## **HEGISTRAR UF COMPANIES**

Parents for the Early Intervention of Autism in Children (PEACH)

Annual Report and Financial Statements

30 April 2007

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Company Limited by Guarantee Registration Number 3300043 (England and Wales)

Charity Registration Number 1063982

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#### Reference and administrative information

Trustees Alan Watkins - President

Ian Chantry
Federay Holmes
Catrin Mogilner
Helen Syms
Lisbeth Thiesen

Chief Executive Officer Mandy Williams

Company Secretary Catrin Mogilner

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London Road

Ascot Berkshire SL5 8BE

Telephone 01344 882248 Facsimile 01344 882391

E-mail infor@peach org uk
Website www peach org uk

Company registration number 3300043 (England and Wales)

Charity registration number 1063982

Auditors Buzzacott LLP

12 New Fetter Lane

London EC4A 1AG

Bankers National Westminster Bank plc

Barnes Branch 149 Church Road

Barnes London SW13 9HS

## Reference and administrative information

Solicitors

Stone Rowe Brewer

46-49 Church Street

Twickenham  $M_1ddlesex$ TW1 3NR

The trustees present their statutory report together with the financial statements of Parents for the Early Intervention of Autism in Children (Peach) for the year ended 30 April 2007

The financial statements have been prepared in accordance with the accounting policies set out on pages 14 and 15 of the attached financial statements and comply with the charitable company's Memorandum and Articles of Association, applicable laws and the requirements of Statement of Recommended Practice on "Accounting and Reporting by Charities" issued in March 2005

#### Structure, governance and management

#### Constitution and members' liability

Parents for Early Intervention of Autism in Children is constituted as a company limited by guarantee and was incorporated on 9 January 1997. In the event of the company being wound up during the period of membership or within the year following, the company members are required to contribute an amount not exceeding £10. The company is registered under the Companies Act (Company Registration Number 3300043 (England and Wales)) and under the Charities Act 1993 (Charity Registration Number 1063982)

#### Organisation

The charity has two distinct roles The Peach office gives advice, information and support while Peach clinical staff deliver Applied Behavioural Analysis (ABA) services throughout the UK

Overall responsibility for the charity lies with the trustees who meet at least monthly (excluding August) to decide upon policy and strategy. The trustees appoint a president and individual trustees lead on particular projects and policy areas. The organisation is headed by the Chief Executive Officer. There are seven clinical staff and two clinical managers (job share). Peach has one full-time administrator and the accounting function is supported by an external accountant. Volunteers provide significant additional support.

#### Trustees

The trustees constitute directors of the charitable company for the purposes of the Companies Act 1985 Trustees are appointed by being proposed and seconded by the Board of Trustees

The following trustees were in office at 30 April 2007 and served throughout the year, except where indicated

Trustee	Appointed/Retired
Ina Chantry	
Federay Holmes	
Catrin Mogilner	
Helen Syms	
Lisbeth Thiesen	
Alan Watkıns	

#### Structure, governance and management (continued)

Trustees (continued)

Company secretary

Appointed/retired

Catrin Mogilner

No trustee had any beneficial interest in any contract with the charity during the year

Several of the trustees have children who have autism or other developmental delays. A minority of these trustees, and their children, has utilised the charity's services during the year but have done so on an arm's length basis with no preferential benefit

Vacancies for trustees are advertised in Speach, the in-house magazine. Existing trustees regularly write about their experiences and their role in an attempt to encourage applicants. The needs of the Board are reviewed annually as part of the planning process. All trustees are elected at the AGM by the members. One third of the trustee body stands down each year.

Potential trustees are invited to informally attend trustee meetings prior to appointment. They receive a comprehensive induction, which covers their role, the governing instrument, current financial issues, current operational issues, governance, standing orders and financial procedures.

