

# THE ROYAL HAMPSHIRE REGIMENT TRUST

# Chairman – Brigadier TAL Glass BSc MSc Secretary – Lt Col CA Bulleid

# ANNUAL REPORT FOR THE CHARITIES COMMISSION THE ROYAL HAMPSHIRE REGIMENT FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2017

## 1. The Royal Hampshire Regiment Trust continues to act as the umbrella for the following charity funds:

The Royal Hampshire Regiment Museum Trust	272965
The Royal Hampshire Regiment Memorial Garden Trust	275653
The Princeps Bowden Smith Memorial Fund	253997
The Royal Hampshire Regiment Comrades Association	246902

#### 2. The Royal Hampshire Regiment Trust - Summary

a. The commemoration of the First World War continued to dominate activities within the Trust. This has further raised the public profile of the Regiment and will continue until November 2018. All four charities remain active under the direction of the Chairman and regular Regimental Trustees' meetings. However, attendance at Comrades branches is in noticeable decline. Many ex-members of the Regiment are simply getting older and more infirm. Lt Col CA Bulleid continues as Trust Secretary and Chief Executive. A new Curator took post in July and 11 excellent volunteers (now an equal mix of ex-soldiers and lay members of the public) continued to do outstanding and essential work – especially in the Museum and Memorial Garden.

b. Trustees, with wide support from the Regimental family and the County, agreed a strategic plan for the long term. Two crucial decisions were confirmed in June: first, to close the Trust itself by April 2022, and in the process, hand over welfare responsibility (plus capital funds), as well as ceremonial and formal county links to the Princess of Wales's Royal Regiment (PWRR), our successor Regiment. Second, under a new Trustee body, continue to run the Museum and the Memorial Garden as the Regiment's Legacy Project until at least 2032. Success in this will depend very much on a successful fundraising campaign.

c. The Trust has long benefitted from a peppercorn rent in Serle's House as well as receiving assistance from the Landlord (Hampshire County Council (HCC)) with the running costs. The current lease for both the Museum and the Memorial Garden remain in force until 2022. A 10-year lease extension is being negotiated with HCC to take us to 2032 – and secure a long-term future for the Museum rent free: but this extension will necessarily involve us shouldering our fair share of utility and maintenance costs at Serle's House for the first time ever.

d. Plans are being developed and agreed to achieve the key strategic decisions outlined above. The handover of Welfare/Ceremonial will probably take place in 2021. A 4-year fundraising programme started in December 2017 to secure the future of the Museum. As at the end of April this year, Regimental members have already increased standing order commitments by £12,000 per year. Beyond this, capital and revenue grants are being explored with The Army Museums and Ogilby Trust and other trusts. Various fundraising events are also being explored.

#### **3. Financial Policies**

a. Funds for the 4 charities in the Trust are accounted for separately, but all contribute to core expenditure. The Transaction account manages this. The Comrades' Association continues to foster 'esprit de corps' with former members of the Regiment through a wide range of events and assists with welfare grants alongside the Hampshire and Isle of Wight Military Aid Fund.

b. The investments, with Newton Investment Management Ltd since 2015, have continued to produce excellent returns. The loss of MoD funding for the Curator's post in April is a big blow to the Trust and Museum budgets. Trustees believe sufficient funds need to be generated and held in reserve in order of priority to:

(i) Support benevolence and esprit de corps for former members of the Royal Hampshire Regiment and who are in need, hardship or distress.

(ii) Improve and refresh the Museum displays so that these continue to enlighten the Public about the County Regiment as well the Army today.

- (iii) Insure the museum and its artefacts against unexpected disasters.
- (iv) Maintain the Memorial Garden to a high standard.

c. Looking ahead, Trustees project at least a further 25 years required for benevolence. This will determine the funds required for transfer to PWRR before 2022. For the Museum and Memorial Garden, we are looking, initially, to 2032. We assess annual running costs, using predominantly volunteers working under an experienced curatorial team, to be of the order of £40-50k a year from 2022.

#### 4. General Policies

Risk assessment, DDA and child protection policies continue to be maintained. The Child Protection Policy forms part of our Accreditation Status. A schedule of all risks is assessed annually covering the Museum, the Memorial Garden, electrical and office equipment. A COSHH register is also maintained, including dates when inspections and risk assessments and action taken, are carried out.

#### 5. Regimental Museum

a. Whilst the Museum continues to subscribe to and be part of the Winchester Military Museums' group, it remains an independent body. Additionally, the Trustees continue to:

(i) Provide education opportunities. Working with the Winchester Military Museum group, the Hampshire and Isle of Wight Military Museum Forum, Trustees offer a range of exhibits and demonstrations to encourage schools to visit. In 2017 visitor numbers to the museum were at 16,750.

