
THE HAMLET CENTRE TRUST
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

THE HAMLET CENTRE TRUST
(A company limited by guarantee)

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THE HAMLET CENTRE TRUST
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REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2019

Trustees

Nicholas Hancox, Chair
Stuart Marpole, Vice Chair
Tania Davies
Ann Way
Emma Randall
Gary Pearce
Hester Coutanche (appointed 24 July 2018)
Susan Coombe (appointed 24 July 2018)
Irene Macdonald (resigned 31 March 2019)
Jenny Mayne (resigned 24 July 2018)
Steven Ho (appointed 24 July 2018, resigned 15 January 2019)

Company registered number

02518973

Charity registered number

1000653

Registered office

221 St Leonards Road, Norwich, Norfolk, NR1 4JN

Company secretary

Pauline Morgan

Chief executive

Pauline Morgan

Independent auditors

MA Partners LLP, 7 The Close, Norwich, Norfolk, NR1 4DJ

Bankers

CAF Bank Limited, PO Box 289, West Malling, Kent, ME19 4TA

Lloyds TSB Bank plc, 16 Gentleman's Walk, Norwich, Norfolk, NR2 1LZ

THE HAMLET CENTRE TRUST
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2019

The Trustees present their annual report together with the audited financial statements of the charity for the year ended 31 March 2019. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), 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) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the Company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Trustees

Trustees who have served during the year are shown on page 1.

Objectives and Activities

a. Objects

The objectives of The Hamlet Centre Trust ("the charity") as set out in our Memorandum and Articles of Association are:

a) the relief of persons with special needs.

b) the advancement of education of children and young persons with special needs within the areas of Norwich and Norfolk (amended May 1993).

The objectives have been met by providing the following services:

- The Hive and Little Bees Support for Families and Children under 5 with disabilities and complex health needs.
- Short Breaks for Children at Johnson Place from 5 – 18 years.
- City Breaks for children from 15 years of age.
- Early Explorers Pre-school for children from 2 years.
- Ella Road Day Service for Young Adults from 18 years of age.
- Out of Hours Club for people from 16 years of age with a disability.

b. Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. Within the report there is detailed information on the services provided and the benefits to those who use them.

c. Risk management

The strategic risk register is reviewed yearly and is a standard agenda item at each full board meeting. An opportunity is given to adjust the register following the meeting. Policies and procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors at all our centres. Policies are reviewed by staff and Trustees at a review group on a quarterly basis. Policies are published on our website. The leadership team regularly reviews all the major risks to which the charity is exposed.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

d. Activities for achieving objectives

The strategic direction to meet these objectives includes the following:

- To promote inclusion and integration.
- To maximise the use of The Hamlet at the two sites and our Head Office.
- To increase the provision of services over the week to meet the needs of the people we support.
- To increase options and choices for those who use our services.
- To become more financially sustainable.
- Through supporting transition services, to provide a seamless move from Children's to Adult Services and beyond.
- To provide support for families and carers.
- To explore opportunities for working with other groups and agencies.

The Hamlet Charter

Our belief is that everyone
at the Hamlet....

Should be happy and safe

Is unique valued and
respected

Can explore choice and
opportunities

Is encouraged to unlock
their potential

Can communicate in their
own way

And be part of the wider
community



Achievements and performance

a. Review of activities

2018/19 was another very busy and productive year for the charity. As in previous years the board of Trustees and staff have ensured that we are aware of charitable and legislative requirements, respond to changing needs of service users and plan for the future.

Careful management of and robust reporting on our financial position throughout the year has enabled us to generate a small surplus of funds that we have been able to allocate to our reserves and to the purchase of much needed air conditioning for our two centres. With the prospect of hotter summers, it is essential that we are able to maintain a constant temperature for the children and students with complex health needs.

We have continued to develop and train our staff to ensure that we can deliver excellent care. An additional Moving and Handling trainer has been recruited from our staff team to meet the need for mandatory training for all staff.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Staffing our services has been challenging at times over the last 12 months but we are now fully staffed. Our new staff members have brought skills and expertise to our services which will benefit everyone. A recruitment drive 'Do Something Amazing this Summer' and 'Make Your Weekends Count' has been launched to ensure we have the necessary numbers of staff for our Short Breaks for disabled children at weekends and in the school holidays.

