

The Tim Henman Foundation
Report and Financial Statements

Year ended: 31 December 2020

Charity no: 1161964

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Report of the Trustees for the year ended 31 December 2020

The Trustees present their Report and the Financial Statements of the charity for the year ended 31 December 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Foundation'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 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Objectives and activities for the public benefit

The purposes of the Foundation are: the relief of young people and their families who are disadvantaged by poverty, disability or who are suffering ill health in particular, but not exclusively, by supporting their education, health and well being; and to further such other charitable purpose for the benefit of such young people and their families as the Trustees see fit.

The Trustees confirm that they have due regard to the Charity Commission's guidance on public benefit when reviewing the Foundation's aims and objectives, in planning future activities, and setting grant making policy.

Structure, Governance and Management

The Tim Henman Foundation is a Charitable Incorporated Organisation, registered on 3 June 2015, registered charity number 1161964.

New Trustees are appointed by the existing Trustees and serve for three years after which they may put themselves forward for re-appointment. The Constitution provides for a minimum of three Trustees.

The Trustees' "welcome pack" includes a copy of the governing constitution and a copy of the Charity Commission's guidance "The Essential Trustee Guide".

At the Trustees' meetings, the Trustees agree the broad strategy and areas of activity for the Foundation, including consideration of grant making, investment, reserves and risk management policies and performance.

Financial review and activities for the year

The Foundation's work is entirely reliant on moneys raised through donations and its own fundraising activities.

The Foundation had hoped to hold its 6th Pro-Am Tournament at The Hurlingham Club on 24 June 2020. Sadly, as a result of lockdown restrictions, it was not possible to run this Fundraising Event nor the Fundraising Autumn Dinner proposed for November. A small Pro-Am Masterclass and Dinner was held in February, which generated net proceeds of £2,239 (2019: £115,387). The Foundation was, however, able to raise £171,209 (2019: £98,396) in donations, thanks to the generosity of our supporters.

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The Trustees recognise that sufficient working capital needs to be retained to good practice and to facilitate planned growth.

The Trustees aim to set exemplary standards both in terms of transparency of functioning processes and in terms of cost control.

Grant making policy

The Foundation will further its charitable purposes for the public benefit through its grant-making policy which will aim to: provide that single opportunity which can be life-changing; respond to poverty, disability and ill health; work in areas of deprivation; provide outreach and scholarships programmes; and dedicated programmes that lead to independent living and career advancement.

The Foundation's aim is to help young people to be the best they can possibly be.

The Foundation works with its Approved Partners in order to: build partnerships between business, education, charity, sport and arts organisations within local communities; and fund learning opportunities through outreach programmes and scholarships with our Approved Partner schools (which are either state schools or schools with charitable foundations) and organisations. Our Approved Partners are institutions or organisations, not individuals.

The Trustees review the grant making policy annually to ensure that it reflects the charity's objects and thereby advances public benefit. The Foundation's funds are used to support the work of our Approved Partners, all of whom share our core vision as expressed in our aims and areas of support, and all of whom work in the specific regions in which we are interested. The Foundation when considering giving a scholarship award to a third party partner organisation to support an individual (rather than a programme impacting on a number of individuals) requires evidence of means testing and home visits for that individual.

The Foundation welcomes applications for grants from Trustee Approved Partners. Partners are nominated by any one of the Trustees and are Approved at a meeting of the Trustees.

The performance of the grants programme is monitored using reports from the institutions concerned.

In 2020, grants have been awarded with the proviso that should a Grantee be unable to apply the Grant for the agreed purpose, for any reason, including the application of Covid19 restrictions, the Grantee is required to consult the Foundation to determine whether funds can be carried forward, applied for some other purpose, or returned.

