SMALL CHARITY ACCOUNTS PACK — UNDER £10,000 INCOM

Welcome

This workbook is built specifically for UK registered charities with gross income
no accruals, no depreciation, no jargon.

What you MUST do by law

1. Keep proper financial records (bank statements, receipts, invoices)
2. Prepare annual Receipts & Payments accounts + Statement of Assets & Liab
3. Report total income & expenditure to the Charity Commission within 10 mo
4. Keep accounts for 6 years — make them available to the public if asked

What you DO NOT need to do (under £10k)

✗ No Independent Examination / Audit
✗ No need to upload full accounts to Charity Commission
✗ No mandatory Trustees' Annual Report upload (still good practice to write o
✗ No SORP accruals accounts (unless you are a CIO or Charitable Company —

IMPORTANT — CIO / Charitable Company rule

If your charity is a CIO or Charitable Company Ltd by Guarantee, these rules DO
for UNINCORPORATED charities only.

How to use this pack

1. Go to the 'Cash Book' sheet — enter every transaction from your bank state
2. Pick a category for each line — everything else auto-calculates
3. The 'Receipts & Payments' and 'Assets & Liabilities' sheets fill in automatical
4. Use the 'Fund Tracker' if you have restricted grants (donor-specified spendir
5. Fill in the 'Trustees Report' sheet — short & simple
6. Use the 'Filing Checklist' before submitting to Charity Commission

Year end details

Fill in your charity name and financial year end below — this flows through to

Charity name:	The4 Heather House Communi
Charity registration number:	
Financial year end (e.g. 31 March 2026):	
Opening bank balance at start of year (£):	

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e UNDER £10,000 per year. It follows Charity Commission rules (CC15d) and uses the simple Re

ilities
nths of your year end (via My Charity Commission Account)

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see below)

O NOT apply to you — you MUST prepare full accruals SORP accounts and file everything, ever

ments for the full year

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all sheets:

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1205945
9/20/2025
966.6

eceipts & Payments basis —

n with £1 income. This pack is

Date	Description	Money IN (£)	Money OUT (£)
IN categories: Donations, Grants, Fundraising Events, Gift Aid, Investment Income, Other Income			
OUT categories: Charitable Activities, Fundraising Costs, Governance / Running Costs, Trustee Expenses, Other Expenditure			
9/25/2024	HOMEBASE		22.00
9/26/2024	CASH OUT		100.00
9/30/2024	AMAZON		9.98
9/30/2024	AMAZON		20.49
9/30/2024	AMAZON		32.99
9/30/2024	AMAZON		46.19
9/30/2024	AMAZON		64.41
9/30/2024	AMAZON		64.41
9/30/2024	SERVERY EQUIPMENT	32.99	
10/1/2024	AMAZON		16.48
10/1/2024	AMAZON		27.90
10/1/2024	B&Q		65.45
10/2/2024	DUNELM		41.75
10/3/2024	HOMEBASE		6.75
10/3/2024	ASDA		76.68
10/4/2024	AMAZON		22.76
10/4/2024	AMAZON		26.52
10/4/2024	ALDI		63.34
10/7/2024	ICELAND		279.35
10/7/2024	ICELAND	3.35	
10/7/2024	KENT COMMUNITY FOUNDATION	4,000.00	
10/8/2024	SQUARE		34.80
10/8/2024	SQUARE		4.90
10/9/2024	SAINSBURY		10.89
10/9/2024	square		4.67
10/10/2024	SQUARE		4.42
10/11/2024	CASHPOINT		50.00
10/11/2024	SQUARE	4.42	
10/14/2024	AMAZON		13.37
10/14/2024	SAINSBURY		18.66
10/14/2024	SQUARE	17.69	
10/14/2024	SQUARE	24.56	
10/14/2024	AMAZON		22.41
10/15/2024	HPI		5.49
10/15/2024	AMAZON		7.35
10/15/2024	AMAZON		8.39
15-Oct	AMAZON		9.49
10/15/2024	AMAZON		10.97
10/15/2024	AGE UK KENT RIVERS		500.00
10/16/2024	HPI		11.99
10/16/2024	IONIS		18.60
10/17/2024	SQUARE	5.89	
10/18/2024	SQUARE	3.44	

