

Bardet-Biedl Syndrome UK Registered Charity No's: 1027384 and SCO41839

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31st DECEMBER 2015

FOR

BARDET-BIEDL SYNDROME UK



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Bardet-Biedl Syndrome UK (Formally known as LMBBS) is a Registered Charity in England and Wales (1027384) and in Scotland (SCO41839)

President: Professor Philip Beales BSc LMSSA MD FRCP

Patrons: Baroness Helena Kennedy Of The Shaws Q.C.

Ryan Jones Bsc (Hons)

Bankers: Barclays Bank PLC

Independent Accounts Examiner: M. Bannister of Fryza Bannister Financials Ltd

Board of Trustees:

Steve Burge (Chairman)

Richard Zimbler (Vice-Chair)

Laura Dowswell (Treasurer)

Emma Oates (Fundraising Co-ordinator)

Allan Clark

Dianne Hand

Graham Longly

Stefan Crocker

Rob Hymers

Abbie Geeson (Acting Secretary)



Bardet-Biedl Syndrome

Bardet-Biedl Syndrome is a rare, recessively inherited disorder which affects approximately 1 in 100,000 babies born. Features of the syndrome include Rod-Cone Dystrophy, an eye disorder, characterised by tunnel vision and night blindness, which often leads to blindness; obesity; renal abnormalities; developmental delay; speech and language difficulties; extra fingers and/or toes and learning difficulties. Not all of the features are always present in those diagnosed as having BBS and each one can vary in severity and appearance. The variability in presentation and severity of the syndrome together with the rarity of the condition (there are around 516 affected individuals known to us in the UK) can mean a delayed diagnosis and lack of adequate local health care.



Structure, Governance and Management

Bardet-Biedl Syndrome UK (formally known as LMBBS) was established in 1993 and is the only registered charity supporting people with Bardet-Biedl Syndrome, their families and carers. The aims of the charity are to preserve and protect the health and promote the welfare of persons who have BBS, and to advance the education of the medical and educational professionals and the general public on the subject of BBS. The governing document of the charity is a constitution, which was adopted on 1st August 1993. The Board of Trustees is responsible for the governance of the charity. The charity now consists of approximately 679 families and 130 professionals. Full membership of the charity is open to any adult who has Bardet-Biedl Syndrome and his/her family and any family with one or more affected children, including their grandparents and carers. Each family has two votes; single members without a family have one vote. Associate membership is open to those interested in furthering the work of the charity.



Trustees

Trustees are elected during the annual general meeting of the charity. The Chairman and Honorary Officers of the charity hold office for one year, but are eligible for reelection annually. They must be ex officio members of the charity, the Executive Committee or of any other Committee. The Executive Committee hold office for two years. All Trustees give their time freely and receive no remuneration or other benefits, however, any incurred expenses are refunded as appropriate.



Additional Governance

BBS UK have the following policies in place: Child Protection Policy, Safeguarding Vulnerable Adults Policy, Equal Opportunities Policy, Confidentiality Policy, Complaints Procedure, Grievance Procedure, Disciplinary Policy/Procedure, Finance Policy, Use of Email Policy, Social Media Moderation Policy, Conflict of Interest Policy and Data Protection Policy.

Disclosure and Barring Service checks (DBS) are carried out prior to commencement of employment, trusteeship and volunteering duties. DBS checks are carried out regularly in line with statutory requirements. Child Protection Training and Safeguarding Vulnerable Adults Training is undertaken by those working or volunteering with children, young people and/or vulnerable adults.

Bardet-Biedl Syndrome UK has been entered in the Scottish Charity Register with charity number SC041839 under the Charities and Trustee Investment (Scotland) Act 2005. Since 2012, BBS UK is a member of the Fundraising Standards Board.



Objectives and Activities

The main **objectives** of Bardet-Biedl Syndrome UK are:

- To preserve and protect the health and promote the welfare of persons affected by Bardet-Biedl Syndrome and their families.
- To advance the education of the medical and educational professions and the general public on the subject of Bardet-Biedl Syndrome and its implications for the family.