We continue to receive external funding from trusts and foundations to support the costs of specialist staff posts which enable us to provide the unique and high-quality service to our families. Grants have been awarded as follows:

Specialist Play Leader (Children's Centre) - BBC Children in Need (last year of a three year grant)

Lead Practitioner Supporting Families, Children and Young People - Global Make Some Noise (2nd of 2 years); The Childwick Trust; John Horniman Children's Trust; The Mickleham and David Solomon's Charitable Trusts; The Alchemy and The Lynn Foundations.

Communication and Behaviour Support Worker (Adult Centre) - Bailey Thomas Charitable Fund; The Strangward Trust; The Sobell Foundation; Norwich Town Close Estate Charity; Paul Bassham Charitable Trust; The D.C.Moncrieff Charitable Trust; Steven Bloch Image of Disability Charitable Trust; Mr and Mrs Phillip Rackham Charitable Trust.

Mental Health and Well-being - Co-ordinator - Handelsbanken.



Internal staff training is well co-ordinated, and we have a number of support staff identified who will be training towards a level 2 social care qualification. Thanks to funding from Almary Green and James Wise Charitable Trust we have been able to provide specialist training for staff supporting students with EyeGaze Technology. We have continued to develop our training offer to other professionals working with disabilities and parents. The take-up of courses is gradually increasing. This is an important part of our work with other organisations.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

The Children's Centre has developed our services to increase the offer to families with sessions for parents being available each day of the week, including infant massage sessions and play and stay sessions for parents and children under 5. A peer support programme for parents 'Parent to Parent' has been launched successfully training parents to support each other. This volunteer programme has been well received. Our Lead Practitioner supporting parents and families work has seen increased demand from families at both centres. The Early Years pre-school has seen increased demand for places and from April 2019 a new room will offer 4 more places to children from 2 years.



Saturday Clubs at Ella Road have increased in number with more young adults accessing this service. Two successful holidays for Out of Hours Club members have been held, one to Mersea Island and another to Dereham.

Our whole staff development day was held in September and attended by staff and Trustees. The team celebrated the achievements of the charity and enjoyed a day to reflect on our present situation and plan for the future.

In October we held our bi-annual celebration of fundraisers and volunteers with a reception and award ceremony at Johnson Place. This event is always well attended and allows the charity to thank those people who give their time to raise funds or volunteer at our services. Throughout the year we have benefited from the efforts of people who have run marathons, crossed deserts, made cakes, sold produce and given up valuable time to ensure we can do what we do.

The appointment of a Communications, Marketing and Development Lead, in line with our fundraising strategy, has enabled us to focus on improving our range of publicity materials including the website. Our social media presence has been a focus with a significant growth in our contacts and responses to posts. Our strapline has been changed to include a reference to disability. It now reads 'overcoming barriers, creating opportunities for children and adults with disabilities'.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Fundraising Practice

The Hamlet Centre Trust is always striving to provide the best possible support to the people who use our services. To provide a high-quality service we need to secure funds to support the purchase of equipment, building improvements and to fund salary costs of specialist posts. Our Children's Service has a range of activities for under 5s and their families that are entirely supported by charitable giving.

To meet these aims we do not have a dedicated fundraising team but work closely with our fundraising consultant who has worked with the charity for 17 years and supports us in our applications for funding alongside our CEO and Senior Managers. Our central office team supports individual voluntary fundraisers and our Marketing and Communications Lead develops relationships with local businesses and other interested parties in the community. There have been no complaints about fundraising activity.

All fundraisers, families and others interested in our work are given the option of signing up to our newsletters and information on events and how to opt out of this should they wish to do that.

In accordance with our Fundraising Strategy we have signed up to the Fundraising Regulator's Code of Fundraising Practice. Voluntary fundraisers are given a pack which includes our Fundraising Ethics Policy.