10/21/2024	AMAZON		4.78
10/21/2024	4AMAZON		4.79
10/21/2024	AMAZON		18.99
10/21/2024	AMAZON		19.65
10/21/2024	AMAZON		24.42
10/21/2024	AMAZON		25.05
10/21/2024	SAINSBURY		27.80
10/21/2024	AMAZON		28.22
10/21/2024	SAINSBURY		34.60
10/21/2024	AMAZON		38.81
10/21/2024	SQUARE	12.54	
10/21/2024	SQUARE	23.92	
10/22/2024	SQUARE	4.67	
10/23/2024	SWALE BOROUGH COUNCIL	200.00	
10/23/2024	SQUARE	7.37	
10/24/2024	AMAZON	24.42	
10/25/2024	SQUARE	15.72	
10/28/2024	ICELAND	0.00	118.33
10/28/2024	CASHPOINT	0.00	201.75
10/29/2024	SAINSBURY	0.00	21.90
10/30/2024	AMAZON PRIME	0.00	114.00
10/1/2024	SAINSBURY	0.00	8.73
10/1/2024	SAINSBURY	0.00	11.25
11/6/2024	iceland	0.00	74.10
11/13/2024	AMAZON	0.00	28.78
11/18/2024	IONIS	0.00	21.00
11/20/2024	AGE UK RENT 501823	0.00	500.00
10/9/2024	HPI	0.00	11.99
12/10/2024	AMAZON	0.00	25.90
12/10/2024	CASHPOINT	0.00	50.00
12/11/2024	POUNDLAND	0.00	11.00
12/11/2024	ALDI	0.00	11.41
12/12/2024	SAINSBURY	0.00	50.30
10/16/2024	IONIS	0.00	21.60
12/16/2024	ICELAND	0.00	92.45
12/16/2024	ICELAND	2.04	0.00
12/17/2024	ICELAND	0.00	46.45
12/17/2024	ICELAND	19.45	0.00
12/19/2024	AGE UK INVOICE 501928	0.00	500.00
12/20/2024	SWALE BOROUGH COUNCIL	200.00	0.00
12/23/2024	AMAZON	0.00	25.00
12/23/2024	AMAZON	0.00	28.26
12/23/2024	AMAZON	0.00	68.33
12/23/2024	AMAZON	0.00	102.57
1/3/2025	ICELAND	0.00	27.00
1/3/2025	ALDI	0.00	29.11

1/6/2025	SAINSBURY	0.00	5.30
1/7/2025	CAFÉ INTAKE	100.00	0.00
1/7/2025	CAFÉ INTAKE	409.00	0.00
1/9/2025	HPI	0.00	11.99
1/14/2025	ASDA	0.00	22.00
1/15/2025	IONIS	0.00	21.60
10/16/2025	ICELAND	0.00	120.50
10/17/2024	MIND ROOM USE	100.00	0.00
10/17/2024	SWALE BOROUGH COUNCIL	200.00	0.00
1/20/2025	AGE UK INVOICE 502001	0.00	500.00
1/27/2025	MORRISONS	0.00	11.10
1/27/2025	ICELAND	0.00	109.69
1/27/2025	ICELAND	8.70	0.00
2/5/2025	ASDA	0.00	69.65
2/7/2025	ASDA	5.00	0.00
2/10/2025	HPI	0.00	11.99
2/11/2025	CHATTY CAFÉ CHARITY	0.00	30.00
2/14/2025	ARNOLD CLARK AUTOMOTIVE GRANT	1,000.00	0.00
2/17/2025	IONIS	0.00	21.60
2/17/2025	AMAZON	0.00	28.36
2/17/2025	AMAZON	0.00	29.99
2/17/2025	MEGAN CIC	200.00	0.00
2/18/2025	AMAZON	0.00	5.86
2/18/2025	HOME BARGAINS	0.00	33.20
2/18/2025	HOME BARGAINS	0.00	59.23
2/18/2025	ICELAND	0.00	102.80
2/19/2025	UKRAINIAN TICKET FOR VISA	0.00	24.00
2/21/2025	WICKES	0.00	30.00
2/21/2025	AGE UK INVOICE 502100	0.00	500.00
2/21/2025	SWALE BOROUGH COUNCIL	250.00	0.00
2/24/2025	SAINSBURY	0.00	21.90
2/24/2025	CXK ROOM USE	150.00	0.00
2/25/2025	SAINSBURY	0.00	24.98
2/26/2025	AMAZON	0.00	6.99
2/26/2025	AMAZON	0.00	49.00
2/27/2025	AMAZON	0.00	22.99
2/27/2025	AMAZON	0.00	22.99
3/3/2025	AMAZON	0.00	2.95
3/3/2025	AMAZON	0.00	20.98
3/3/2025	AMAZON	0.00	28.88
3/3/2025	UKRAINE VISA TRAIN TICKET	0.00	24.00
3/10/2025	HPI	0.00	11.99
3/10/2025	SAINSBURY	0.00	27.50
3/10/2025	AMAZON	22.99	0.00
3/12/2025	AMAZON	0.00	7.58
3/12/2025	AMAZON	0.00	32.99