The main **activities** the charity undertakes in pursuance of its objectives are:

- Provision of help line.
- Production of information leaflets.
- Organisation of an annual weekend family conference, bringing those with the syndrome together with interested professionals and experts, providing families and affected adults with access to the latest medical information and research, in addition to vital social opportunities.
- Production of regular newsletters and an annual conference report.
- Regularly updated Website
- Attendance at relevant seminars and conferences, for example Sight Village London and Birmingham, raising awareness of the syndrome and charity.
- Management of BBS UK Clinics Ltd, providing support and facilitation services alongside the NHS.



BBS UK Clinics Ltd

Bardet-Biedl Syndrome UK has a contract with NHS England to facilitate the specialist multi-disciplinary clinics, which take place in Great Ormond Street Hospital and Guy's Hospital, London and Birmingham Children's Hospital and Queen Elizabeth Hospital, Birmingham. BBS UK Clinics Limited (company number 07257216) is a wholly owned subsidiary of Bardet-Biedl Syndrome UK and is incorporated in England and Wales. The board of directors manage the contract and funding and employs staff who facilitate and attend the clinics, providing support to those who attend, before, during and after the appointment. The requirements of the contract with the NSCT are:

- To maximise access to NHS provided services for patients with Bardet-Biedl Syndrome (BBS)
- To provide support for patients affected by BBS and their families.
- To provide information relating to services provided for patients with BBS and relevant health promotion and lifestyle information to maximise the health and life chances of people living with BBS.

To achieve the above, we provide information and support to the patients and their families/carers before, during and after clinics. We organise accommodation for patients when needed and assist with travel arrangements. Our involvement preclinic ensures patients and their families are well informed about the syndrome and feel well supported to attend. We have a presence at each clinic, offering emotional and practical support to patients and their families and ensure they are aware of all relevant benefits and social support services. Post clinic we provide ongoing support and liaise between patient and hospital where required and generally provide an ongoing point of contact.

In addition we provide information and assistance to clinicians where appropriate. This may take the form of liaising with patients on their behalf, supporting research projects or assisting with awareness and development programmes. In addition to providing direct clinic services, we organise an annual family conference, bringing together interested professionals and those with BBS, their families and carers, for a formal conference programme and social weekend. We provide information leaflets, which are currently under review and produce two Newsletters and a Conference Report annually. All publications are committed to the health promotion and lifestyle management issues of those with BBS and their families/carers and are distributed to our members in accessible formats, as well as being available on the BBS UK website. We manage the website and keep it updated with clinic news and the latest research and medical information and maintain a database of BBS patients. We report annually to the Commissioning team as is required.



Steve Burge

Chairman, BBS UK Management Committee

There have been many changes to the board over the past 12 months starting at the AGM last year where we paid tribute to the long and legendary careers of Phil and Chris Humphries who have given so much of their time and worked tirelessly for the charity. Special thanks go to Chris for the support she gave to so many families and for the many fantastic conferences she organized over the years, she is very much missed. Phil and Chris are a hard act to follow, however the new BBS Board have stepped up to the mark and I am very proud to be Chairman of such a dedicated team of people; I look forward to working with you all to develop a strong charity that will ensure that we continue to develop well into the future.

Kevin Sales has retired as a trustee but continues to work as the Finance officer for BBS UK and BBS UK Clinics Ltd and is working closely with the new treasurer Laura Dowswell. Julie Sales and Tonia Hymers also retired as trustees, but will continue to deliver the four amazing BBS clinics that have been running since 2010. Our thanks go to the hard work of Kevin, Julie, Tonia and the rest of the dedicated team ensuring the successful delivery of the clinics; Kevin, Julie and Tonia are still valued members of the BBS UK management team and continue to support the new board of trustees and have played a central role in helping all of the trustees shape the future of the charity.