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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Financial review

a. End of year results

The below are the headline results of the charity for the year:

Total incoming resources	£1,356,544	(2018: £1,309,068)
Total resources expended	£1,268,420	(2018: £1,237,079)
Net surplus for the year	£88,124	(2018: £71,989)

The full results can be found in the Statement of Financial Activities, on page 14.

b. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

c. Reserves policy

The Trustees, having considered the potential risks facing The Hamlet Centre Trust and assessed the future plans, wish to retain reserves sufficient to ensure an orderly withdrawal from operations, meeting contractual obligations and covering redundancy payments.

On this basis, the Trustees consider that the unrestricted reserves should fall in the range of two to four months' forward total expenditure (£200,000 - £400,000) with the desired level being set at three months' forward total expenditure. Funds of £300,000 have been designated for the purposes noted above.

The charity also has designated funds for Buildings (£40,000) and development and strategy (£5,568) further details of which are given in note 15.

At 31 March 2019, the charity had free reserves of **£70,842** (unrestricted funds which have not been designated and are not represented by fixed assets).

Over the coming months we will be writing the next 5 year plan and making decisions on the new adult centre ambition referred to later in this report (see "plans for future periods"). The Trustees aim to increase the amount of designated funds held in the "strategy and development fund" by 31 March 2020 to enable us to do this work from a secure financial footing.

d. Funding sources

The charity has 3 main fundraising sources:

Norfolk County Council (Personal/Individual budgets, Early Education Grant) and Norfolk Community Health and Care (Continuing Health Care).

Charitable Trusts.

Foundations and fundraising.

THE HAMLET CENTRE TRUST
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Structure, governance and management

a. Constitution

The company is constituted under a Memorandum of Association and is a registered charity number 1000653.



The organisation was set up as a charity in 1972 under the name of the Norfolk and Norwich Toy Library. It changed its name to The Hamlet Centre Trust in 1984. It became a company limited by guarantee with charitable status, incorporated on 5 July 1990. Its Memorandum of Association establishes the objects and powers of the charity and the organisation is governed under its Articles of Association. The Memorandum and Articles of Association were revised in 1993. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

b. Method of appointment of election of Trustees

The management of the charity is the responsibility of the Trustees, who are elected and co-opted under the terms of the Trust deed.

The Trustees who served during the year are shown under Legal and Administrative Information on page 1.

The Directors of the company are, under the company's Articles, known as the Members of the Council ("the Council"). Under the requirements of the Memorandum and Articles of Association the three longest standing Trustees, or up to one third of the total number of the Members of the Council, must resign at each AGM. They are eligible for re-election.

THE HAMLET CENTRE TRUST
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

The Hamlet Centre Trust works with children and young people with disabilities and their families. The Council seeks to ensure that their needs are reflected through the diversity of the Trustee body. To this end, some Trustees come from the families of children or young people with disabilities and their experience assists the aims of the charity. The more traditional business, professional, educational and social care skills are well represented. In the event of particular skills being lost to the Council, because of the retirement of Trustees, new Trustees are sought from a range of sources.

c. Policies adopted for the Induction and training of Trustees

New Trustees experience a programme of briefings, visits to services and formal presentations, such as on the responsibilities of a charity Trustee.

The website has a Trustee Login with information for new and established board members. Information can be accessed about the policies in use, staffing, information such as that available from the Charity Commission and other items that are considered to be of interest to the Trustees. All board meeting papers are published on the login for Trustees to access and an archive is kept of previous meetings.

d. Organisational structure and decision making

The board of Trustees have six full board meetings a year as well as holding an annual away day. There is a standing group for policy review and development. Task groups meet to work on different aspects of activity as required throughout the year.

Staffing Structure

The charity employs 100 staff across the different sites. The day to day operation of the charity is delegated to the Chief Executive. The Chief Executive is supported by 3 Senior Managers heading up each service. The managers report to the board of Trustees at board meetings. The teams consist of contracted staff and casual workers; over 50 staff are casual workers. The teams at the Children and Adults Centres are supported by the HR and Finance Team at our Head Office.

Volunteers

The charity has a long history of engaging volunteers to work with both children and adults. Currently there are a total of 40 volunteers engaged in various activities across the organisation.

