



FAITH IN YOUNG PEOPLE

2ND WITHAM BOYS' BRIGADE

Registered Charity No 1098237

Annual Report 2021/22
Accounts for year ending 31st August 2022

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INTRODUCTION TO THE TRUSTEES' REPORT AND ACCOUNTS

FOR YEAR ENDED 31ST AUGUST 2022

Since 1972 Witham BB has been helping children and young people have **FUN**, build **FRIENDSHIPS**, understand **FAITH** and explore **FULLNESS** of life. We believe in young people and put them first in all we do, helping them to reach their full potential as they journey from childhood into adulthood.

This document includes 2nd Witham Boys' Brigade's ("Witham BB") Trustees' Report and Accounts for the year ended 31st August 2022. The basis of preparation of these documents are as per the provisions of the Charity Commission of England & Wales, for an unincorporated charity of income less than £250,000 per annum.

We would like to thank all the staff and volunteers who have enabled Witham BB to carry out its activities during the year. And we also thank all our financial supporters who have provided **the** resources to fund these activities.

More information can be obtained from the Witham BB offices, details of which can be found at the foot of each page.



Lorne Campbell
Chair of Trustees

22nd June 2023

TRUSTEES' ANNUAL REPORT
FOR YEAR ENDED 31ST AUGUST 2022

1. Reference and Administrative Information

Charity Name	2nd Witham Boys Brigade
Other name Charity is known by	2nd Witham Boys Brigade and Girls' Association Witham BB
Registered Charity Number	1098237
Correspondence Address	Witham Boys' Brigade and Girls' Association Joseph's Barn Wood End Farm Hatfield Road Witham Essex CM8 1EH
Bankers	Barclays Bank Rayleigh Essex PO Box 13, Rayleigh, Essex SS6 7AJ CAF 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Independent Examiner	Jason Crowe
Trustees	Olatunde Biyi John Boon Lorne Campbell Kay Hunt Keith Meredith James Self

2. Structure, Governance and Management

Description of the charity's trusts

2nd Witham Boys' Brigade ("Witham BB") is a registered charity governed by a Declaration of Trust dated 28th March, 2003 (but has been operating since September 1972).

New trustees are appointed by the Board of Trustees when appropriate. Suitable candidates are considered on the basis of their skills, experience and sympathy with the aims of the Charity. New trustees have the opportunity of reviewing appropriate documents including the accounts as part of their induction process.

Additional governance issues

The trustees of Witham BB are charged with the management and supervision of the affairs of the Charity:

To bring an independent judgement to bear on issues of strategy, performance and resources; and observe the highest standards of integrity, confidentiality and objectivity;

To act in good faith in the interests of Witham BBGA and its members and in the public interest, exercise due care and diligence, and contribute expertise and experience to the work of the Trustees;

To promote the reputation and standing of Witham BB;

To administer the organisation and all its assets in the interest of current, potential and future beneficiaries.

The trustees have ensured that all activities throughout the period have been in **the** interest of public benefit.

The trustees confirm that they have referred to the guidance contained in the **Charity** Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

Witham BB has continued the process of assessing risk and implementing risk management strategies. Each board meeting considers the main risks facing the charity, and the trustees consider **that** the 2 main risks to be safeguarding of our young people, and financial sustainability of the charity.

The staff team consists of: a part-time finance and admin member who oversees day to day finance and admin within the organisation, and a part-time schools worker.

We have two paid staff positions this year. The schools work was merged from CYO Braintree District Trust in January 2015.

Witham BB is a Member of The Boys' Brigade, the UK charity coordinating and supporting all Boys Brigade activities in the UK. Witham BB is an associate centre of Shift Youth & Community (formerly known as Fusion Youth & Community).

Lorne Campbell (Trustee) continues as a Special Constable and continues to be the manager of the

Newlands Shopping Centre and Kay Hunt (Trustee) is an employee of Maltings & Rickstones Academy, who we work with in our schools work programmes. Otherwise there are no related party interests amongst the trustees. Trustees are asked to declare any conflicts of interest, and excuse themselves from discussions where a conflict arises.