3/14/2025	ALDI	0.00	22.41
3/17/2025	IONO	0.00	21.60
3/18/2025	AMAZON	0.00	17.99
3/18/2025	AMAZON	0.00	35.99
3/21/2025	SBC ROOM USE	208.47	0.00
3/24/2025	SAINSBURY	0.00	42.76
3/25/2025	AGE UK INVOICE 502170	0.00	500.00
3/26/2025	ALDI	0.00	2.22
3/26/2025	AMAZON	0.00	15.98
3/27/2025	SAINSBURY	0.00	27.89
3/28/2025	AMAZON	0.00	18.47
3/28/2025	AMAZON	35.99	0.00
3/28/2025	SBC GRANT	2,838.00	0.00
3/31/2025	RING PREMIUM PLAN	0.00	159.00
4/7/2025	SWALE COMMUNITY CARE PROJECT	0.00	645.00
4/8/2025	AMAZON	0.00	56.94
4/9/2025	amaZON	0.00	5.32
4/9/2025	AMAZON	0.00	18.98
4/9/2025	AMAZON	0.00	22.93
4/9/2025	AMAZON	0.00	47.46
4/10/2025	AMAZON	0.00	35.99
4/11/2025	HPI	0.00	11.99
4/14/2025	ALDI	0.00	47.85
4/15/2025	DISPLAY PRO	5.42	0.00
4/15/2025	DISPLAY PRO	0.00	125.87
4/16/2025	IONO	0.00	21.60
5/23/2025	AMAZON	0.00	16.48
4/24/2025	AMAZON	0.00	4.99
4/24/2025	SAINSBURY	0.00	10.46
4/24/2025	AMAZON	0.00	37.98
4/25/2025	ICELAND	0.00	26.75
4/25/2025	THE RANGE	0.00	66.33
4/28/2025	HPI	0.00	143.00
4/29/2025	AMAZON	0.00	10.68
5/1/2025	ALDI	0.00	13.98
5/2/2025	ALDI	0.00	16.40
5/6/2025	HPI	0.00	11.99
5/6/2025	ALDI	0.00	23.35
5/8/2025	AMAZON	18.98	0.00
5/9/2025	AMAZON	0.00	15.98
5/9/2025	BUZZ CATERING	0.00	50.06
5/12/2025	MICROSFT	0.00	14.99
5/12/2025	ALDI	0.00	28.78
5/14/2025	AMAZON	0.00	4.66
5/14/2025	AMAZON	0.00	7.98
5/16/2025	IONIS	0.00	22.80

5/16/2025	AMAZON	4.66	0.00
5/16/2025	CXK ROOM USE	150.00	0.00
5/19/2026	ALDI	0.00	34.02
5/21/2025	ALDI	0.00	14.39
5/23/2025	SAFE.UK	0.00	252.74
5/27/2025	THE RANGE	0.00	34.19
5/27/2025	BUY IT DIRECT	0.00	59.95
5/28/2025	PAYPAL	0.00	10.00
6/2/2025	PAYPAL	0.00	10.00
6/2/2025	HOME BARGAINS	0.00	17.60
6/9/2025	canva	0.00	13.00
6/9/2025	AMAZON	0.00	23.55
6/9/2025	ALDI	0.00	70.42
6/9/2025	ICELAND	0.00	71.85
6/10/2025	AMAZON	0.00	3.98
6/10/2025	AMAZON	0.00	20.52
6/10/2025	AMAZON	0.00	21.59
6/10/2025	ALDI	0.00	25.71
6/10/2025	HOME BARGAINS	0.00	40.05
6/10/2025	CASHPOINT UKRAINE SAFETY	0.00	150.00
6/11/2025	AMAZON	0.00	6.50
6/11/2025	HOME BARGAINS	0.00	30.32
6/16/2025	HPI	0.00	13.49
6/16/2025	IONIS	0.00	22.80
6/16/2025	COSTCO MEMBERSHIP	0.00	42.00
6/17/2025	AMAZON	0.00	16.99
6/17/2025	SAINSBURY	0.00	21.64
6/17/2025	THE RANGE	0.00	339.20
6/18/2025	KENT POLICE GRANT	697.00	0.00
6/20/2025	ALDI	0.00	12.25
6/23/2025	AMAZON	0.00	13.58
6/27/2025	AMAZON	0.00	13.99
6/27/2025	SAINSBURY	0.00	16.50
5/30/2025	BANANAPRINT	0.00	2.95
6/30/2025	AMAZON	0.00	4.99
6/30/2025	AMAZON	0.00	13.42
6/30/2025	HOME BARGAINS	0.00	14.90
6/30/2025	ICELAND	0.00	22.70
6/30/2025	CROWDFUND sccPROJECT	0.00	100.00
7/4/2025	MENTAL HEALTH TRAINING	0.00	45.42
7/9/2025	HPI	0.00	13.49
7/9/2025	AMAZON	0.00	14.92
7/9/2025	AMAZON	0.00	15.01
7/11/2025	CXK ROOM USE	28.50	0.00
7/16/2025	IONIS	0.00	34.80
7/17/2025	AMAZON	0.00	7.99