BBS UK Clinics are, as always, growing from strength to strength. Additional support continues to be provided by Angela Scudder the Family Support worker who was employed after a successful grant was awarded from the charity Genes for Jeans, enabling Angela to develop working with families and ensuring that they get the ongoing support that they need to deal with the challenges of having children affected by BBS. I am pleased to welcome a new member of staff to the team, Kate Zaczek, who is the new Adult Support worker. Kate joined the team in January 2016 and she will be working with all of the staff to ensure that the adults are gaining access to the support that they need outside of the clinics.

Over the past 12 months the whole team have been busy working on several projects to ensure that the charity continues to move forward and support our members giving them information using all possible means of getting the message out there so the awareness of BBS grows. At the AGM in 2015 it was agreed by our members to change the name of the charity from LMBBS to BBS UK. This decision was taken due to the fact that in the medical profession BBS is more commonly used to describe the condition and as a board of trustees we felt that it would be prudent to make this name change to bring the name in line with its medical terminology.

At the same time we voted as members to change the logo of the charity and this was changed to the new BBS UK logo which will be displayed on all publications and literature.

The trustees have been working hard in collaboration with Robert and Nicola Hueting to redesign and build a new website that will be up-to-date and will be a main resource and an exciting place to visit to learn all about what is going on within BBS UK. I would like to personally thank both Rob and Nicola for their outstanding work on the website and also for all of the technical support that Rob has given to myself and the rest of the trustees ensuring that we are able to go forward in to the virtual world of the future. The trustees now have new email addresses and these will be posted on the new website once they are active.

I am pleased to announce that after a lot of hard work from Tonia Hymers we now have a brilliant new medical booklet and Tonia has spent some considerable time ensuring that all of the content is current and endorsed by all of our medical practitioners.

Graham Longly along with Stefan Crocker, Richard Zimbler and myself have set up an adult focus group and this was a result of the two successful adult receptions which have been held for the past two years at our annual conference on the Friday evening, which have been an opportunity for adults with BBS to meet and relax and talk freely in a comfortable and friendly environment. The group has met twice now utilizing Skype so that we can meet online and we are working closely with the rest of the trustees to ensure that the adults have a voice for the future. If you would like to join the focus group then please contact either Graham or myself and we will be only too happy to invite you to a meeting in the future.

I want to finish by thanking all of our valued members, friends of BBS UK and fundraisers for all of the hard work that they put in over the year to ensure that BBS UK has the finances, resources and manpower to continue to provide the standard of service that as trustees we pride ourselves on providing year after year. However it is important to realise in these times of austerity that we need to remain vigilant in our efforts to continue to raise funds to ensure that the charity is financially viable for the long-term future.

The charity would not be able to operate without the generous hard work by all of our fundraisers who as always work tirelessly coming up with new ideas to continue to raise desperately needed funds for the charity's continued survival and the board of trustees would like to thank every one of you.



Tonia Hymers

Coordinator Children's Services, BBS UK Clinics Ltd

Julie Sales

Coordinator Adult Services, BBS UK Clinics Ltd

We have had another extremely busy and challenging year, working alongside the specialist NHS BBS Clinics. The charity has a 'rolling contract' in place with NHS England, which is renewed annually. The number of patients we support has risen from 190 in 2010 to 516 in 2016.

New referrals continue to trickle in, with 16 children and 17 adults coming into the service over the past year. We now have approximately 341 adults and 175 children on our database; follow-up appointments at all four centres continue to run at around 18-22 months. In year one, we supported approximately 169 patients across 22 clinics; in year six we supported approximately 260 patients across 31 clinics and the service continues to grow.

Patient feedback continues to be overwhelmingly positive with the majority of patients marking themselves as being 'very happy' with their experience. Fitting the specialist multi-disciplinary service within the NHS is always going to present challenges, however good communication with the patients and hospitals enables us to ensure the smooth running of the service. In November 2015, all four centres came together in London, to discuss best practice and results from the previous year. Once again we submitted an annual report to the commissioning team, together with service user data.