Plans for future periods

a. Development plan

Work has continued on the feasibility of a possible new centre with more exploration of the different aspects of this. The Trustee away day September 2018 put in place an action plan for the next twelve months which was reviewed at a further away day in March 2019.

Ella Road demonstrates the limitation of the old building in accommodating the students and their increasingly complicated and large equipment. The Trustees will carry out further investigation before embarking on any one direction of travel.

It was unanimously decided by the Trustees to leave any further work on the Articles of Association ("Articles") at this time. Trustees felt that the current Articles met the needs of the charity and will look at this again in the future.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

We will be continuing to look at how we can both develop our services in accordance with the plan as well as trying to increase our revenue funding. We have reached capacity in each area of work in terms of delivery to children and young adults but continue to focus on increasing our offer to families making the most of the space and resources at our disposal.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of The Hamlet Centre Trust for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

DISCLOSURE OF INFORMATION TO AUDITORS

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Trustees, on 10 July 2019 and signed on their behalf by:


.....
N Hancox

THE HAMLET CENTRE TRUST
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST

OPINION

We have audited the financial statements of The Hamlet Centre Trust (the 'charitable company') for the year ended 31 March 2019 set out on pages 14 to 32. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

THE HAMLET CENTRE TRUST
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST

OTHER INFORMATION

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

THE HAMLET CENTRE TRUST
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HAMLET CENTRE TRUST

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

USE OF OUR REPORT

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

MA Partners LLP

MA Partners LLP

Chartered Accountants and Statutory Auditor

7 The Close
Norwich
Norfolk
NR1 4DJ

Date: *10.07.19*

MA Partners LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

THE HAMLET CENTRE TRUST
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**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019**

	Note	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
INCOME FROM:					
Donations and legacies	2	46,821	147,048	193,869	232,068
Charitable activities	5	1,117,958	24,260	1,142,218	1,036,920
Fundraising	3	17,886	-	17,886	38,136
Investments	4	104	-	104	27
Other income		2,467	-	2,467	1,917
TOTAL INCOME		1,185,236	171,308	1,356,544	1,309,068
EXPENDITURE ON:					
Raising funds		10,574	-	10,574	17,899
Charitable activities		1,053,691	204,155	1,257,846	1,219,180
TOTAL EXPENDITURE	6	1,064,265	204,155	1,268,420	1,237,079
NET INCOME / (EXPENDITURE) BEFORE TRANSFERS					
Transfers between Funds	15	120,971 1,066	(32,847) (1,066)	88,124 -	71,989 -
NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES		122,037	(33,913)	88,124	71,989
NET MOVEMENT IN FUNDS		122,037	(33,913)	88,124	71,989
RECONCILIATION OF FUNDS:					
Total funds brought forward		792,180	1,031,386	1,823,566	1,751,577
TOTAL FUNDS CARRIED FORWARD		914,217	997,473	1,911,690	1,823,566

The notes on pages 17 to 32 form part of these financial statements.

THE HAMLET CENTRE TRUST
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REGISTERED NUMBER: 02518973

BALANCE SHEET
AS AT 31 MARCH 2019

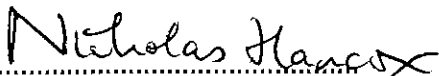
	Note	£	2019 £	£	2018 £
FIXED ASSETS					
Tangible assets	12		1,457,412		1,497,450
CURRENT ASSETS					
Debtors	13	117,310		144,636	
Cash at bank and in hand		398,049		256,886	
		<u>515,359</u>		<u>401,522</u>	
CREDITORS: amounts falling due within one year	14	(61,081)		(75,406)	
NET CURRENT ASSETS			<u>454,278</u>		<u>326,116</u>
NET ASSETS			<u>1,911,690</u>		<u>1,823,566</u>
CHARITY FUNDS					
Restricted funds	15		997,473		1,031,386
Unrestricted funds	15		914,217		792,180
TOTAL FUNDS			<u>1,911,690</u>		<u>1,823,566</u>

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 10 July 2019 and signed on their behalf, by:


N Hancox

The notes on pages 17 to 32 form part of these financial statements.