7/17/2025	AMAZON	0.00	14.99
7/17/2025	AMAZON	0.00	15.99
7/17/2025	AMAZON	0.00	18.04
7/18/2025	AMAZON	0.00	47.48
7/21/2025	AMAZON	0.00	6.81
7/24/2025	CASHPOINT UKRAINIAN MOVING	0.00	100.00
7/28/2025	FLORISTS CAROL BIRTHDAY	0.00	47.95
7/29/2025	SAINSBURY	0.00	18.62
8/4/2025	TEMU	0.00	5.89
8/5/2025	SBC SHOP RADIO	0.00	180.00
8/5/2025	SBC SHOP RADIO	0.00	180.00
8/6/2025	AMAZON	0.00	79.69
8/6/2025	SWALE LOTTERY	7.50	0.00
8/8/2025	SAINSBURY	0.00	17.40
8/8/2025	SBC SHOP RADIO	180.00	0.00
8/12/2025	SAINSBURY	0.00	7.35
8/12/2025	ROYAL MAIL	0.00	12.25
8/12/2025	SAINSBURY	0.00	12.51
8/12/2025	HPI	0.00	13.49
8/12/2025	MICROSOFT	0.00	14.99
8/18/2025	IONIS	0.00	22.80
8/19/2025	AMAZON	0.00	11.97
8/20/2025	AMAZON	0.00	26.40
8/29/2025	ALDI	0.00	9.08
8/29/2025	FLORIST BIRTHDAY	0.00	44.15
9/1/2025	amaZON	0.00	25.31
9/1/2025	AMAZON	0.00	29.88
9/9/2025	HPI	0.00	13.49
09//09/2025	SWALE LOTTERY	2.00	0.00
9/11/2025	MICROSOFT	0.00	14.99
9/18/2025	IONOS	0.00	22.80
	TOTALS	**11,224.68**	**11,366.36**

Category	Fund (Restricted/Unrestricted)	Running Balance (£)
Other Expenditure	UNRESTRICTED	-22.00
UKRAINE SUPPORT	RESTRICTED	-122.00
RUNNING COSTS/START UP	UNRESTRICTED	-131.98
RUNNING COSTS/START UP	UNRESTRICTED	-152.47
RUNNING COSTS/START UP	UNRESTRICTED	-185.46
RUNNING COSTS/START UP	UNRESTRICTED	-231.65
RUNNING COSTS/START UP	UNRESTRICTED	-296.06
RUNNING COSTS/START UP	UNRESTRICTED	-360.47
START UP	UNRESTRICTED	-327.48
RUNNING COSTS/START UP	UNRESTRICTED	-343.96
RUNNING COSTS/START UP	UNRESTRICTED	-371.86
EQUIPMENT	RESTRICTED	-437.31
EQUIPMENT	UNRESTRICTED	-479.06
RUNNING COSTS/START UP	UNRESTRICTED	-485.81
RUNNING COST/STARTUP	UNRESTRICTED	-562.49
RUNNING COST	UNRESTRICTED	-585.25
RUNNING COST	UNRESTRICTED	-611.77
RUNNING COST	RESTRICTED	-675.11
START UP COST	RESTRICTED	-954.46
REFUND		-951.11
GRANT	RESTRICTED	3,048.89
EQUIPMENT	RESTRICTED	3,014.09
CHARITABLE ACTIVITY	UNRESTRICTED	3,009.19
RUNNING COST	RESTRICTED	2,998.30
CHARITABLE ACTIVITY	UNRESTRICTED	2,993.63
CHARITABLE ACTIVITY	UNRESTRICTED	2,989.21
CHARITABLE ACTIVITY	UNRESTRICTED	2,939.21
CHARITABLE ACTIVITY	UNRESTRICTED	2,943.63
RUNNING COST	UNRESTRICTED	2,930.26
RUNNING COST	RESTRICTED	2,911.60
CHARITABLE ACTIVITY	RESTRICTED	2,929.29
CHARITABLE ACTIVITY	RESTRICTED	2,953.85
RUNNING COST	UNRESTRICTED	2,931.44
RUNNING COST	RESTRICTED	2,925.95
RUNNING COST	UNRESTRICTED	2,918.60
RUNNING COST	UNRESTRICTED	2,910.21
RUNNING COST	UNRESTRICTED	2,900.72
RUNNING COST	UNRESTRICTED	2,889.75
RENT	RESTRICTED	2,389.75
RUNNING COST	RESTRICTED	2,377.76
RUNNING COST	RESTRICTED	2,359.16
CHARITABLE ACTIVITY	RESTRICTED	2,365.05
CHARITABLE ACTIVITY	RESTRICTED	2,368.49