(ii) Advertise widely and use our website to encourage visits of groups of all ages.

(iii) Meet requests by local organisations to provide staff and Regimental experts to lecture on military and Regimental matters.

(iv) Encourage esprit de corps amongst former members of the Regiment.

- b. Subscriptions via standing orders for the Museum and the Memorial Garden in 2017 were:
  - (i) Museum £9,199 and the Memorial Garden £1,466.

(ii) Museum standing order income will be boosted by £12,000 by the end of 2018.

c. Trustees recognise the need to maintain the profile of the British Army in general and of the Royal Hampshire Regiment's successors, the Princess of Wales's Royal Regiment, in particular. To achieve this, they display a range of military publications and include a PWRR specific display.

d. Family Ancestor Research. The Museum maintains its complete archive, the contents of which are available to the general public. The number of paid for commissions from the public for assistance in researching ancestors connected with the Regiment has remained at around 25 per month, such is the interest that has been generated particularly by the centenary of WW1.

e. MOD funding for the Museum Curator's role ceased in April 2017. This post, now filled by Mrs Susannah Jarvis, is now funded by us.

f. The Trust was in discussion with the Hampshire Cultural Trust (HCT) with a view for HCT to take over the running and organisation of the Museum – as HCT does with 23 arts and cultural sites around the County. Discussions stalled on this occasion, but this option remains an attractive long-term possibility.

### 6. Memorial Garden

a. The Memorial Garden continues to be maintained as a place of tranquillity and is regularly visited through the year. Members of the public enjoy sitting on the benches, a sandwich lunch and time for reflection.

b. Overall number of visitors to the Memorial Garden was 7,000. Three times a year remembrance services are held in the Garden to commemorate the fallen.

c. In 2017 the ashes of another former member of the Regiment were scattered amongst the roses and a record of this is maintained by the Secretary.

d. A major capital project to rejuvenate the Garden area is planned for Autumn 2018 at a cost of up to £30k

## 7. The Comrades' Association

a. The Comrades' Association consists of independent local branches with the overarching Association run from Serle's House. Most branches meet every month, with the central reunion in June. The Secretaries of the branches form an Executive Committee which meets twice a year to organise the event. In addition, a Regimental Sunday is held at the Royal Hospital Chelsea.

b. As well as fostering the esprit de corps of the Regiment, welfare grants are given to ex-soldiers and their families as necessary, if in need, hardship or distress. Grants are funded by the Comrades' Association Fund (for soldiers) and the Miss Princeps Bowden Smith Memorial Fund (for officers).

c. Grants to soldiers are given in conjunction with the independent charity 'The Hampshire and Isle of Wight Military Aid Fund' after a recommendation from SSAFA or the Royal British Legion. In 2017 grants were made in 52 cases, a similar number to last year.

#### 8. Miss Princeps Bowden Smith Memorial Fund

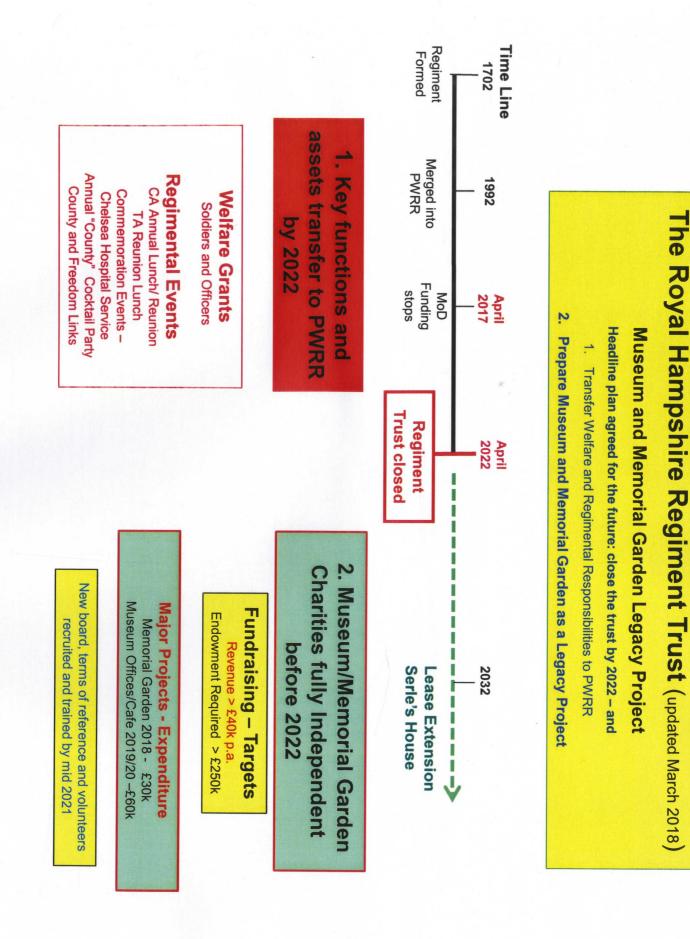
a. The Miss Princeps Bowden Smith Memorial Fund continues to be maintained as a welfare charity for officers, widows and their families who have fallen on hard times. During 2017 assistance from this fund was given on one occasion.