THE HAMLET CENTRE TRUST
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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2019

	Note	2019 £	2018 £
Cash flows from operating activities			
Net cash provided by operating activities	17	<u>173,379</u>	<u>139,433</u>
Cash flows from Investing activities:			
Purchase of tangible fixed assets		<u>(32,216)</u>	<u>(28,976)</u>
Net cash used in investing activities		<u>(32,216)</u>	<u>(28,976)</u>
Change in cash and cash equivalents in the year		141,163	110,457
Cash and cash equivalents brought forward		<u>256,886</u>	<u>146,429</u>
Cash and cash equivalents carried forward	18	<u><u>398,049</u></u>	<u><u>256,886</u></u>

The notes on pages 17 to 32 form part of these financial statements.

THE HAMLET CENTRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Hamlet Centre Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Company status

The company is a company limited by guarantee. The members of the company include the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 Income

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

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

THE HAMLET CENTRE TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

1.6 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is not charged on freehold land. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	2.5% straight line
Plant & machinery	-	10% - 20% straight line
Motor vehicles	-	25% reducing balance
Office equipment	-	20% straight line
Computer equipment	-	25% straight line

1.7 Interest receivable

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

1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

1. ACCOUNTING POLICIES (continued)

1.9 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.11 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Donations	43,595	49,264	92,859	96,323
Legacies	3,226	-	3,226	7,500
Grants	-	97,784	97,784	128,245
Total donations and legacies	46,821	147,048	193,869	232,068
Total 2018	59,204	172,864	232,068	

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

3. FUNDRAISING INCOME

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Fundraising	5,414	-	5,414	22,005
Training	12,472	-	12,472	16,131
	<u>17,886</u>	<u>-</u>	<u>17,886</u>	<u>38,136</u>
<i>Total 2018</i>	<u>38,136</u>	<u>-</u>	<u>38,136</u>	

4. INVESTMENT INCOME

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Bank interest receivable	104	-	104	27
	<u>104</u>	<u>-</u>	<u>104</u>	<u>27</u>
<i>Total 2018</i>	<u>27</u>	<u>-</u>	<u>27</u>	

5. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Service level agreements	-	24,260	24,260	24,260
Service provision	31,258	-	31,258	22,830
Personal budgets	1,086,700	-	1,086,700	989,830
	<u>1,117,958</u>	<u>24,260</u>	<u>1,142,218</u>	<u>1,036,920</u>
<i>Total 2018</i>	<u>1,012,660</u>	<u>24,260</u>	<u>1,036,920</u>	

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

6. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE

	Staff costs 2019 £	Depreciation 2019 £	Other costs 2019 £	Total 2019 £	Total 2018 £
Expenditure on raising voluntary income	-	-	9,102	9,102	9,083
Expenditure on fundraising	-	-	1,472	1,472	8,816
Costs of raising funds	-	-	10,574	10,574	17,899
Direct costs	851,075	72,254	23,415	946,744	911,945
Support costs	153,718	-	152,884	306,602	302,961
Charitable activities	1,004,793	72,254	176,299	1,253,346	1,214,906
Expenditure on governance	-	-	4,500	4,500	4,274
	1,004,793	72,254	191,373	1,268,420	1,237,079
<i>Total 2018</i>	<i>986,009</i>	<i>70,825</i>	<i>180,245</i>	<i>1,237,079</i>	

In 2018, of the total expenditure, £1,037,611 was expenditure from unrestricted funds and £199,468 was expenditure from restricted funds.

7. DIRECT COSTS

	Total 2019 £	Total 2018 £
Administration	23,415	20,361
Wages and salaries	793,560	763,028
National insurance	40,857	41,369
Pension cost	16,658	16,362
Depreciation	72,254	70,825
	946,744	911,945
<i>Total 2018</i>	<i>911,945</i>	

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

8. SUPPORT COSTS

	Total 2019 £	<i>Total 2018 £</i>
Establishment	71,600	60,780
Legal and professional	4,710	6,196
Administration	70,991	66,193
Computer	5,583	4,542
Wages and salaries	138,998	149,117
National insurance	10,981	12,089
Pension cost	3,739	4,044
	<u>306,602</u>	<u>302,961</u>
<i>Total 2018</i>	<u>302,961</u>	

9. GOVERNANCE COSTS

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	<i>Total funds 2018 £</i>
Auditor's costs	<u>4,500</u>	<u>-</u>	<u>4,500</u>	<u>4,274</u>

10. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2019 £	<i>2018 £</i>
Depreciation of tangible fixed assets:		
- owned by the charity	72,254	70,825
Auditors' remuneration - audit	<u>4,500</u>	<u>4,274</u>

During the year, no Trustees received any remuneration (2018 - £NIL).