RUNNING COST	UNRESTRICTED	2,363.71
RUNNING COST	UNRESTRICTED	2,358.92
RUNNING COST	UNRESTRICTED	2,339.93
RUNNING COST	UNRESTRICTED	2,320.28
RUNNING COST	UNRESTRICTED	2,295.86
RUNNING COST	UNRESTRICTED	2,270.81
RUNNING COST	RESTRICTED	2,243.01
EQUIPMENT	RESTRICTED	2,214.79
RUNNING COST	RESTRICTED	2,180.19
RUNNING COST	UNRESTRICTED	2,141.38
CHARITABLE ACTIVITY	RESTRICTED	2,153.92
CHARITABLE ACTIVITY	RESTRICTED	2,177.84
CHARITABLE ACTIVITY	RESTRICTED	2,182.51
GRANT	RESTRICTED	2,382.51
CHARITABLE ACTIVITY	RESTRICTED	2,389.88
REFUND		2,414.30
CHARITABLE ACTIVITY	RESTRICTED	2,430.02
RUNNING COSTS	RESTRICTED	2,311.69
CHARITABLE ACTIVITY	RESTRICTED	2,109.94
RUNNING COSTS	RESTRICTED	2,088.04
expenditure	UNRESTRICTED	1,974.04
RUNNING COSTS	RESTRICTED	1,965.31
RUNNING COSTS	RESTRICTED	1954.06
RUNNING COSTS	RESTRICTED	1879.96
RUNNING COSTS	UNRESTRICTED	1851.18
RUNNING COSTS	RESTRICTED	1830.18
RENT	RESTRICTED	1330.18
RUNNING COSTS	RESTRICTED	1318.19
RUNNING COSTS	UNRESTRICTED	1292.29
CHARITABLE ACTIVITY	RESTRICTED	1242.29
RUNNING COSTS	UNRESTRICTED	1231.29
RUNNING COSTS	RESTRICTED	1219.88
RUNNING COSTS	RESTRICTED	1169.58
RUNNING COSTS	RESTRICTED	1147.98
RUNNING COSTS	RESTRICTED	1055.53
REFUND		1057.57
RUNNING COSTS	RESTRICTED	1011.12
REFUND		1030.57
RENT	RESTRICTED	530.57
GRANT	RESTRICTED	730.57
EQUIPMENT	RESTRICTED	705.57
EQUIPMENT	RESTRICTED	677.31
EQUIPMENT	RESTRICTED	608.98
EQUIPMENT	RESTRICTED	506.41
RUNNING COSTS	RESTRICTED	479.41
RUNNING COSTS	RESTRICTED	450.30

RUNNING COSTS	UNRESTRICTED	445.00
CHARITABLE ACTIVITY	RESTRICTED	545.00
CHARITABLE ACTIVITY	RESTRICTED	954.00
RUNNING COSTS	RESTRICTED	942.01
RUNNING COSTS	RESTRICTED	920.01
RUNNING COSTS	RESTRICTED	898.41
RUNNING COSTS	RESTRICTED	777.91
CHARITABLE ACTIVITY	RESTRICTED	877.91
CHARITABLE ACTIVITY	RESTRICTED	1077.91
RENT	RESTRICTED	577.91
RUNNING COSTS	RESTRICTED	566.81
RUNNING COSTS	RESTRICTED	457.12
REFUND		465.82
RUNNING COSTS	RESTRICTED	396.17
REFUND		401.17
RUNNING COSTS	RESTRICTED	389.18
CHARITABLE ACTIVITY	UNRESTRICTED	359.18
GRANT	UNRESTRICTED	1359.18
RUNNING COSTS	RESTRICTED	1337.58
RUNNING COSTS	UNRESTRICTED	1309.22
RUNNING COSTS	UNRESTRICTED	1279.23
CHARITABLE ACTIVITY	RESTRICTED	1479.23
RUNNING COSTS	RESTRICTED	1473.37
EQUIPMENT	RESTRICTED	1440.17
EQUIPMENT	RESTRICTED	1380.94
RUNNING COSTS	RESTRICTED	1278.14
CHARITABLE ACTIVITY	RESTRICTED	1254.14
EQUIPMENT	RESTRICTED	1224.14
RENT	RESTRICTED	724.14
GRANT	RESTRICTED	974.14
RUNNING COSTS	RESTRICTED	952.24
CHARITABLE ACTIVITY	RESTRICTED	1102.24
RUNNING COSTS	RESTRICTED	1077.26
RUNNING COSTS	UNRESTRICTED	1070.27
EQUIPMENT	RESTRICTED	1021.27
EQUIPMENT	RESTRICTED	998.28
RUNNING COSTS	UNRESTRICTED	975.29
RUNNING COSTS	UNRESTRICTED	972.34
RUNNING COSTS	UNRESTRICTED	951.36
RUNNING COSTS	UNRESTRICTED	922.48
CHARITABLE ACTIVITY	RESTRICTED	898.48
RUNNING COSTS	RESTRICTED	886.49
RUNNING COSTS	RESTRICTED	858.99
REFUND	UNRESTRICTED	881.98
RUNNING COSTS	UNRESTRICTED	874.40
EQUIPMENT	RESTRICTED	841.41