3. Objectives and activities

Objectives of the Charity

The advancement of Christ's kingdom among young people and the promotion of habits of obedience, reverence, discipline, self respect and all that tends towards a true Christian lifestyle.

- by helping and assisting young people through their leisure time activities so to develop their physical, mental and spiritual capacities in accordance with Christian religion,
- that they may grow to full maturity as individuals
- and members of society
- and that their conditions of life may be improved
- and in so far as they are consistent with the primary purpose for the purposes of a boys brigade and such lawful and charitable purposes in furtherance of the above, as shall from time to time be agreed by the trustees

Witham BB believes in helping children and young people have **FUN**, build **FRIENDSHIPS**, understand **FAITH** and explore **FULLNESS** of life. We believe in young people and put them first in all we do, helping them to reach their full potential as they journey from childhood into adulthood.

Our **2020 Vision** is that Witham BB, through its programme of youth and children's work, aims to create confident, capable, articulate and experienced young people who are aware of local challenges and opportunities with the knowledge, contacts, health and base skills to irrepressibly and lead the future of both their own lives and the life of Witham. The results of this directed vision has resulted in a noteworthy number of young people completing the programme, having built those skills and been recognised in various ways by the local BB organisation and through recognition in the national BB organisation's various award schemes. The next vision for Witham BB will be developed during and following our 50th Anniversary year and beyond which begins in September of 2022.

Review of the activities

The following is a summary of the activities undertaken for the public benefit in relation to the objects stated above. As noted in section 2., the trustees have taken due regard to ensure that its activities are for the public benefit.

PROGRAMME

Witham BB continues to deploy four age and stage appropriate programmes for children and young people as we have in years past. Programmes resumed more normal operations this, although over-nights, residential, and international exchange trips (key components of our programming) were not yet feasible.

We continue to utilise #BBATHOME and BB programme materials from the national Boys' Brigade office as well as materials developed by us for use with zoom meetings.

The majority of the **Anchors** (5-8 year olds) programme in 2021/22 was focused on having fun and

making friends; playing games, making crafts and cooking. Additionally, the Four F's (Fun, Friendship, Faith and Fullness of Life) were the focus of programmes throughout the term. Crafts and interactive games are a highlight of the Anchor experience each week, plus a termly visit to crazy golf or bowling, plus a Teddy Bears Picnic at Maldon Prom Park.

The programme looks to grow and develop young people's fine motor skills, interpersonal skills and provide them with an enjoyable weekly evening activity. It is expected that in 2023 BB HQ will bring in a new awards programme.

This year's **Juniors** (8-11 year olds) programme continues to focus strongly on the 4 values of Witham BB. Fun, Friendship, Faith & Fullness. At Juniors however, they begin to introduce an awards Structure and badgework. All of the young people got to take part in lots of sports, games, crafts and various outings. The 101 Things to do before you are 12 programme remains a signature activity throughout the year with young people working towards completing the programme. As a result it is now a nightly feature. In 2023 it is expected to move to a new awards programme by BB HQ.

Company Section (11-15 year olds) this year focused on a format of Skills Nights (where each squad of boys got to learn a new age related skill and rotated between the 4 new skills each term. This resulted in significant progress for each young person towards the badgework scheme. Other nights were focused on sport with squads competing at and rotating through a wide variety of sports (basketball, volleyball, badminton, bench ball, table tennis, football, hockey, etc.). In addition, there were Programme nights, and went on outings, a residential and overnights. This new programme format significantly increases the opportunities for young people to learn new skills and progress through the Boys' Brigade Badgework Scheme. The BB&GA nationality is developing a new badgework and programme scheme which will be brought online when it is available and Witham BB&GA has determined how best to incorporate it into our existing programme to optimise opportunities for young people. 2023 should herald the changes.

