property are included as an expense in the Statement of Financial Activities as they are incurred. An analysis reconciling the opening and closing carrying amounts of this fixed asset is provided at Note 5 below.

Operating Leases

Rentals payable under operating leases are included as an expense in the Statement of Financial Activities as they are incurred.

Debtors

Debtors are measured at their recoverable amounts.

Liabilities

Liabilities are measured at their settlement amount.

Concessionary Loans

Concessionary Loans are recognised and measured at the amount received or paid, with the carrying amount adjusted in subsequent years to reflect repayments and any accrued interest and adjusted if necessary for any impairment.

Staff Costs paid directly by PCCs

Some staff housing costs are paid directly by one or other of the PCCs. Such amounts are included in these accounts as both income ("Income from PCCs") and expenditure ("Staff housing etc").

Notes to the Accounts for the year ended 31 December 2020

3. Disclosures

There are no material uncertainties about the Trust's ability to continue.

The Trust is a public benefit entity.

Disclosure of Trustees' remuneration and benefits

In the reporting period none of the Trustees have been paid any remuneration or received any other benefits from an employment with the Trust or a related entity.

Disclosure of Trustees' expenses

In the reporting period no expenses have been incurred by Trustees in fulfilling their duties.

Disclosure of related party transactions

Related party transactions in the reporting period requiring disclosure are as follows:

Craig Manning, a Trustee, is married to Isobel Manning, an employee of the Trust. In the reporting period Isobel was paid a gross salary of £9,553 (2019: £9,364).

Disclosure of audit, independent examination and other financial service fees

No fees have been paid for the independent examination of these accounts.

Disclosure of staff costs and employee benefits

See Note 4 below. See also Note 12 for a disclosure relating to the Trust's participation in the Church of England Funded Pension Scheme (CEFPS).

Notes to the Accounts for the year ended 31 December 2020

4. Paid employees

		2020	2019
	Notes	£	£
Staff costs consist of:			
Gross wages, salaries and benefits in kind		164,248	159,686
Employer's National Insurance costs		10,026	10,525
Pension:			
Pension contributions paid in the year		30,676	29,960
Pension deficit contribution paid (CEFPS)	12	(3,000)	(3,000)
Interest cost on pension deficit (CEFPS)	12	0	0
Remaining change to pension liability (CEFPS)	12	1,000	(10,000)
		202,949	187,171

The Trust also provides housing and pays council tax for staff employed as "ministers of religion" for whom this is recognised by HMRC as a non-taxable benefit.

		2020	2019
	Notes	£	£
Housing costs consist of:			
Rental and water rates on rented property		55,243	64,077
Council tax		8,948	10,095
Mortgage interest, water rates and insurance on			
owned property	_	7,012	7,674
		71,203	81,845

The average number of employees in the year was 7.0 (2019: 6.3).

The average number of full-time equivalent employees in the year was 6.5 (2019: 5.8).

No member of staff was paid in excess of £60,000 during the year (2019: none).

5. Tangible Assets

	Freehold Land & Buildings £	Total £
Cost or Valuation	£	£
At 01 January 2020 Additions	422,911 	422,911
At 31 December 2020	422,911	422,911
Net Book Value 31 December 2020	422,911	422,911

Notes to the Accounts for the year ended 31 December 2020

6. Debtors

	2020	2019
Not	es £	£
Trade debtors	0	1,920
Amounts owed by associated undertakings	1,807	1,316
Prepayments and accrued income	8,119	8,632
Other debtors	3,138	3,138
	13,064	15,006

7. Creditors: due within one year

		2020	2019
	Notes	£	£
Taxation and social security		3,085	2,820
Trade creditors		2,390	452
Amounts owed to associated undertakings		0	0
Accruals and deferred income		0	600
Other creditors (excluding loans/mortgage)		13,595	4,349
Loans for Log Cabin		0	2,500
Mortgage	5	17,681	17,014
		36.751	27.734

8. Creditors: due after more than one year

		2020	2019
	Notes	£	£
Mortgage repayable from 1 to 5 years	5	77,723	74,866
Mortgage repayable after 5 years	5	57,817	78,361
		135.540	153.227

Notes to the Accounts for the year ended 31 December 2020

9. Fund Movements

			Balance 1st Jan				Balance 31st Dec
Fund	Type		2020	Transfers	Income	Expenditure	2020
		Notes	£	£	£	£	£
Barkham Minister Housing	Restricted		252,670	0	24,032	7,012	269,690
Church at the Green (CTG)	Restricted	13	8,991	(867)	90,899	81,805	17,218
Christ Church Housing	Restricted		104,789	(64)	(104,725)	0	0
Specific Collections	Restricted		0	0	2,637	2,637	0
Holiday Bible Club	Designated		4,148	0	0	353	3,795
Friday Club	Designated		113	0	201	316	(3)
General	Unrestricted	13	10,394	930	271,604	263,991	18,937
Total	Restricted	-	366,449	(930)	12,843	91,454	286,907
Total	Unrestricted	14	14,655	930	271,805	264,661	22,729
	Total	-	381,104	0	284,648	356,115	309,636

Notes to the Accounts for the year ended 31 December 2020

10. Analysis of Net Assets between Funds

		Tangible Fixed Assets	Current Assets	Current Liabilities	Loans Due after 1 year	CEFPS Pension Provision	Total
	Notes	£	£	£	£	£	£
Restricted Funds							
Barkham Minister Housing		422,911		(17,681)	(135,540)		269,690
Church at the Green (CTG)			17,218				17,218
Special Collections			0				0
General Funds	14		45,799	(19,070)	0	(4,000)	22,729
	_	422,911	63,017	(36,751)	(135,540)	(4,000)	309,636