RUNNING COSTS	UNRESTRICTED	819.00
RUNNING COSTS	RESTRICTED	797.40
RUNNING COSTS	UNRESTRICTED	779.41
RUNNING COSTS	UNRESTRICTED	743.42
CHARITABLE ACTIVITY	RESTRICTED	951.89
RUNNING COSTS	RESTRICTED	909.13
RENT	RESTRICTED	409.13
RUNNING COSTS	UNRESTRICTED	406.91
RUNNING COSTS	UNRESTRICTED	390.93
RUNNING COSTS	RESTRICTED	363.04
RUNNING COSTS	UNRESTRICTED	344.57
REFUND	UNRESTRICTED	380.56
GRANT	RESTRICTED	3218.56
EQUIPMENT	RESTRICTED	3059.56
EQUIPMENT	RESTRICTED	2414.56
EQUIPMENT	RESTRICTED	2357.62
RUNNING COSTS	UNRESTRICTED	2352.30
RUNNING COSTS	UNRESTRICTED	2333.32
RUNNING COSTS	UNRESTRICTED	2310.39
EQUIPMENT	RESTRICTED	2262.93
EQUIPMENT	RESTRICTED	2226.94
RUNNING COSTS	RESTRICTED	2214.95
RUNNING COSTS	RESTRICTED	2167.10
REFUND	RESTRICTED	2172.52
EQUIPMENT	RESTRICTED	2046.65
RUNNING COSTS	RESTRICTED	2025.05
RUNNING COSTS	UNRESTRICTED	2008.57
RUNNING COSTS	UNRESTRICTED	2003.58
RUNNING COSTS	RESTRICTED	1993.12
RUNNING COSTS	RESTRICTED	1955.14
RUNNING COSTS	RESTRICTED	1928.39
EQUIPMENT	RESTRICTED	1862.06
EQUIPMENT	RESTRICTED	1719.06
RUNNING COSTS	UNRESTRICTED	1708.38
RUNNING COSTS	RESTRICTED	1694.40
RUNNING COSTS	RESTRICTED	1678.00
RUNNING COSTS	RESTRICTED	1666.01
RUNNING COSTS	RESTRICTED	1642.66
REFUND	UNRESTRICTED	1661.64
RUNNING COSTS	UNRESTRICTED	1645.66
EQUIPMENT	RESTRICTED	1595.60
RUNNING COSTS	UNRESTRICTED	1580.61
RUNNING COSTS	RESTRICTED	1551.83
RUNNING COSTS	UNRESTRICTED	1547.17
RUNNING COSTS	UNRESTRICTED	1539.19
RUNNING COSTS	RESTRICTED	1516.39