Much of our work is done outside of clinics: providing family and patient support, liaising with families, clinicians and local authorities, facilitating clinics and producing newsletters. We are becoming increasingly busy supporting families with Education, Health and Care Plan applications, PIP and DLA applications and local authority referrals; the ways in which we can support our families are many and the results are rewarding.

We have three new projects underway, a Parent/Carer Health Survey, a questionnaire looking at kidney and urology issues in BBS patients and a questionnaire looking at bowel and fatigue issues in BBS patients.

We have noted that many of the parents and carers who we see at clinic have health issues, including anxiety and depression and have devised a questionnaire to explore the extent of the issue across the adults and children's services. Although this is a data gathering exercise, it will give us a springboard from which to look at ways of supporting our parent/carer population further. Professor David Goldsmith, renal consultant at the BBS Clinics at Guys Hospital, London, has noted that many patients are affected with urology issues. We have worked with Professor Goldsmith to devise a questionnaire to explore the extent of these issues across the adult BBS population. Many of our patients have told us that they suffer with bowel issues and fatigue issues and again, we have devised a questionnaire to discover the extent of the problem in our adult BBS population.

Following our successful application for a grant from Genetic Disorders UK, as part of their Jeans for Genes programme, we employed Jackie Kearns and Angela Scudder, on a one year contract as Child Development Officers. Jackie Kearns left to work for another charity in June 2015 and Angela Scudder took on the extra hours to successfully deliver the Jeans for Genes funded Child Development Project. Over the course of the year, Angela supported our families in many ways including Education, Health and Care Plan applications and benefits applications. Angela also organised family days, an activity weekend, exercise initiatives and theatre trips. Angela has been retained within the clinics family support team to work alongside Tonia Hymers within the children's service. Kate Zaczek has also joined the BBS UK family support team and will work alongside Julie Sales within the adult's service. Further activities and events are planned for the coming year.

Our medical booklet is now in print and ready for launch at the BBS UK Family Conference 2016. This project has been a collaboration between BBS UK and BBS Clinicians, with input and suggestions from patients and parents. We are extremely pleased with the finished product, a patient friendly resource that will prove invaluable to all those living with the syndrome and the key professionals involved in their care. During the process, we signed up to Information Standard, an NHS England certification scheme which ensures that all healthcare information produced, follows a documented and defined production process. We are thrilled to have been awarded certification and will continue to work with NHS England over the coming year to further refine our information production process.

We have no doubt that the coming year will prove as challenging and rewarding as the last. The most enjoyable and rewarding aspect of our role is, of course, attending clinic days and we look forward to meeting and supporting many more families and individuals over the coming year.



Emma Oates

Fundraising Co-ordinator, BBS UK Management Committee

Bardet-Biedl Syndrome UK has continued to raise funds in various ways despite the continually challenging economic climate and the committee remain very grateful to all members, friends and family and those affected by BBS for their continued support in fundraising. Every penny counts and goes directly where it is needed, towards family support, production of newsletters and towards our annual family conference, which offers huge support and friendship to many of our members

The past year has seen many people contributing to raising money for the charity, both by undertaking personal challenges or through holding fundraising events, as well as donations from various companies and individuals who are connected to the charity. However, fundraising remains a major concern. Our overall funds are gradually depleting and we are in danger of not having enough money to hold our family conference weekend going forward. The conference is a lifeline to many of our members and we desperately need more money to ensure it can continue in 2017 and beyond.

A new fundraising sub-committee has recently been set up in order to focus on fundraising and we are working closely with a charity specialist firm AVFS, in order to identify grant giving bodies and other income streams. We urge all members to think about how they can help us raise money to ensure our essential work can continue. If anyone has a talent or interest in this, then please do get in touch. In the meantime, the committee and trustees are very grateful to all those who volunteer and freely give up their time to support the charity in its vital work and without this support, much of our work would not be possible.



2015 Funders

In 2015 the charity was funded by two grants from Jeans 4 Genes and Pfizer. Our appreciation and thanks goes to them both for supporting BBS UK.