Chairman of Trustees

Brigadier Tim Glass

22 June 2018

Attached: Schematic Plan



Report of the Trustees and Unaudited Financial Statements for the Year Ended 31st December 2017 for

# <u>The Royal Hampshire Regiment Comrades'</u> <u>Association</u>

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Wheeler & Co Ltd Chartered Accountants The Shrubbery 14 Church Street Whitchurch Hampshire RG28 7AB

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# <u>Contents of the Financial Statements</u> for the Year Ended 31st December 2017

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## Report of the Trustees for the Year Ended 31st December 2017

The trustees present their report with the financial statements of the charity for the year ended 31st December 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

## **OBJECTIVES AND ACTIVITIES**

## **Objectives and aims**

The objectives of the Comrades' Association are:

a. To promote the efficiency of the successor Regiment (the Princess of Wales's Royal Regiment (PWRR)) by:

i) Fostering esprit de corps among former members of the Royal Hampshire Regiment and former and serving members of the PWRR and enabling them to keep in touch with Regimental affairs and with one another.ii) Assisting former members of the Royal Hampshire Regiment and former and serving members of the PWRR to obtain suitable employment.

b. To relieve former members of the Royal Hampshire Regiment or former and serving members of the PWRR or their dependants, who are in need, hardship or distress.

The Trustees may relieve persons in need by:

- a. Making grants of money to them; or
- b. Providing or paying for goods, services or facilities for them; or
- c. Making grants of money to other persons or bodies who provide goods, services or facilities to those in need.

### Social investments

The fostering of Esprit de Corps amongst former members of the Regiment is considered by the Trustees to be a very important role of the Comrades' Association and a number of functions (in particular the Annual Reunion) are heavily subsidised in order to further this as well as support to the Regimental Museum.

## **Grant making**

The vast majority of benevolence to former members of the Royal Hampshire Regiment is administered by the Hampshire and Isle of Wight Military Aid Fund (a separate and independent charity (No 202363), to which the Comrades' Association contributes in most cases by up to 20% of the grant.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a scheme dated 1st April 2003 including a uniting direction linked to the Royal Hampshire Regiment Museum (272965), Royal Hampshire Regiment Memorial Garden Trust (275653) and Miss Princep's Bowden-Smith Memorial Fund (253997) and constitutes an unincorporated charity.

**REFERENCE AND ADMINISTRATIVE DETAILS Registered Charity number** 246902

Principal address Serle's House Southgate Street Winchester Hampshire SO23 9EG

## Report of the Trustees for the Year Ended 31st December 2017

## **REFERENCE AND ADMINISTRATIVE DETAILS**

Trustees Brig TAL Glass Col SAC Frere-Cook MBE Maj RW Coleman MBE Col JC Coote DSO OBE Lt Col PWL Hughes MBE Mr PM Kirby Mr J Sawyer TD Lt Col NTR Steevenson Maj IPB Taylor TD Lt Col CF Warren Lt Col SJ Nye MBE

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Chairman

ex officio trustee

Secretary Lt Col CA Bulleid

Independent examiner Wheeler & Co Ltd Chartered Accountants The Shrubbery 14 Church Street Whitchurch Hampshire RG28 7AB

Brig T A L Glass - Trustee

### Independent Examiner's Report to the Trustees of <u>The Royal Hampshire Regiment Comrades'</u> <u>Association</u>

## Independent examiner's report to the trustees of The Royal Hampshire Regiment Comrades' Association

I report to the charity trustees on my examination of the accounts of The Royal Hampshire Regiment Comrades' Association (the Trust) for the year ended 31st December 2017.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

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

- 1. accounting records were not kept in respect of the Trust as required by section 130 of the 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Kevin Wheeler FCA Wheeler & Co Ltd Chartered Accountants The Shrubbery 14 Church Street Whitchurch Hampshire RG28 7AB