During the year to 31 December grants totalling £147,524 [2019: £142,687] were paid or committed to. These included: Outreach and Enrichment programmes: £99,250 [2019: £59,273] Scholarships: £26,250 [2019: £19,674]; Special Needs programmes and equipment: £ 22,000 [2019: £63,740.] The Foundation is supporting activities in Surrey, Hampshire, Berkshire, SW London, East Sussex, the Midlands and Yorkshire.

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Grants Made and Committed to

Our **Outreach and Enrichment Programme** grants includes the continuation of programmes in Yorkshire, the Midlands and London:

- Continuing Support for an Outreach Programme in Yorkshire made up of a number of elements: funding of a mini-tennis coach; funding of travel costs and equipment for a table tennis coach; support for children's travel costs, and related equipment. This programme reaches 5,000 primary school children, many from disadvantaged areas, in Pontefract, Castleford, Normanton, Knottingly, Featherstone; Doncaster Opportunities Area (DOA). Some of the schools have up to 50% pupil premium.

- Continuing Funding of a twelve month programme of tennis delivery to primary school children in a minimum of five primary schools near Lichfield. A tennis coach is to deliver a 6-week programme of tennis to pupils predominantly in years 4-5. These children will have access to sporting opportunities which they would not otherwise receive, helping to build confidence, aspirations and sports skills. Also included are interactive lessons on the importance of eating a balanced and healthy diet. School staff benefit from receiving top-quality CPD enabling them to be confident and skilled in teaching tennis. The funding will also enable the organisation of tennis festivals to be held for local primary school children, as well as the delivery of tennis as part of an Outreach Summer School programme, which provides opportunities for children from socially deprived backgrounds.

The Foundation's Yorkshire and Midlands Tennis Programmes were recognised in 2020 by the Lawn Tennis Association Awards Scheme.

- A second tranche of funding of a learning environment at a state school which is hampered by funding restrictions from the Local Authority and its PFI agreement from refurbishing and developing its science and Dynamic Learning Environment. The objective is to inspire learning in STEM and develop employability and enterprise skills amongst the school's students whilst creating sustainability through training teachers. However, a STEM Outreach Programme, unaffected by these obstacles, was successfully introduced at the school.

When making grants to support Outreach and Enrichment activities the Foundation's benchmarking measure is that grants support activities which reach a minimum of 500 pupils and that the average pupil premium for the region has been exceeded amongst the participants.

Our **Special Needs** programme included grants towards:

- Continuing funding towards a project that will allow disabled pupils at Chadsgrove School to experience as many different careers as possible with a view to getting them into employment. The project includes the setup of an allotment, a school shop (which will sell the produce grown on the allotment along with handmade cards and gifts), and the development of STEM projects in partnership with local businesses.

- Funding, with other charities, of the purchase by Chailey Heritage Foundation of specialist resonance equipment in the Foundation's newly expanded Music Room; young people will be able to control music without physical contact and experience music through their bodies. Music supports language, communication and cognitive development. The 94 children benefitting are aged between four and eighteen.

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- Funding of the "Days at Jacks" programme at Naomi House and Jack's Place - a day service to support 131 life limited/threatened 16 - 35 year olds and to provide them with life skills. £10,000 finances the programme for six young people for 50 weeks.

Our **Scholarships Programme** included funding of:

- A three year Scholarship for a deserving young candidate with a background of domestic violence and alcohol abuse
- The continuation of our state school Scholarship scheme enabling young people to join clubs and participate in appropriate out of school activities.

Risk management

The principal risks which are faced by the Foundation are its reliance on donations and fundraising; the risk to fundraising Events created by Covid-19 lockdown and isolation protocols; the risk to fundraising Events created by similar unforeseeable circumstances; and operational risks from ineffective grant making and the capacity of the Foundation to make effective grants, in particular the risk to its Outreach and Scholarship programmes and other schools projects created by Covid-19 lockdown and isolation protocols.

As noted above, and as foreshadowed in last year's Report, the Foundation was forced to cancel its two major Fundraising Events. No commitments to expenditure were made in respect of these events.