During the year, no Trustees received any benefits in kind (2018 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2018 - £NIL).

THE HAMLET CENTRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

11. STAFF COSTS

Staff costs were as follows:

	2019 £	2018 £
Wages and salaries	932,557	912,145
Social security costs	51,838	53,458
Other pension costs	20,398	20,406
	<u>1,004,793</u>	<u>986,009</u>

The average number of persons employed by the company during the year was as follows:

	2019 No.	2018 No.
Direct charitable activities	93	95
Management and administration of charity	10	9
	<u>103</u>	<u>104</u>

Average headcount expressed as a full time equivalent:

	2019 No.	2018 No.
Total	55	64

No employee received remuneration amounting to more than £60,000 in either year.

The total remuneration for key management personnel for the year totalled **£40,365** (2018: £40,365).

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

12. TANGIBLE FIXED ASSETS

	Freehold property £	Plant & machinery £	Motor vehicles £	Office equipment £	Computer equipment £	Total £
Cost						
At 1 April 2018	1,903,473	3,801	31,999	81,432	42,925	2,063,630
Additions	-	23,596	-	2,688	5,932	32,216
At 31 March 2019	1,903,473	27,397	31,999	84,120	48,857	2,095,846
Depreciation						
At 1 April 2018	442,600	821	24,354	63,198	35,207	566,180
Charge for the year	47,335	3,120	1,912	14,246	5,641	72,254
At 31 March 2019	489,935	3,941	26,266	77,444	40,848	638,434
Net book value						
At 31 March 2019	1,413,538	23,456	5,733	6,676	8,009	1,457,412
At 31 March 2018	1,460,873	2,980	7,645	18,234	7,718	1,497,450

Included in freehold property is freehold land at cost of £10,000 (2018 - £10,000) which is not depreciated.

On 30 July 2010 the charity entered into an agreement with St Raphael Club, Charity number 209103, whereby St Raphael Club agreed to transfer 50% of its legal and equitable interest in the freehold property known as St Raphael Club, Johnson Place, Norwich ("the property") to The Hamlet Centre Trust. Under the agreement, St Raphael Club will transfer the remainder of its interest in the property to The Hamlet Centre Trust on 30 July 2025 or earlier by arrangement. Due to the condition of the property on the date of transfer, the Trustees considered that it had negligible gross value to the charity and have therefore not included a value for this gift in kind in the financial statements.

The charity owns two freehold properties; we call them Ella Road and Johnson Place. The £1.9 million 'cost' at 31 March 2019 is an amalgamation of the original acquisition costs and the various subsequent costs (spread over many years) of adapting and improving the two properties. That total cost has been reduced over the years, by deducting 'depreciation' at 2.5% per annum. The net figure thus calculated is called the 'net book value'.

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NOTES TO THE FINANCIAL STATEMENTS
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13. DEBTORS

	2019 £	2018 £
Trade debtors	52,439	58,953
Prepayments and accrued income	64,871	85,683
	<u>117,310</u>	<u>144,636</u>

Included within prepayments and accrued income is accrued income of **£48,629** (2018 - £68,391).