Date: 19

# <u>Statement of Financial Activities</u> for the Year Ended 31st December 2017

		2017 Unrestricted funds	2016 Total funds
	Notes	£	£
INCOME AND ENDOWMENTS FROM Donations and legacies	2	47,862	145
Other trading activities	3	1,791	1,932
Investment income	4	15,799	19,363
Total		65,452	21,440
EXPENDITURE ON	_		
Charitable activities Charitable grants and donations	5	4,075	4,590
Comrades' activities		6,221	7,575
Other		38,593	27,674
Total		48,889	39,839
Net gains/(losses) on investments		_54,542	55,131
NET INCOME		71,105	36,732
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		607,570	570,838
TOTAL FUNDS CARRIED FORWARD		678,675	607,570

**CONTINUING OPERATIONS** 

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All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

## Balance Sheet At 31st December 2017

FIXED ASSETS	Notes	2017 Unrestricted funds £	2016 Total funds £
Tangible assets	10	2,300	2,300
Investments	11	581,654	594,109
		583,954	596,409
CURRENT ASSETS			
Debtors Cash at bank	12	3,734	4,056
Casil at balik		93,081	9,816
		96,815	13,872
CREDITORS			
Amounts falling due within one year	13	(2,094)	(2,711)
NET CURRENT ASSETS		94,721	11,161
TOTAL ASSETS LESS CURRENT			
LIABILITIES		678,675	607,570
NET ASSETS		678,675	607,570
FUNDS	14		
Unrestricted funds: Comrades' Association General Fund		678,675	607,570
TOTAL FUNDS		678,675	607,570

The financial statements were approved by the Board of Trustees on  $\frac{22/6/18}{18}$  and were signed on its behalf by:

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Brig T A L Glass -Trustee

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#### <u>Notes to the Financial Statements</u> for the Year Ended 31st December 2017

### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

#### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

#### Allocation and apportionment of costs

As confirmed at the Trustees' Meeting on 29<sup>th</sup> September 2017, the charity incurs a charge of 75% (previously 70%) of the management and administration costs of the running the Regimental Trust.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property

- not provided

#### Taxation

The charity is exempt from tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

As agreed at the Trustees' Meeting on 26th June 2015, the funds which for decades had been designated as restricted and unrestricted should be combined. The history of these funds dates back to just after the Second World War when certain money had been donated for the benefit solely of those Comrades who had been Prisoners of War. It was agreed that as the number of Comrades still alive who fell into this category was in single figures and this was the time to combine the funds. The cases for all comrades (those who had been prisoners of war and those who had not) are all dealt with the same.

#### Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

# <u>Notes to the Financial Statements - continued</u> <u>for the Year Ended 31st December 2017</u>

# 2. DONATIONS AND LEGACIES

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Donations Transfer Royal Hampshire Regiment POW Fund	2017 £ <u>47,862</u> <u>47,862</u>	2016 £ 
OTHER TRADING ACTIVITIES		
Reunion Newsletter Wreaths	2017 £ 650 855 286 1,791	2016 £ 610 1,079 243 1,932
INVESTMENT INCOME		
Dividends received Interest received	2017 £ 15,703 96 15,799	2016 £ 19,280 <u>83</u> <u>19,363</u>

# 5. CHARITABLE ACTIVITIES COSTS

	Comrades' activities Charitable grants and donations	Direct costs £ 6,221	Grant funding of activities (See note 6) £ 4,075	Totals £ 6,221 _4,075
		6,221	4,075	10,296
6.	GRANTS PAYABLE			
	Charitable grants and donations		2017 £ 4,075	2016 £ <u>4,590</u>
	The total grants paid to individuals during the year was as follow	ws:	2017	2017
	Hampshire and Isle of Wight MAF		2017 £ 	2016 £ <u>4,590</u>

## <u>Notes to the Financial Statements - continued</u> for the Year Ended 31st December 2017

## 7. SUPPORT COSTS

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	(	Governance	
	Management	costs	Totals
	£	£	£
Other resources expended	37,843	750	38,593

Support costs, included in the above, are as follows:

Management

Management	2017	2016
	Other	
	resources	Total
	expended	activities
	£	£
Staff salaries	43,153	36,000
Social security	1,958	938
Pensions	1,183	180
Insurance	1,452	1,651
Travelling expenses	569	333
Telephone	411	384
Postage and stationery	2,869	1,574
Sundries	35	-
Cleaning	788	-
Trustee meeting costs	839	755
Trustees' honorarium	450	-
Trust costs allocation	(12,864)	(11,861)
Less PWRR Contribution	(3,000)	(3,000)
	37,843	26,954
Courses and a		
Governance costs	2017	2016
	Other	
	resources	Total
	expended	activities
	£	£
Accountancy	~750	~720
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## 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2017 nor for the year ended 31st December 2016.