The operational risk from ineffective grant awards is managed by careful evaluation of the institutions which the Foundation supports and the impact evaluation of how grantees allocate their funding to achieve the maximum benefit for those in need. The process of reporting and review will assist the Trustees and retain focus on activities for the public benefit.

Reserves policy

The Trustees aim to maintain sufficient free reserves in unrestricted funds to enable the Foundation to respond to applications for grants and to ensure that support and governance costs are covered. Sufficient working capital needs to be retained to enable the establishment of good practice and planned growth, as well as the continuation of established Outreach and Scholarship programmes.

This year the Trustees have decided to allocate £95,000 of free reserves to Designated Reserves in respect of two future programmes which it and its Approved Partner have been developing.

The balance held as unrestricted funds at 31 December was £540,733 [2019: £586,049] of which £340,733 is regarded as available for grant making and £200,000 is regarded as being available for working capital for the next 24 months in respect of direct fundraising costs; support and governance costs; and contingency against loss of income arising from Covid-19 lockdown and unforeseen circumstances.

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Plans for the future

The Tim Henman Foundation relies on its donors, who contribute time as well as generous financial support that enables it to pursue its charitable aims.

The Foundation's plans are to strengthen and develop its support base, establish a robust and sustainable business plan which seeks to build on and add to the unique and highly successful events it holds, such as the annual Pro-Am Doubles Tournament; implement a digital fund-raising strategy to broaden reach and improve accessibility, in particular for those wishing to make smaller donations; continue to encourage voluntary giving, including channels such as organisations designating the Foundation as their 'charity of the year'.

The Foundation plans to annually assess and review the impact it has on young people, to continue developing the unique identity it as established through its work with schools and via clearly designated programmes with Approved Partners.

Key management personnel remuneration

The Board of Trustees is in charge of directing and controlling the charity. Day to day management is delegated to the Chief Executive who is a salaried employee. All Trustees give their time freely and did not receive any remuneration or reimbursed expenses during the year.

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Reference and administrative information

Trustees	Trevor Alldridge (appointed 1 September 2020) Sir David Carter (Chairman) (appointed 27 February 2020) Jan Felgate Lucy Henman Tim Henman OBE Andrew Hynard (appointed 1 September 2020) Mark Laurence (appointed 1 September 2020) Benn Shepherd Ashley Silverton (appointed 1 September 2020) Kevan Walsh (appointed 1 September 2020)
Registered Office	Ashcombe House, 5, The Crescent, Leatherhead, Surrey KT22 8DY
Charity Number:	1161964
Chief Executive	Richard Garrett
Contact us at	E: richard@henmanfoundation.org E: info@henmanfoundation.org T: 01372 849614
Independent Examiner	Janice Matthews, Menzies LLP, Centrum House, 36 Station Road, Egham, Surrey, TW20 9LF
Bankers	Adam & Company plc, 6, Adelaide Street, London WC2N 4HZ
Solicitors	Moore Barlow LLP, The Oriel, Sydenham Road, Guildford, Surrey, GU1 3SR

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Trustees' responsibilities in relation to the financial statements

The Foundation's Trustees are responsible for preparing a Trustees' Annual Report and 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 Foundation's Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Foundation and of the incoming resources and application of resources, of the Foundation for that period.

In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be 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 business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Foundation and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Constitution. They are also responsible for safeguarding the assets of the Foundation and taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the Foundation's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved by the Trustees on 4 March 2021

and signed on their behalf by

David Carter

Sir David Carter
Chairman of Trustees
The Tim Henman Foundation

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**Statement of Financial Activities
for the year ending 31 December 2020**

		2020	2020	2019
	Note	Unrestricted Funds £	Total Funds £	Total Funds £
Income:				
Donations		171,209	171,209	98,396
Fundraising		10,125	10,125	174,325
Investment Income	3	1,553	1,553	3,125
Total Income		182,887	182,887	275,846
Expenditure:				
Fundraising Costs	4	41,846	41,846	121,796
Charitable Activities	5	151,664	151,664	148,087
Governance and Support Costs	6	34,693	34,693	65,151
Total Expenditure		228,203	228,203	335,034
Net Income/(expenditure) and net movement in funds		(45,316)	(45,316)	(59,188)
Total Funds brought forward		586,049	586,049	645,237
Total Funds carried forward		540,733	540,733	586,049

All activities relate to continuing operations. All activity in 2019 and 2020 was unrestricted.