The **Seniors** (15-19+ year olds) group is a well-established group of young people who are quite self-directed and, under the guidance of a few volunteers regularly plan and execute weekly programmes for themselves on Friday nights after 9pm.. Jonathan Taylor and Matt Self are in charge of the Senior programme. We are pleased with the numbers and enthusiasm in this group.

Schools

Christian Youth Outreach - CYO has been part of the Witham Schools community since 1994, serving through assemblies, lessons and lunchtime clubs.

As more and more young people struggle with their emotions and feelings, anxiety and general unhappiness are on the increase. As highlighted in the DFE's report in September 2021, it is vital to embed a culture of support promoting children and young people's mental health and wellbeing within schools, so that individuals can progress and thrive.

The Sunday Times Bestselling author and Speaker, Paul Magee (founder of SUMO Life Coaching), has created resources and training which empower individuals to respond to what is happening to them right now, to be free from peer pressure and to express themselves honestly and fully under gentle supportive guidance. SUMO (Stop Understand Move On) can help young people understand themselves better. Through the 6 SUMO Skills 4 Life, they are empowered to make deep and lasting changes, building resilience, so they can move forward with greater confidence.

As part of the Witham BB and CYO commitment to the future of local young people of Essex we obtained funding to deliver a package of support for Witham schools, their Staff and Senior Leaders. This package was developed and will be offered out to schools to start in the academic year 2022/3.

Sports

Drop in sports has been, and continues to be, a very popular format for engaging young people. The sessions were well attended and generally the young people are very enthusiastic. There are up to 90 different young people, who have come along throughout the year. Drop-In Sports has run on a termly basis for the whole year, supported by Sported and Barclays Community Fund.

Funding for Drop-In has been secured to allow for the rebooting of **the** programme in September 2020 with funds in place to keep the programme operating through to September of 2022 and beyond..

Youth and Community

In this period we slowly started to bring back our youth and community engagement with plans developed for the next year, including the Tour de Witham.

Other activities

The international programme remained suspended due to Covid-19 and the associated restrictions on international travel. The summer visit from the Neenah-Menasha, Wisconsin USA Brigade has been cancelled for 2021. We hope to host a group from the USA in 2023.

We are heavily dependent upon the services of unpaid members to deliver front line children's and youth work in Witham. All of the trustees are volunteers who freely give of **their** time, and are **greatly** appreciated. Witham BB could not do a fraction of what it does without the amazing help **of** the volunteers, and of the staff who constantly go the extra mile. Thank you!

Witham BB does not make grants.

4. Achievements and performance, and future developments

Programme

Nine of our members completed their President's Badge this year and eight will be starting work on their "Queen's Badge" which is the highest award a young person can achieve in the Boys' Brigade. This award takes about 18 months of focused effort to achieve. The Jack Petchey Award scheme restarted after Co-vid this year, and we have full support from the Foundation, on both the Achievement Scheme and Leaders Award / Grant.

Harder to quantify is the personal development of many of our young people, as **they** grow in confidence and get involved in leadership, which will stand them well as they grow into young adults.

Schools

CYO has been studied and input sought from local churches and schools for a redeployment

that started in 2022.

Sports

Our Sports activities sees us reach out into all corners of Witham and engage with young people who would not otherwise come into contact with Witham **BB**. Through sports development we are able to provide an opportunity for young people to get fit and work as teams.

Future developments

As is the case with all grass-roots youth charities, Witham BB is working in a financial environment where funding is ever harder to find. We have had to reduce our staffing headcount and activities in order to balance the budget. However, our focus is still on our core programming and the completion of our 4 F's focus.

Our Programme activities will build on the current success and try to attract more young people to the groups through a variety of activities run on a weekly basis.

During the next year we will build on the work we have developed in our Schools Work. We will work on the cross over between all the areas of our work - schools and BB programmes. We will try to build stronger relationships with the local churches through better communication.

Our Sports and Youth & Community work will continue through established funders, building on the success of previous years.

In all of this we look to build around our strapline of having Faith in Young People.