Trustees' responsibilities statement

The charity's trustees are responsible for preparing the annual report and financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires the trustees (who are the directors of the company for the purpose of the Companies Act) to prepare financial statements which give a true and fair view of the state of affairs of the charity at the end of the financial year and of its incoming resources and application of resources (including its income and expenditure) for the financial year. In preparing financial statements giving a true and fair view, the trustees are required to

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- Prepare the financial statements in accordance with applicable accounting standards,
- ♦ Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Structure, governance and management (continued)

Trustees' responsibilities statement (continued)

The trustees confirm that so far as they are aware, there is no audit information of which the charity's auditors are unaware. They have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information

#### Risk management

The trustees have assessed the major risks to which the charity is exposed, in particular those relating to the specific operational areas of the charity, its investments and its finances. The trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to mitigate those risks

#### Principal aims and activities

Peach's vision is a world where the parents of children with autism get superior professional advice in a timely manner and are empowered to make informed decisions and appropriate choices. Peach also wants to broaden the reach of ABA (Applied Behavioural Analysis) and ensure high quality provision is accessible to all

As a charity, Peach's mission is to help parents of children with autism by providing support, information and choice in a variety of ways

- ◆ Providing information and guidance on a wide range of issues including, obtaining a diagnosis, options and costings for setting up and running an Applied Behavioural Analysis (ABA) programme, obtaining LEA funding for in-home instruction programmes, and special educational needs tribunals
- Providing information to help families start an Applied Behavioural Analysis (ABA) programme

Applied Behavioural Analysis emphasises

- One to one instructions starting in the home in a distraction free environment
- ♦ Intensive instruction for between 35 to 40 hours per week
- ♦ Individualised instruction, through a programme designed to meet a child's specific needs
- Family participation and parental involvement in instruction
- Dehavioural approach imposing structure and rewarding appropriate behaviour
- Working positively to encourage progress
- ♦ Early intervention, starting as early as possible following diagnosis
- ♦ Working towards successful inclusion into school

#### Structure, governance and management (continued)

#### Principal aims and activities (continued)

- ♦ Publishing regular newsletters, which include information provided by members and information about current events and impending legislation
- ♦ Offering training to parents and professionals
- Raising awareness through proactive media campaigning, giving talks and encouraging liaison with other groups
- ♦ Hosting conferences and seminars on behavioural intervention and related issues
- ♦ Raising funds to support these goals

#### **Achievements and Performance**

Progress during the year and future developments

Peach trustees were pleased that a positive balance was achieved during the financial year 2005/6, but wished to see a positive balance sheet in 2006/7. This was a significant and challenging objective which needed an appreciable rise in fundraising income particularly of unrestricted funds.

With this in mind the trustees set one strategic aim for 2006/7, and that was to eliminate the deficit on the balance sheet. This was not achieved within the financial year but was achieved shortly after the year end. This is a momentous achievement for Peach and means that it can now enter a period of development and growth, as historical issues have now been addressed.

#### The following were achieved during the year

- Parent to parent support was developed with a few key parents offering in-depth support over a period of time
- ♦ Redesign Speach (in-house magazine) to meet members' needs New design incorporates more parent information and sections on children's achievements
- A conference took place in November looking at video modelling.
- ◆ Additional promotional material produced by sponsors
- Peach has continued its work on accreditation with TreeHouse and continues to develop its record of experience and a competency framework
- ♦ Peach clients have been asked to complete a satisfactory survey
- Peach has had some initial success in a proactive PR campaign to promote its work
- ♦ Increased applications to small trust funds
- Peach continued to offer work experience to volunteers who play a crucial role in its day to day activities

#### Achievements and Performance (continued)

Progress during the year and future developments (continued)

- Further expansion of the 'Do It For Peach" campaign
- A membership strategy was agreed
- Work has begun developing corporate sponsorships within the geographical area that the charity is based
- ♦ A Christmas raffle took place
- Peach has produced a tutor strategy to support and encourage tutors to work in the field
- A competency based appraisal system was introduced for all clinical staff
- ♦ Staff received marketing training to improve chent recruitment / retention rates
- ♦ Additional small events held, including fashion shows and pamper evenings

#### Major events after 30 April 2007

- Peach has appointed a full time fundraiser using funds donated by the Universal Stitching
- Peach was successful in the Football League's Creating Chances initiative and received a donation towards new I T equipment
- Peach hosted a conference in September in partnership with Southampton University which outlined the results of SCAmP research project

#### Further work in progress includes

- ◆ IT systems are being upgraded
- Diversifying income streams
- ♦ Preparation of a new three year business plan
- Parent information packs and other literature are being reviewed and re-written to make them more user friendly

Despite a difficult few years, Peach is now at an exciting time in its development. Historical issues which have held the charity back have now been resolved.