11. Reconciliation of net income/(expenditure) to net cash flow from operating activities

				Total	Total
		Unrestricted	Restricted	2020	2019
	Notes	£	£	£	£
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)		7,144	(78,611)	(71,467)	43,535
Adjustments for:					
(Increase)/decrease in debtors		1,942		1,942	(788)
Increase/(decrease) in creditors		10,850		10,850	(6,523)
Transfers between funds		930	(930)	0	0
Non cash movement in pension fund (CEFPS)	12	(2,000)		(2,000)	(13,000)
Net cash provided by (used in) operating activities		18,866	(79,542)	(60,676)	23,224

Notes to the Accounts for the year ended 31 December 2020

12. Disclosure Notice re the Church of England Funded Pensions Scheme

Arborfield & Barkham Parish Churches Trust participates in the Church of England Funded Pensions Scheme for stipendiary clergy, a defined benefit pension scheme. This scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Responsible Bodies.

Each participating Responsible Body in the scheme pays contributions at a common contribution rate applied to pensionable stipends.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This means it is not possible to attribute the Scheme's assets and liabilities to each specific Responsible Body, and this means contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable towards benefits and expenses accrued in that year (2020: £6,760, 2019: £6,567), plus the figures highlighted in the table below as being recognised in the SoFA, giving a total charge of £7,760 for 2020 (2019: -£3,433).

A valuation of the Scheme is carried out once every three years. The most recent Scheme valuation completed was carried out at as 31 December 2018. The 2018 valuation revealed a deficit of £50m, based on assets of £1,818m and a funding target of £1,868m, assessed using the following assumption

- An average discount rate of 3.2% p.a.;
- RPI inflation of 3.4% p.a. (and pension increases consistent with this);
- Increase in pensionable stipends of 3.4% p.a.;
- Mortality in accordance with 95% of the S3NA_VL tables, with allowance for improvements in mortality rates in line with the CMI2018 extended model with a long term annual rate of improvement of 1.5%, a smoothing parameter" of 7 and an initial addition to mortality improvements of 0.5% pa.

Following the 31 December 2018 valuation, a recovery plan was put in place until 31 December 2022 and the deficit recovery contributions (as a percentage of pensionable stipends) are as set out in the table below.

% of pensionable stipends	January 2018 to	January 2021 to
	December 2020	December 2022
Deficit repair contributions	11.9%	7.1%

As at 31 December 2018 the deficit recovery contributions under the recovery plan in force at that time were 11.9% of pensionable stipends until December 2025.

As at 31 December 2019 and 31 December 2020 the deficit recovery contributions under the recovery plan in force were as set out in the above table.

For senior office holders, pensionable stipends are adjusted in the calculations by a multiple, as set out in the Scheme's rules.

Section 28.11A of FRS 102 requires agreed deficit recovery payments to be recognised as a liability. The movement in the balance sheet liability over 2019 and over 2020 is set out in the table below.

Notes to the Accounts for the year ended 31 December 2020

	2020	2019
Balance sheet liability at 1 January	6,000	19,000
Deficit contribution paid	-3,000	-3,000
Interest cost (recognised in SoFA)	0	0
Remaining change to the balance sheet liability* (recognised in SoFA)	1,000	-10,000
Balance sheet liability at 31 December	4,000	6,000

^{*} Comprises change in agreed deficit recovery plan, and change in discount rate and assumptions between year-ends.

This liability represents the present value of the deficit contributions agreed as at the accounting date and has been valued using the following assumptions set by reference to the duration of the deficit recovery payments:

	December 2020	December 2020 December 2019	
	2000111201 2020	2000201	December 2018
Discount rate	0.2%	1.1% pa	2.1% pa
Price inflation	3.1%	2.8% pa	3.1% pa
Increase to total pensionable payroll	1.6%	1.3% pa	1.6% pa

The legal structure of the scheme is such that if another Responsible Body fails, Arborfield & Barkham Parish Churches Trust could become responsible for paying a share of that Responsible Body's pension liabilities.

13. Transfers from Restricted Funds

A transfer of £867 has been made from the Church at the Green restricted fund to the General fund being CTG's contribution towards the cost of repaying loans on the log cabin offices. This is part of the central costs which are shared amongst the churches according to their usage of the office facilities.

A transfer of £64 has been made from the Christ Church Housing restricted fund to the General fund being the amount of bank interest earned and allocated to this fund in 2019. Donors to the Christ Church Housing fund were consulted and all agreed to this money being allocated to the Trust's General fund.

14. Effect of CEFPS Liability

The Trust's outstanding liability under CEFPS (£4,000 at 31st December) has reduced by £2,000 this year. The Trustees are encouraged to see this continued improvement.

Independent examiner's report on the accounts to the Trustees of Arborfield and Barkham Parish Churches Trust (charity number 1056400)

for the year ending 31 December 2020

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 and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees of 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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Signed

Date 29 March 2021

Name Jason Foxwell

Relevant professional qualification(s) or body

Chartered Certified Accountant

Fellow of the Association of Charity Independent Examiners

Address 39 Enfield Road

Poole BH15 3LJ