#### **Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st December 2017 nor for the year ended 31st December 2016.

## Notes to the Financial Statements - continued for the Year Ended 31st December 2017

## 9. STAFF COSTS

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The average monthly number of employees during the year was as follows:

Administration	2017 2	2016 1
No employees received emoluments in excess of £60,000.		
TANGIBLE FIXED ASSETS		Freehold property £
COST At 1st January 2017 and 31st December 2017		2,300
NET BOOK VALUE At 31st December 2017		2,300
At 31st December 2016		2,300

## 11. FIXED ASSET INVESTMENTS

	Unlisted investments £
MARKET VALUE	
At 1st January 2017	594,109
Additions	3,004
Disposals	(70,000)
Revaluations	54,541
At 31st December 2017	581,654

NET BOOK VALUE At 31st December 2017	581,654
At 31st December 2016	594,109

There were no investment assets outside the UK.

The historic cost of the fixed asset investments at 31st December 2017 is £443,094.

## 12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Inter trust balances Prepayments	2017 £ 3,734	2016 £ 4,020 <u>36</u>
	3,734	4,056

## Notes to the Financial Statements - continued for the Year Ended 31st December 2017

# 13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Social security and other taxes Accrued expenses	1,253	2,711
	2,094	2,711

## 14. MOVEMENT IN FUNDS

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	At 1.1.17	Net movement in	At 31.12.17
		funds	111 31.12.17
Unrestricted funds	£	£	£
Comrades' Association General Fund	607,570	71,105	678,675
TOTAL FUNDS	607,570	71,105	678,675

Net movement in funds, included in the above are as follows:

Unrestricted funds	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Comrades' Association General Fund	65,452	(48,889)	54,542	71,105
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TOTAL FUNDS	65,452	<u>(48,889</u> )	54,542	71,105

# **Comparatives for movement in funds**

	At 1.1.16	Net movement in	At 31.12.16
		funds	
	£	£	£
Unrestricted Funds Comrades' Association General Fund	570,838	36,732	607,570
TOTAL FUNDS	570,838	36,732	607,570

Comparative net movement in funds, included in the above are as follows:

Unrestricted funds	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Comrades' Association General Fund	21,440	(39,839)	55,131	36,732
				<u></u>
TOTAL FUNDS	21,440	(39,839)	55,131	36,732

Notes to the Financial Statements - continued for the Year Ended 31st December 2017

# 15. RELATED PARTY DISCLOSURES

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There were no related party transactions for the year ended 31st December 2017.

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# Detailed Statement of Financial Activities for the Year Ended 31st December 2017

	2017 Unrestricted funds £	2016 Total funds £
INCOME AND ENDOWMENTS		
<b>Donations and legacies</b> Donations Transfer Royal Hampshire Regiment POW Fund	47,862	145
	47,862	145
Other trading activities Reunion Newsletter	650 855	610 1,079
Wreaths	286	243
Investment income	1,791	1,932
Dividends received Interest received	15,703 96	19,280 83
	15,799	19,363
Total incoming resources	65,452	21,440
EXPENDITURE		
Charitable activities Annual Reunion Wreaths Newsletter Subscriptions Comrades' Esprit de Corps Grants to individuals	2,732 496 1,338 400 1,255 4,075 10,296	1,387 836 2,696 400 2,256 4,590 12,165
Support costs   Management   Staff salaries   Social security   Pensions   Insurance   Travelling expenses   Telephone   Postage and stationery   Sundries   Cleaning	43,153 1,958 1,183 1,452 569 411 2,869 35 788	36,000 938 180 1,651 333 384 1,574
Trustee meeting costs Trustees' honorarium Carried forward	839 450 53,707	755 41,815

# Detailed Statement of Financial Activities for the Year Ended 31st December 2017

	2017 Unrestricted funds £	2016 Total funds £
Management Brought forward Trust costs allocation Less PWRR Contribution	53,707 (12,864) (3,000)	41,815 (11,861) (3,000)
Governance costs Accountancy	37,843 750	26,954 720
Total resources expended	48,889	39,839
Net income/(expenditure) before gains and losses	16,563	(18,399)
Realised recognised gains and losses Realised gains/(losses) on fixed asset investments	13,807	55,131
Net income	30,370	36,732