The appointment of a fundraiser will enable Peach to diversify its funding streams and access additional significant funds. The Southampton Childhood Autism Project assessment study which was published this year shows major educational gains for children on ABA programmes and it is an exceedingly powerful tool which can be used to make a compelling case for ABA. In the coming year, Peach hopes to consolidate its influence in the autism sector and to further improve the quality and range of services and support it provides

#### Achievements and Performance (continued)

Further work in progress includes (continued)

All Peach trustees play a significant role in running the charity. Peach is only able to undertake a wide range of activities and meet ever increasing demand because of the dedication of its staff, trustees, volunteers and members, and because it uses limited resources in imaginative and innovative ways.

#### Financial position and reserves policy

Financial report for the year

The charity's statement of financial activities for the year ended 30 April 2007 shows a net decrease in funds of £22,167 (2006 - increase of £15,596) after which the net funds stand at a deficit of £45,169 deficit of (2006 - deficit of £23,002)

Incoming resources decreased by £53,891 compared to last year to £396,201 (2006 - £450,092) Resources expended fell by £16,128 to £418,368 (2006 - £434,496)

We are very grateful to Peach members who have organised many activities for us during this period

#### Financial position

The balance sheet shows total net habilities of £45,169 (2006 – £23,002) Free reserves or general funds at 30 April 2007 were £45,169 in deficit (2006 – deficit of £23,002)

#### Reserves policy and monitoring process

As income for the charity is dependent on factors outside of our control, eg grants, recognition of ABA, availability of trained staff, the Peach trustees have agreed that they need to hold around three months running costs to deal with all eventualities. This has been estimated at £100,000. In the past Peach has held little or no reserves as the organisation has grown quite rapidly since its inception. The trustees have estimated that it will take at least five years to reach a reserve equal to three months running costs. In order to meet this goal the trustees have appointed a full time fundraiser to help raise additional income. This will be the key strategic aim in all business plans until the target is reached. It is reviewed monthly as part of the monitoring of the financial statements against the budget

The trustees review the management financial statements of the charity each month and update cashflow projections regularly with a view to continually assessing the financial position of the charity and taking corrective action should problems be evident. The charity's business plan puts emphasis on raising unrestricted funds. A number of fundraising events are planned. In addition to such initiatives, the charity has contingency plans for reducing overhead expenditure should this prove necessary.

#### The charity's assets

Acquisitions and disposals of fixed assets during the year are recorded in the notes to the financial statements

#### **Employees**

Parents for the Early Intervention of Autism in Children strives to be an equal opportunities employer and applies objective criteria to assess ment. It aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, race, colour, nationality, religion, ethnic or national origin, gender, marital status, sexual orientation or disability

Selection criteria and procedures are reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees are given equal opportunity and, where appropriate and possible, special training to enable them to progress both within and outside the organisation. Parents for the Early Intervention of Autism in Children is committed to a programme of action to make this policy effective, and brings it to the attention of all employees.

#### **Auditors**

On 30 September 2007, Buzzacott, the Charity's auditors, transferred their entire business to Buzzacott LLP, a limited liability partnership incorporated under the Limited Liability Partnership Act 2000. The Trustees have consented to treating the appointment of Buzzacott as auditors as extending to Buzzacott LLP.

Signed on behalf of the trustees

Trustee

Approved by the trustees on

17 Dec 07

#### Independent auditors' report 30 April 2007

# Report of the independent auditors to the members of Parents for the Early Intervention of Autism in Children

We have audited the financial statements on pages 12 to 20 which have been prepared under the historical cost convention and the accounting policies set out on pages 14 and 15

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed

#### Respective responsibilities of trustees and auditors

As described on pages 4 and 5 the trustees, who are also the directors of Parents for the Early Intervention of Autism in Children for the purposes of company law, are responsible for the preparation of the trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland)

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We report to you whether in our opinion the information given in the trustees' report is consistent with the financial statements

We read other information contained in the trustees' report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information

#### **Fundamental uncertainty**

In forming our opinion we have considered the adequacy of the disclosures made in note 1 of the financial statements concerning the uncertainty regarding future funding for the charitable company. In view of the significance of this uncertainty we consider that it should be drawn to your attention, but our opinion is not qualified in this respect.