5. Financial review

It is the Trustees' intention to work towards maintaining an unrestricted fund at least equivalent to six months operation expenditure to enable them to manage volatility of income and to respond quickly to appeals for significant support where appropriate, the timing of which is unpredictable.

No funds are materially in deficit as of 31st August 2022, though funding administrative overhead and paid staff salaries and benefits is a significant challenge. These expenditures are essential to maintaining key levels of volunteer and organisational support.

The Trustees' commitment to achieving a balanced budget is being actively pursued. The Board of Trustees work hard to review income options, seek funding and monitor outgoing **expenses**. Witham BB is grateful for the financial, and other, support received from the following organisations over the years:

2021-22 donors

Active Essex Awards for All Braintree 360 grant	A Gallagher Fund Arnold Clark CF Braintree District Council Co-op Foundation	Anon donation BDC Councillors
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Charles S French Charitable Trust Foundation Crisis Fund ECVYS	Cowen Landscapes Essex County Council DCMS government grant Eastlight / ECF	Essex Community Clubs in EALC
Ebenezer Trust Hedley Foundation New Rickstones Academy Ripley Trust Tesco Community Grants Walter Farthing Trust Witham United Reformed Church	FSJ Charities Jack Petchey Foundation Pleshey Trust Rimshot charitable Trust Witham Town Council	Fusion Lifestyle Maltings Academy Sported Sport England

We are also greatly indebted to the individuals within our community who support us financially.

Our income for the **year** was £66,733 (2020/21: £57,385), with £58,105 relating to restricted funds. Our expenditure was £62,323 (2020/21: **£55,286**), with £53,685 relating to restricted funds. Overall, we had a modest surplus of £4,410 (2020/21: **£2098** surplus) with total funds of £56,238 at year end (2020/21: £51,828). Of the £56,238 total funds, £43,840 were restricted. This is due in large part to conscientious management of expenditures and focussing expenses on core programming with direct impact on young people in Witham and nearby communities.

The market value of the Witham BBGA's freehold properties is estimated to be £75,000 as disclosed in these financial statements.

6. Other optional information

Health and Safety Statement

Under the Health and Safety at Work Act 1974, an employer has the duty to prepare a written policy statement. In general, the same health and safety standards should be applied to voluntary workers as they would to employees exposed to the same risk.

Health and Safety Statement

We have undertaken to follow the Health and Safety statement and following Guidelines laid down by The Boys' Brigade nationally (Safety Handbook). We seek to indicate our responsibilities in that Health and Safety Policy, which is to be reviewed annually. Ultimate responsibility *for* Health and Safety in its various undertakings rests with the Trustees. However, particular responsibilities have been delegated to senior leaders within their area of operation. This statement seeks to confirm the response to Health and Safety by The Boys' Brigade with regard to its various activities.

Health

We will, so far as is reasonably practical, seek to ensure that those who are employed by the organisation or who act **as** volunteers are fit for the tasks they will undertake. It will seek to ensure **that** any reasonable alterations, which can be made, are made to enable Witham BBGA to meet its duties as employers under the Disability Discrimination Act 1995 and as service providers under the Disability Discrimination Act 2005 with regard to people with disabilities.

Safety

Witham BB seeks to meet its duties under the Management of Health and Safety at Work Regulations 1999. For those tasks directly under the control of Witham BBGA, Witham BBGA

undertakes the necessary risk assessments and where reasonably practical, implements any appropriate controls. Training and information will be provided to ensure that those at risk are made aware.

Accident Reporting

Witham BB seeks to ensure that staff and volunteers are aware of the need to report all accidents and dangerous occurrences to Witham BB office, without delay, following any accident or occurrence. The requirement for reporting accidents is set out in the Staff Handbook and the Safety Handbook section 6. Witham BB will, if required, report to BB Headquarters and on under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Safeguarding

Witham BB takes its duties under the Children Act 1989 seriously and has appropriate procedures and staff appointed to meet its duties under the 1989 Act. If a reasonable suspicion is raised about the protection of a child under the age of 18 years, Witham BB will undertake its duties using its procedures.