REFUND	UNRESTRICTED	1521.05
CHARITABLE ACTIVITY	RESTRICTED	1671.05
RUNNING COSTS	RESTRICTED	1637.03
RUNNING COSTS	RESTRICTED	1622.64
EQUIPMENT	RESTRICTED	1369.90
EQUIPMENT	RESTRICTED	1335.71
EQUIPMENT	RESTRICTED	1275.76
RUNNING COSTS	UNRESTRICTED	1265.76
RUNNING COSTS	UNRESTRICTED	1255.76
RUNNING COSTS	UNRESTRICTED	1238.16
RUNNING COST	UNRESTRICTED	1225.16
EQUIPMENT	RESTRICTED	1201.61
RUNNING COST	RESTRICTED	1131.19
RUNNING COST	RESTRICTED	1059.34
RUNNING COSTS	UNRESTRICTED	1055.36
RUNNING COSTS	RESTRICTED	1034.84
RUNNING COST	RESTRICTED	1013.25
RUNNING COST	RESTRICTED	987.54
EQUIPMENT	RESTRICTED	947.49
CHARITABLE ACTIVITY	RESTRICTED	797.49
RUNNING COST	UNRESTRICTED	790.99
RUNNING COST	RESTRICTED	760.67
RUNNING COST	RESTRICTED	747.18
RUNNING COST	RESTRICTED	724.38
MEMBERSHIP EXPENDIBLE	UNRESTRICTED	682.38
RUNNING COST	RESTRICTED	665.39
RUNNING COST	RESTRICTED	643.75
CHARITABLE ACTIVITY	RESTRICTED	304.55
GRANT	RESTRICTED	1001.55
RUNNING COST	RESTRICTED	989.30
RUNNING COST	UNRESTRICTED	975.72
RUNNING COST	UNRESTRICTED	961.73
RUNNING COST	RESTRICTED	945.23
CHARITABLE ACTIVITY	UNRESTRICTED	942.28
RUNNING COST	UNRESTRICTED	937.29
CHARITABLE ACTIVITY	RESTRICTED	923.87
CHARITABLE ACTIVITY	RESTRICTED	908.97
CHARITABLE ACTIVITY	RESTRICTED	886.27
CHARITABLE ACTIVITY	RESTRICTED	786.27
CHARITABLE ACTIVITY	RESTRICTED	740.85
RUNNING COST	RESTRICTED	727.36
RUNNING COST	RESTRICTED	712.44
RUNNING COST	RESTRICTED	697.43
CHARITABLE ACTIVITY	RESTRICTED	725.93
RUNNING COST	RESTRICTED	691.13
RUNNING COSTS	UNRESTRICTED	683.14

RUNNING COST	RESTRICTED	668.15
RUNNING COST	RESTRICTED	652.16
RUNNING COST	RESTRICTED	634.12
EQUIPMENT	RESTRICTED	586.64
RUNNING COST	UNRESTRICTED	579.83
CHARITABLE ACTIVITY	RESTRICTED	479.83
CHARITABLE ACTIVITY	UNRESTRICTED	431.88
RUNNING COIST	RESTRICTED	413.26
CHARITABLE ACTIVITY	UNRESTRICTED	407.37
EQUIPMENT	RESTRICTED	227.37
EQUIPMENT	RESTRICTED	47.37
RUNNING COSTS	RESTRICTED	-32.32
CHARITABLE ACTIVITY	UNRESTRICTED	-24.82
RUNNING COSTS	RESTRICTED	-42.22
REFUND	RESTRICTED	137.78
RUNNING COST	RESTRICTED	130.43
RUNNING COST	UNRESTRICTED	118.18
running cost	RESTRICTED	105.67
RUNNING COST	RESTRICTED	92.18
RUNNING COST	RESTRICTED	77.19
RUNNING COST	RESTRICTED	54.39
RUNNING COST	RESTRICTED	42.42
RUNNING COST	RESTRICTED	16.02
RUNNING COST	RESTRICTED	6.94
CHARITABLE ACTIVITY	UNRESTRICTED	-37.21
RUNNING COST	RESTRICTED	-62.52
RUNNING COST	RESTRICTED	-92.40
RUNNI8NG COST	RESTRICTED	-105.89
CHARITABLE ACTIVITY	UNRESTRICTED	-103.89
RUNNING COST	UNRESTRICTED	-118.88
RUNNING COSTS	RESTRICTED	-141.68
		-141.68

STATEMENT OF RECEIPTS AND PAYMENTS

For the year ended [ENTER YEAR END DATE ON INSTRUCTIONS SHEET]

RECEIPTS		
Donations		0.00
Grants (general — unrestricted)		0.00
Grants (restricted — see Fund Tracker)		0.00
Fundraising events		0.00
Gift Aid claimed		0.00
Investment / bank interest		0.00
Other income		0.00
TOTAL RECEIPTS		**0.00**

PAYMENTS		
Charitable Activities — direct project / service costs		0.00
Raising Funds — fundraising event costs		0.00
Governance & Running Costs (insurance, bank fees, stationery)		0.00
Trustee expenses (out-of-pocket reimbursements only)		0.00
Other expenditure		22.00
TOTAL PAYMENTS		**22.00**

Net Receipts over (Payments) for the year		**-22.00**
Total funds at START of year (from last year's accounts)		
Total funds at END of year		**-22.00**

STATEMENT OF ASSETS AND LIABILITIES

At end of the year [ENTER YEAR END DATE]