14. CREDITORS: Amounts falling due within one year

	2019 £	2018 £
Trade creditors	38,447	30,965
Other taxation and social security	11,834	12,216
Accruals and deferred income	10,800	32,225
	<u>61,081</u>	<u>75,406</u>

Deferred Income

	£
Deferred income at 1 April 2018	25,154
Resources deferred during the year	1,167
Amounts released from previous years	<u>(25,154)</u>
Deferred income at 31 March 2019	<u>1,167</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

15. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2019 £
Designated funds					
Contractual obligations	270,000	-	-	30,000	300,000
Buildings	40,000	-	-	-	40,000
Development and strategy	5,568	-	-	-	5,568
	<u>315,568</u>	<u>-</u>	<u>-</u>	<u>30,000</u>	<u>345,568</u>
General funds					
Reserves	476,612	1,185,236	(1,064,265)	(28,934)	568,649
Total Unrestricted funds	<u>792,180</u>	<u>1,185,236</u>	<u>(1,064,265)</u>	<u>1,066</u>	<u>914,217</u>
Restricted funds					
Conversion (Johnson Place)	809,802	-	(23,489)	-	786,313
Sensory room (Johnson Place)	178,082	-	(5,895)	-	172,187
Externally funded salaries - Children's Services	11,904	46,738	(35,086)	-	23,556
Externally funded salaries - Adult's Services	6,966	24,000	(30,966)	-	-
Educational grant	-	63,867	(63,867)	-	-
Global's Make Some Noise	22,556	3,429	(13,373)	-	12,612
Norfolk CCGs	-	24,260	(24,260)	-	-
MG Classics	2,076	1,525	(2,245)	-	1,356
Royal Warrant Holders	-	2,000	(934)	(1,066)	-
ACT Foundation	-	2,100	(2,100)	-	-
Sleep programme	-	1,449	-	-	1,449
City Breaks	-	500	(500)	-	-
Almary Green	-	1,440	(1,440)	-	-
	<u>1,031,386</u>	<u>171,308</u>	<u>(204,155)</u>	<u>(1,066)</u>	<u>997,473</u>
Total of funds	<u>1,823,566</u>	<u>1,356,544</u>	<u>(1,268,420)</u>	<u>-</u>	<u>1,911,690</u>

THE HAMLET CENTRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

15. STATEMENT OF FUNDS (continued)

Designated funds

The charity has the following designated funds:

Contractual obligations - these funds are to carry out contractual obligations to staff and other parties in the event of the charity ceasing to be able to continue as a viable organisation.

Buildings - these funds have been set aside for emergency and essential property repairs and expenditure that is outside the scope of the ordinary budget for such expenditure.

Development and strategy - these funds are for the costs associated with the ongoing development of the trust and its work with its charitable aims and objectives.

Restricted funds

The restricted funds are for the following purposes:

Conversion Johnson Place - this represents funding received to go towards capital building costs for the children's services development. The resources expended in the year represent the depreciation charge on assets purchased and capitalised from the funds received.

Sensory Room Johnson Place - this represents funding received toward the cost of adaptations and sensory equipment at the Children's Service at Johnson Place. The resources expended in the year represent the depreciation charge on assets purchased and capitalised from the funds received.

Externally funded salaries - Children's Services - this represents funding received towards specialist salaries as part of the appeal process.

Externally funded salaries - Adult's Services - this represents funding received towards specialist salaries as part of the appeal process.

Educational grant - this represents a grant from Norfolk County Council for Early Education for the provision of early education for 3 and 4 year olds, disadvantaged 2 year olds and children with special educational needs.

Global's Make Some Noise - this fund represents grant funding toward the cost of the lead practitioner at the Hive for 2 years commencing in 2017/18, and funding for a new soft play equipment set and staff costs to deliver an active under 5's children's play programme.

Norfolk CCGs provided funding towards the cost of the Senior Manager at the Children's Services.

MG Classics - this fund represents donations for sensory and specialist equipment for our children's service.

Royal Warrant Holders – this represents a donation to improve our external training offering with new IT equipment.

ACT Foundation – this represents a donation to replace our care bed cushions and covers at both centres.

Sleep Programme - this represents funding from National Lottery Awards For All for a 10 week sleep coaching programme for families.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

15. STATEMENT OF FUNDS (continued)

City Breaks - this represents funding towards City Breaks, a social transition scheme which supports young people (14 to 18 years old) to move into adulthood.

Almary Green – this donation funded a block of specialist eye-gaze sessions over 12 weeks with students and staff, to provide individual assessments and support.