#### Independent auditors' report 30 April 2007

#### Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### Opinion

In our opinion the financial statements

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the charitable company's state of affairs as at 30 April 2007 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended,
- have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the trustees' report is consistent with the financial statements

## Buggacott LLP

14 January 2008

Buzzacott LLP
Chartered Accountants and Registered Auditors
12 New Fetter Lane
London
EC4A 1AG

## Statement of financial activities Year to 30 April 2007

	Notes	Total funds 2007 £	Total funds 2006 £
Income and expenditure			
Incoming resources			
Incoming resources from generated funds			
Voluntary income	2	40,176	62,405
Activities for generating funds		12,702	17,119
Incoming resources from charitable			
activities	3	341,497	355,860
Other incoming resources		1,826	14,708
Total incoming resources		396,201	450,092
Resources expended			
Cost of generating funds			
Fundraising costs		2,246	3,522
Charitable activities			
Provision of support, information and choice to parents of children			
with autism	4	408,884	425,814
Governance costs	6	7,238	5,160
Total resources expended		418,368	434,496
Net movement in funds	7	(22,167)	15,596
Fund balances brought forward			
at 1 May 2006		(23,002)	(38,598)
Fund balances carried forward			
at 30 April 2007		(45,169)	(23,002)

There is no difference between the net movement in funds stated above and the historical cost equivalent

All of the charity's activities derived from continuing operations during the above two financial periods

The charity has no recognised gains and losses other than those shown above and therefore no separate statement of total recognised gains and losses has been presented

## Balance sheet 30 April 2007

	Notes	2007 £	2007 £	2006 £	2006 £
Fixed assets					
Tangible assets	10		1,693		1,282
Current assets					
Debtors	11	36,573		41,846	
Cash at bank and in hand	_	2,770		22,117	
	_	39,343	_	63,963	
Creditors amounts falling due					
within one year	12	(86,205)		(88,247)	
Net current liabilities			(46,862)		(24,284)
Total net liabilities			(45,169)	<u>-</u>	(23,002)
Represented by					
Funds and reserves					
Unrestricted income funds					
General funds			(45,169)		(23,002)

Approved by the trustees and signed on their behalf by

Trustee

Approved on 17 Dec 07

#### Principal accounting policies 30 April 2007

#### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the requirements of the Companies Act 1985 Applicable United Kingdom accounting standards (United Kingdom Generally Accepted Accounting Practice) and the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) have been followed in the preparation of these financial statements

The financial statements have been prepared on a going concern basis which assumes that future grant applications and fundraising initiatives will be successful in generating incoming resources to cover core costs and other unrestricted expenses

#### Incoming resources

Incoming resources are recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty

Grants from government and other agencies have been included as incoming resources from charitable activities where these amount to a contract for services, but as donations where the money is given in response to an appeal or with greater freedom of use, for example monies for core funding

#### Resources expended and the basis of apportioning costs

Expenditure is included in the statement of financial activities when incurred and includes attributable VAT which cannot be recovered

Resources expended comprise the following

- a The cost of generating funds includes direct costs associated with generating donated income
- b The costs of charitable activities comprise expenditure on the charity's primary charitable purposes as described in the trustees' report

Such costs include direct expenditure incurred on providing information and guidance, raising awareness, the publishing of newsletters, hosting conferences and seminars and offering training

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charity it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment. These costs are in support of the charitable activities noted above.

c Governance costs comprise the costs incurred with the governance arrangements of the charity

## Principal accounting policies 30 April 2007

#### Cash flow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash flow statements'

#### Tangible fixed assets

All assets costing more than £500 and with an expected useful life exceeding one year are capitalised

Office equipment and computers are depreciated at annual rates of between 33<sup>1</sup>/<sub>3</sub>% and 50% on cost

#### **Fund accounting**

The general fund comprises those monies which may be used towards meeting the charitable objectives of the charity and applied at the discretion of the trustees

#### Foreign currencies

Assets and habilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the net movement in funds.

#### 1 Going concern

At 30 April 2007, the financial statements show the charity to have total net habilities and a deficit on unrestricted funds of £45,169

The trustees are actively seeking additional grant funding and embarking on new fundraising initiatives to support the charity and ensure its long term viability and are confident that the charity will be successful in achieving additional funds. Subsequent to the year end the charity has secured a grant of approximately £75,000. This will be used, in part, to employ a fundraiser to assist in achieving additional funding (note 14)

In addition, the trustees continue to review the activities of the charity and the related expenditure with a view to reducing costs wherever possible

The financial statements have been prepared on the going concern basis, which assumes that the charity will continue to be operational for the foreseeable future

The validity of this assumption depends upon the success of negotiations with potential grant funders, the success of various fundraising initiatives and the ability to contain expenditure. The financial statements do not include any adjustments what would result if negotiations are not successful or if expenditure cannot be contained.