ASSETS		
Current account — bank balance at year end		-141.68
Deposit / savings account balance		
Petty cash in hand		
Grants / donations owed to us at year end (if any)		
Equipment / furniture (cost price — no depreciation needed)		
Other assets (describe in notes)		
TOTAL ASSETS		**-141.68**

LIABILITIES		
Bills / invoices unpaid at year end		
Restricted grants received but not yet spent (from Fund Tracker)		
Other money owed to third parties		
TOTAL LIABILITIES		**0.00**

NET ASSETS (Assets less Liabilities)		**-141.68**

Represented by:

Unrestricted funds (free to spend on any charitable purpose)		
Restricted funds (must be spent on donor-specified purposes)		0.00
TOTAL FUNDS (must equal Net Assets above)		**0.00**

Approved by the trustees on _____

Signed: _____ Name: _____

Position: Chair / Treasurer

RESTRICTED FUND TRACKER

Use ONLY if you received grants/donations the donor said MUST be spent on specific things. If all income is general,

Grant / Donor Name	Purpose of Restriction	Received (£)
	TOTALS	0.00

write 'NIL' in row 5 and ignore the rest.

Spent This Year (£)	Remaining at Year End (£)	Spend Deadline
0.00	**0.00**	

TRUSTEES' ANNUAL REPORT — SHORT VERSION

1. Charity details

Charity name: .....The Heather House Community Group.....
Registration number: 1205945
Financial year: from .....21/09/2024..... to 20/09/2025

2. Trustees who served this year

List ALL trustees (including those who left mid-year):

- Dan Widger — Chair
- Suzanne King
- Wayner Henneker — Secretary
- Bernard redman
- noah henneker

tony thompson

A

The Heather House Community group exists to reduce hardship and loneliness for vulnerable residents ac
Swale, with a focus on Ukrainian Refugee families in Sittingbourne and Sheppey Our charitable purpose i
deliver practical, local support without complicated referral processes, helping people access essential ite

4. Public benefit statement (REQUIRED BY LAW)

The trustees confirm that they have had regard to the Charity Commission's guidance on public benefit in setting our objectives and planning our activities this year.

5. Financial review

Short summary: 'Our total income this year was £X and total spending was £Y. We spent £Z on our charita
activities (XX% of total spending). We hold £A in reserves, which covers approximately B months of runnir
costs.'

6. Reserves policy

Our policy is to hold unrestricted free reserves equal to 3 months of core running costs (approx £2,400) tc
ensure we can continue operating if income is delayed, grant payments arrive late, or we face unexpectec
essential costs—this stability is particularly important as we prepare to launch new support for isolated ol

7. Structure & governance

The charity is managed by a committee of trustees elected at our Annual General Meeting. We meet ever
months to make decisions, oversee finances and safeguarding, and monitor progress on both our existing
services and our new work tackling loneliness among resident in Swale.

8. Plans for next year

Next year we will extend our work beyond Refugees from Ukraine to reach the wider community across S
where men aged 65 and over have a higher than average suicide rate strongly linked to chronic loneliness
social isolation. We will launch a low-pressure monthly social drop-in at a central Swale venue, partner w

9. Trustee expenses & benefits

NO trustee received any payment or benefit from the charity during the year

10. Approval

Signed on behalf of the trustees:

Name: .....MICHELLE HENNEKER.....
Position: CEO
Date: .....11/07/2026.....

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FILING & COMPLIANCE CHECKLIST — UNDER £10K

Go through this before you submit anything to the Charity Commission

Done ✓	Task
	All bank statements collected for FULL 12 months of the financial year
	All receipts / invoices matched to transactions
	Every transaction entered in Cash Book with correct category
	Cash Book closing balance matches actual bank balance at year end
	Restricted grants tracked separately in Fund Tracker sheet
	Receipts & Payments Statement reviewed — no obvious errors
	Assets & Liabilities Statement completed and BALANCES
	Trustees' Annual Report drafted (short version is fine)
	Accounts APPROVED by trustees at a formal meeting
	Set up / log into My Charity Commission Account
	Submit income & expenditure update online
	Check Charity Commission public register shows filing received
	Save PDF copies of everything in 2 separate secure places
	HMRC: if investment income > £10k or taxable trading, file CT600
	Gift Aid claim submitted if you have eligible donations

Notes
Use the exact category names from rows 2–3
CRITICAL — must reconcile 100% to the penny
If none, write 'NIL' in row 5
Check totals make sense vs last year
Net Assets = Total Funds — both figures must match
Must be approved BEFORE filing — write a minute
gov.uk/guidance/manage-your-charity-online
DEADLINE: 10 months AFTER your financial year end
Takes a few days to update
Keep for 6 years minimum
Most under-£10k charities don't need this
Claim within 4 years of donation date