The notes at pages 10 to 14 form part of these accounts.

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**Balance Sheet
as at 31 December 2020**

		2020	2020	2019
	Note	Unrestricted Funds £	Total Funds £	Total Funds £
Current Assets				
Debtors		19,625	19,625	3,500
Cash at bank		604,557	604,557	632,994
Total Current Assets	9	624,182	624,182	636,494
Liabilities				
Creditors falling due within one year	10	83,449	83,449	50,445
Net Current Assets		540,733	540,733	586,049
Net Assets		540,733	540,733	586,049
The funds of the charity				
Unrestricted Income Funds		540,733	540,733	586,049
Total Charity Funds		540,733	540,733	586,049

All funds are unrestricted and are available to be spent for any of the purposes of the charity.

The notes at pages 10 to 14 form part of these accounts.

Approved by the Trustees on 4 March 2021

and signed on their behalf by

David Carter

Sir David Carter
Chairman of Trustees
The Tim Henman Foundation

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Notes to the accounts

1 Accounting policies

a) Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts. The financial statements 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) effective 1 January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

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

The Trustees consider that there are no material uncertainties about the Foundation's ability to continue as a going concern, and as such these accounts have been prepared on a going concern basis.

b) Funds structure

Unrestricted income funds comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objects.

c) Income recognition

All income is recognised once the Foundation has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when receivable.

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

e) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Foundation to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

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f) Grants

Grants and Donations payable are payments made to third parties in the furtherance of the charitable objects of the Foundation. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. Grants awards that are subject to the recipient fulfilling performance conditions will only be accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside of the control of the Foundation. Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty as to the timing of the grant or the amount of grant payable.

g) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

h) Governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees.

i) Costs of raising funds

The costs of fund raising consist of direct costs and certain fees.

j) Charitable activities

Costs of charitable activities include grants made and certain administrative costs as shown in note 5.

2. Related party transactions and Trustees' expenses and remuneration

The Trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind.

Expenses paid to the Trustees in the year totalled £Nil [2019: £Nil].

Trustees Liability Insurance was £165 [2019: £150].

3. Investment income

	2020	2019
	£	£
Interest on Deposits	<u>1,553</u>	<u>3,125</u>

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4. Fundraising costs

	2020	2019
	£	£
Events Direct Costs	7,886	58,938
Events Management	4,420	32,400
Marketing & Promotion	29,540	30,458
	<u>41,846</u>	<u>121,796</u>

5. Charitable expenditure and analysis of grants

	2020	2019
	£	£
Grants to Individuals	1,250	1,424
Grants to Institutions	146,274	141,263
Costs	4,140	5,400
	<u>151,664</u>	<u>148,087</u>

Grants made or committed to in 2020 were to the following Institutions:

	Grants to Institutions 2020	Grants to Institutions 2019
	£	£
Ackworth School (charity no. 529280)	15,000	15,000
Awards to Young Musicians (charity no 1070994)	2,500	0
Chadsgrove School (BJ Cooper Bequest Trust, no. 701727)	5,000	10,000
Chailey Heritage Foundation (charity no. 1075837)	5,000	20,000
Lichfield Cathedral School (charity no. 1137481)	10,000	10,000
Naomi House & Jack's Place (Wessex Children's Hospice Trust, charity no. 1002832)	10,000	21,740
Raynes Park High School	25,000	25,000
Reed's School Foundation (The London Orphan Asylum, charity no. 312008)	22,500	17,500
Seven other institutions, Community and Outreach programmes	51,274	22,023
Grants to Institutions	<u>146,274</u>	<u>141,263</u>