The Boys' Brigade has a "Safe from Harm" policy to vet all those who have the responsibilities for the care of children within areas of its responsibilities to comply with the Protection of Children Act 1999. Witham BB follows the policy set out by The Boys' Brigade in 'BB Safeguarding Policy and Procedures' and 'Safe from Harm'

7. Declaration

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

Signed on behalf of the charity's trustees
by



Lorne Campbell
Chair of Trustees

22nd June 2023

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

**Report to the trustees of 2nd Witham Boys'
Brigade** On accounts for the year ended 31st August
2021 Charity number 1098237
Set out on pages 13 17 of this document

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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


Basis of independent examiner's 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 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.



Name Jason Crowe

14th June 2023

ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2022

STATEMENT OF RECEIPTS AND PAYMENTS

		Unrestricted Funds	Restricted Funds	Designated Funds	Total Funds	Last Year
		£	£	£	£	£
Receipts						
Voluntary Receipts	2a	8,041	11,439	0	19,480	15,774
Fundraising Activities	2b	0	0	0	0	130
Charitable Activities	2c	571	46,399	0	46,970	41,154
Investments	2d	0	0	0	0	0
Other Receipts	2e	16	266	0	282	326
		<u>8,628</u>	<u>58,105</u>	<u>0</u>	<u>66,733</u>	<u>57,384</u>
Asset and Investment Sales etc.		0	0	0	0	0
Total Receipts		<u>8,628</u>	<u>58,105</u>	<u>0</u>	<u>66,733</u>	<u>57,384</u>
Payments						
		£	£	£	£	£
Fundraising Costs (note 2f)		0	0	0	0	0
Charitable Activities Costs (note 2g)		8,638	53,685	0	62,323	55,286
Asset and Investments gains/losses		0	0	0	0	0
Total Payments		<u>8,638</u>	<u>53,685</u>	<u>0</u>	<u>62,323</u>	<u>55,286</u>
Excess Receipts over Payments		<u>(2)</u>	<u>4,420</u>	<u>0</u>	<u>4,410</u>	<u>2,098</u>
Transfers between Funds		0	0	0	0	0
Cash Funds Last Year End		8,913	39,552	3,363	51,828	49,730
Cash Funds This Year End		<u>8,903</u>	<u>43,972</u>	<u>3,363</u>	<u>56,238</u>	<u>51,828</u>

STATEMENT OF ASSETS AND LIABILITIES

		Unrestricted Funds	Restricted Funds	Designated Funds	Total Funds	Last Year
		£	£	£	£	£
Cash Funds (Note 4)						
Current Account		1,118	0	0	1,118	2,796
Deposit Account		7,784	43,972	3,363	55,120	49,032
Total Cash Funds		<u>8,903</u>	<u>43,972</u>	<u>3,363</u>	<u>56,238</u>	<u>51,828</u>
Assets Retained for Boys' Brigade Use (Note 5)					This Year	Last Year
					<u>75,000</u>	<u>75,000</u>

Approved by the board of Trustees on 22nd June 2023 and signed on behalf of the Board by