Transfers have been made to unrestricted funds where the restrictions on funds have been fully satisfied.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

15. STATEMENT OF FUNDS (continued)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2018 £
Designated funds					
Contractual obligations	270,000	-	-	-	270,000
Buildings	40,000	-	-	-	40,000
Development and strategy	5,568	-	-	-	5,568
	<u>315,568</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>315,568</u>
General funds					
Reserves	374,529	1,111,943	(1,037,611)	27,751	476,612
Total Unrestricted funds	<u>690,097</u>	<u>1,111,943</u>	<u>(1,037,611)</u>	<u>27,751</u>	<u>792,180</u>
Restricted funds					
Conversion (Johnson Place)	833,291	-	(23,489)	-	809,802
Sensory room (Johnson Place)	183,977	-	(5,895)	-	178,082
Externally funded salaries - Children's Services	5,988	39,939	(34,023)	-	11,904
Externally funded salaries - Adult's Services	-	20,100	(13,134)	-	6,966
Other restricted donations	5,222	-	(500)	(4,722)	-
Educational grant	-	72,631	(72,631)	-	-
Global's Make Some Noise	30,000	12,071	(18,750)	(765)	22,556
Norfolk CCGs	-	24,260	(24,260)	-	-
MG Classics	3,002	2,000	(571)	(2,355)	2,076
City Breaks	-	4,104	(4,104)	-	-
Centre maintenance	-	19,909	-	(19,909)	-
Care beds	-	1,316	(1,316)	-	-
Stay and Play for under 5's (Little Bees)	-	795	(795)	-	-
	<u>1,061,480</u>	<u>197,125</u>	<u>(199,468)</u>	<u>(27,751)</u>	<u>1,031,386</u>
Total of funds	<u>1,751,577</u>	<u>1,309,068</u>	<u>(1,237,079)</u>	<u>-</u>	<u>1,823,566</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2019 £
Designated funds	315,568	-	-	30,000	345,568
General funds	476,612	1,185,236	(1,064,265)	(28,934)	568,649
	<u>792,180</u>	<u>1,185,236</u>	<u>(1,064,265)</u>	<u>1,066</u>	<u>914,217</u>
Restricted funds	1,031,386	171,308	(204,155)	(1,066)	997,473
	<u>1,823,566</u>	<u>1,356,544</u>	<u>(1,268,420)</u>	<u>-</u>	<u>1,911,690</u>

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2018 £
Designated funds	315,568	-	-	-	315,568
General funds	374,529	1,111,943	(1,037,611)	27,751	476,612
	<u>690,097</u>	<u>1,111,943</u>	<u>(1,037,611)</u>	<u>27,751</u>	<u>792,180</u>
Restricted funds	1,061,480	197,125	(199,468)	(27,751)	1,031,386
	<u>1,751,577</u>	<u>1,309,068</u>	<u>(1,237,079)</u>	<u>-</u>	<u>1,823,566</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	497,807	959,605	1,457,412
Current assets	477,491	37,868	515,359
Creditors due within one year	(61,081)	-	(61,081)
	<u>914,217</u>	<u>997,473</u>	<u>1,911,690</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	508,706	988,744	1,497,450
Current assets	358,880	42,642	401,521
Creditors due within one year	(75,406)	-	(75,406)
	<u>792,180</u>	<u>1,031,386</u>	<u>1,823,566</u>

17. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2019 £	2018 £
Net income for the year (as per Statement of Financial Activities)	88,124	71,989
Adjustment for:		
Depreciation charges	72,254	70,825
Decrease/(increase) in debtors	27,326	(41,469)
(Decrease)/increase in creditors	(14,325)	38,088
Net cash provided by operating activities	<u>173,379</u>	<u>139,433</u>

18. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2019 £	2018 £
Cash in hand	398,049	256,886
Total	<u>398,049</u>	<u>256,886</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

19. PENSION COMMITMENTS

The Company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pensions cost charge represents contributions payable by the company to the fund and amounted to **£20,397 (2018 - £20,406)**.

20. RELATED PARTY TRANSACTIONS

No transactions with related parties took place during the financial year.

21. CONTROLLING PARTY

There is no controlling party.