Grants made in 2020 to Institutions analysed by charitable activity were:

	Grants to Institutions 2020	Grants to Institutions 2019
	£	£
Outreach & Enrichment programmes	99,274	59,273
Special Needs programmes and equipment	25,000	63,740
Scholarships programme	22,000	18,250
Grants to Institutions	<u>146,274</u>	<u>141,263</u>

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One grant totalling £1,250 was made to an Individual who is an Alumnus of the Foundation's Scholarship programme to fund his own individual voluntary work.

All expenditure was from Unrestricted Funds.

6 Governance and Support Costs

Governance and Support Costs of £ 34,692 (2019: 65,151) are made up as follows:

Governance Costs	2020 £	2019 £
Legal fees	0	8,702
Independent Examination, Tax & Accountancy	2,792	2,741
Foundation Management (2019 Consultancy)	14,058	27,000
	<u>16,850</u>	<u>38,443</u>

Support Costs	2020 £	2019 £
Premises	1,440	5,980
Office equipment (sale of)/purchase of	0	(1375)
Insurance	968	968
Bank Charges	450	672
Finance & Administration	14,984	20,404
Other	0	59
	<u>17,842</u>	<u>26,708</u>

7. Analysis of staff costs and remuneration of key management personnel

The Trustees did not receive any remuneration from or charge expenses to the Foundation. The Foundation had one employee during the year.

	2020 £	2019 £
Salaries	30,000	0
Social Security Costs	2,933	0
	<u>32,933</u>	<u>0</u>

8. Independent Examiner's remuneration

The independent examiner's remuneration constituted a fee of £1,300 plus VAT (2019: £1,200 plus VAT).

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9. Analysis of current assets

	2020	2019
	£	£
Sundry Debtor	0	1,375
Accrued Income	19,625	2,125
Cash at bank	<u>604,557</u>	<u>632,994</u>
	<u>624,182</u>	<u>636,494</u>

All current assets relate to Unrestricted Funds.

10. Analysis of current liabilities

	2020	2019
	£	£
Trade Creditors	2,339	2,239
Accruals and Deferred Income	12,016	48,206
Sundry Creditors	2,232	0
Constructive Obligations	<u>66,862</u>	<u>0</u>
	<u>83,449</u>	<u>50,445</u>

Constructive Obligations include grants awarded directly to third parties but not yet paid, as the grantees are currently unable to fulfil the purposes of their grants due to Covid 19 restrictions. Also included are The Foundation's commitments to third party deliverers of The Foundation's Outreach Programmes. It is currently anticipated that these programmes can be resumed later in 2021.

All current liabilities relate to Unrestricted Funds.

11. Analysis of Funds of the Charity

	2020	2019
	£	£
Unrestricted Income Funds, no designation	445,733	586,049
Unrestricted Income Funds, Designated	<u>95,000</u>	<u>0</u>
	<u>540,733</u>	<u>586,049</u>

All Funds are Unrestricted. The Trustees have allocated £95,000 to Designated Funds to respect the wishes of the donor, who has a particular interest in supporting the Foundation's current and future Tennis Outreach programmes in South London.

**The Tim Henman Foundation
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE TIM HENMAN
FOUNDATION FOR THE PERIOD ENDED 31 DECEMBER 2020**

I report on the accounts of the charity for the period ended 31 December 2020 which are set out on pages 7 to 14.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity'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 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

Your attention is drawn to the fact that the Charity has prepared the accounts 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

USE OF OUR REPORT

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My 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 and the charity's Trustees as a body, for my work or for this report.

Janice Matthews

Janice Matthews FCA
Independent examiner
Menzies LLP, Centrum House, 36 Station Road, Egham, Surrey, TW20 9LF

Date: 29-Apr-2021