 Lorne Campbell
 Chair of
 Trustees

**ACCOUNTS FOR THE YEAR ENDED 31st AUGUST
2022**

**Notes to the
Accounts**

1. These accounts have been prepared on the receipts and payments basis.

2. Receipts and Payments Analysis:	2022	2022	2022	2022	2021
	Unrestricted	Restricted	Designated	Total	Last
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Year</u>
a. Voluntary Receipts					
SUBSCRIPTIONS	5,905	125	0	6,030	5,354
GIFTS & DONATIONS	2,136	5,776	0	7,911	10,420
GIFT AID TAX RECEIVED	0	5,539	0	5,539	0
	8,041	11,439	0	19,480	15,774
b. Fundraising Activities					
FUNDRAISING INCOME	0	0	0	0	130
	0	0	0	0	130
c. Charitable Activities					
EVENTS	571	1,058	0	1,629	(471)
CORE FUNDING GRANTS	0	44,905	0	44,905	41,494
TRAINING	0	0	0	0	0
SALES - UNIFORM	0	436	0	436	131
	571	46,399	0	46,970	41,154
d. Investments					
INTEREST	0	0	0	0	0
	0	0	0	0	0
e. Other Receipts					
SALES - TUCK	16	0	0	16	0
EQUIPMENT	0	16	0	16	0
PROFESSIONAL FEES	0	0	0	0	0
TRANSPORT	0	0	0	0	0
GOODS FOR RESALE (UNIFORM)	0	0	0	0	0
OTHER INCOME	0	250	0	250	326
	16	266	0	282	326
Total Receipts	8,628	58,105	0	66,733	57,384
f. Fundraising Costs					
	0	0	0	0	0

ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2022 (cont.)

**Notes to the
Accounts**

g. Charitable Activities Costs

GIFTS & DONATIONS	0	49	0	49	0
SALARIES & WAGES	873	5,277	0	6,150	16,305
PROFESSIONAL FEES	345	18,967	0	19,312	5,111
OTHER PAYROLL COSTS	100	0	0	100	899
RENT	1,668	9,427	0	11,095	12,156
PREMISES INSURANCE	979	500	0	1,480	1,539
RATES (HEAT & LIGHT)	355	0	0	355	1,016
RATES (WATER)	162	0	0	162	105
BB SUBS (HQ, BATTALION)	2,017	1,248	0	3,265	1,903
VOLUNTEER EXPENSES	0	863	0	863	3,429
BUILDING REPAIRS & SERVICES	0	148	0	148	291
STATIONARY	14	84	0	98	79
TELEPHONE / FAX / EMAIL	649	460	0	1,109	1,099
POSTAGE	23	0	0	23	15
EQUIPMENT	52	8,316	0	8,368	6,925
WATERSPORTS	0	211	0	211	264
TRANSPORT	116	1,584	0	1,700	782
MATERIALS	921	2,227	0	3,148	2,662
GOODS FOR RESALE (UNIFORM)	0	476	0	476	213
GOODS FOR RESALE (TUCK)	0	0	0	0	
EVENTS	0	0	0	0	
EVENTS COSTS	216	3,841	0	4,057	178
TRAINING	0	0	0	0	10
GIFTS/GRANTS TO INDIVIDUALS	149	7	0	156	305
GIFTS/GRANTS TO INSTITUTIONS	0	0	0	0	0
TWINSTEAD*****					0
CORE FUNDING GRANTS					0
	8,638	53,685	0	62,323	55,286
Total Payments	8,638	53,685	0	62,323	55,286

3. Fund Movements

The table below analyses the movement in unrestricted, designated and restricted funds during the year.

	2022 Opening Balance £	2022 Incoming Funds £	2022 Outgoing Funds £	2022 Transf ers £	2022 Closing Balance £
Unrestricted Funds	8,813	8,628	(8,638)	132	9,035
Designated Funds	3,363	0	0	0	3,363

Witham BB maintains a financial ledger which accounts for financial transactions by each fund, to allow the tracking of grants and other restricted income. The breakdown of restricted funds given above is further broken down by funders in the financial ledgers.

Restricted Funds	39,552	58,105	(53,685)	(132)	43,840
Total Funds	51,828	66,733	(62,323)	0	56,238

4. Fixed Assets

Fixed assets retained for Witham BB use include a unit at 184 Enterprise Court, Eastways, Witham CM8 3YS. The year-end value of the unit is estimated, by the Trustees, to be £75,000. Fixed assets also include a powerboat valued at £2,500. Other fixed assets recognised but not valued in the Statement of Assets and Liabilities include:

- Land held by Declaration of Trust to The Boys' Brigade UK for Witham **BB's** sole **use**;
- Office equipment;
- Canoe trailer and canoes;
- Bike trailer & bikes Kitchen Container
- Sports equipment;
- Camping equipment;
- Technology equipment (including 3D printers, cameras, video equipment)
- Minibus