Whilst the trustees are presently uncertain as to the outcome of the matters mentioned above, they believe that it is appropriate for the financial statements to be prepared on a going concern basis

#### 2 Voluntary income

	Total funds	Total funds
	2007 <u>£</u>	2006 f
Helping Peach appeal	_	4,890
General donations	40,176	57,515
	40,176	62,405

#### 3 Incoming resources from charitable activities

	Total funds 2007 £	Total funds 2006 £
Grants receivable		, .
Treehouse for Accreditation	_	<b>6</b> ,969
Workshops	319,879	320,455
Conferences and training	7,476	13,441
Membership fees	14,142	14,995
	341,497	355,860

## 4 Provision of support, information and choice to parents of children with autism

	Total	Total	
	funds	funds	
	2007	2006	
	£	£	<u>f</u>
Staff costs	225,691	230,856	
Recruitment and training	1,707	3,385	
Conferences and seminars	931	6,243	
Travel and staff expenses	50,784	51,623	
Brochures and items for sale	4,612	4,945	
Rent and service charges	19,057	22,366	
Insurance	3,662	3,496	
Provision for bad debts	600	1,534	
Allocated support costs (note 5)	101,840	101,366	
	408,884	425,814	

#### 5 Support costs

	Total funds 2007 £	Total funds 2006 <u>f</u>
Staff costs	74,087	70,341
Printing, postage, stationery and telephone	12,084	12,610
Equipment and computer expenses	2,054	1,932
Depreciation	889	782
Exchange loss	_	340
Professional fees	9,624	11,385
Miscellaneous	3,102	3,976
	101,840	101,366

All support costs are allocated to the provision of support, information and choice to parents of children with autism (note 4)

#### Governance costs

	Total	Total
	funds	funds
	2007	2006
	f	£
Audit fees	7,238	5,160

299,778   6,463 2,699 889	5,1 2,4
299,778 — 6,463 2,699	5,1 2,4
 6,463 2,699	301,1 3 5,1 2,4 7
2,699	5,1 2,4
2,699	2,4
2,699	2,4
•	
889	7
f	
272,762	276,6
27,016	24,5
299,778	301,1
299,778	301,1
	27,016 299,778

£278 expenses were reimbursed to trustees during the year (2006 –£nil) No trustees received any remuneration in respect of their services as a trustees during the year (2006 –£nil)

Provision of support, information and choice to parents

of children with autism

17

16

#### 8 Staff costs and trustees' remuneration (continued)

Several of the trustees have children who have autism or other developmental delays A minority of these trustees, and their children, has utilised the charity's services during the year but have done so on an arm's length basis with no preferential benefit

#### 9 Taxation

Parents for the Early Intervention of Autism in Children is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities

#### 10 Tangible fixed assets

	Total
Office equipment and computers	£
Cost	
At 1 May 2006	10,868
Additions	1,300
At 30 April 2007	12,168
Depreciation	
At 1 May 2006	9,586
Charge for the year	889
At 30 April 2007	10,475
Net book values	
At 30 April 2007	1,693
At 30 April 2006	1,282

#### 11 Debtors

	2007 £	2006 <u>£</u>
Fees receivable	30,093	34,629
Other debtors	1,278	2,326
Prepayments	5,202	4,891
	36,573	41,846

#### 12 Creditors amounts falling due within one year

	2007 £	2006 £
Grant repayable (see below)	_	16,632
Other creditors	12,867	9,198
Taxation and social security	48,632	39,650
Accruals	24,706	22,767
	86,205	88,247

#### 13 Trustees' indemnity insurance

During the year, the charity purchased insurance to protect the charity from loss arising from any wrongful or dishonest act of any trustee or employee and to indemnify any trustee or employee against the consequence of any wrongful act on their part. The total cover provided by such insurance was £250,000 (2006 - £250,000) and the total premium paid in respect of such insurance was £495 (2006 - £443)

#### 14 Post balance sheet event

Since the year end funding of approximately £75,000 has been received from the Universal Stitching Fund, a proportion of which will be used to fund the employment of a professional fundraiser