Laura Dowswell

Treasurer, BBS UK Management Committee

For the financial year, 1st January 2015 to 31st December 2015, the charity received an income of £59,796 which is an increase of around £19,477 compared to 2014. The charity's expenses for the same period have increased to £61,311 an Increase of £22,891 compared with 2014.

However during 2015 the charity received a grant from Jeans 4 Genes of £11,740 for a specific project. If it was not for this grant and other restricted income the charity's' income from donations, fundraising etc. would have been £42,047. Similarly of the expenses totalling £61,311 £18,544 of this was directly related to the Jeans 4 Genes project and other related project costs. Once this is excluded the actual expenditure was £42,767.

The funds at year end 31st December 2015 are £37,995

Income/expenditure/surplus/loss for the last 5 years:

As you will note the charity has made a loss for four of the last five years and this is unsustainable for the charity's long term survival.

	Income	Expenditure	Surplus/Loss
31 Dec 2015	£59,796	£61,311	-£1,515
31 Dec 2014	£40,319	£38,420	£1,899
31 Dec 2013	£41,741	£42,824	-£1,083
31 Dec 2012	£48,801	£57,005	-£8,204
31 Dec 2011	£58,364	£39,785	-£18,579
31 Dec 2010	£54,223	£39,000	£15,223

It is important to note that during 2015 the charity received a one-off donation as well as income from a couple of one-off large fundraising events which generated income of just over £11,000. If it had not been for this, the closing position at year end would have been £48,796 with a loss of £12,515. This is unsustainable long term.

If there is not a large influx of funds/grants it's unlikely we will be able to hold a 2017 weekend conference.

Much work has been carried out by the committee - closely monitoring the finances and putting a new financial policy in place as well as making some difficult financial decisions including reducing expenditure on this year's conference and cost cutting in general. To secure the future of the charity financially, it is imperative that we develop some reserves and we can only do this with the ongoing committed support of our members.

In financially challenging times, every charity relies on its regular donors and regular income to enable its core work to continue. We do have a 'Friends of BBS UK' scheme, with many of our members making regular donations or holding fundraising events. Around £4,700.00 has been received into the charity account during the year via standing order by our 'Friends scheme'. Ideally this amount needs to increase and we ask that as many of you as possible sign up to support the charity in this way – further details and forms are available on the fundraising stand in reception. Please take one or even a few home to give to family and friends who aren't at the conference and to anyone who might like to support us. Any new sign-ups to the Friends of BBS UK scheme will receive a goody bag over the conference weekend.

An example of how even a modest amount of just £10 per month per person can really make a difference. If 10 people gave £10 a month the charity would receive £1,200 over the year, and if 20 people gave £20 a month the charity would receive £4,800 which would really make a difference and help fund future conferences, weekend activities to name just a few and to help support our families.

The committee would like to offer huge thanks and extend our appreciation for those who take time and effort to fundraise for the charity.

Declaration



The Trustees declare that they have approved the 2015 Annual Report

Signed on behalf of the Charity Trustees:



Date: 1St April 2016



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to	the trustees/
	members of

Bardet-Biedl Syndrome UK

On accounts for the year ended

31 December 2015 Charity no 1027384 (if any) SCO41839

Set out on pages

1 to 3

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10(1)(a) to (c) of the Charities Accounts (Scotland) Regulations 2006 (the 2006 Regulations) and that an independent examination is needed. The charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011 and under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act);
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission and is in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

1

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act and section 44 (1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:	Date: 31316
Name:	Fryza Bannister Financials Limited
Relevant professional qualification(s) or body (if any):	Chartered Certified Accountants
Address:	The Stables, Goblands Farm Business Centre,
	Cemetery Lane,
	Hadlow, Tonbridge KENT TN11 0LT

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.



Bardet-Bledi Syndr	ome UK		1027384 SCO41839	
Receipts and payments accounts			CC16a	
For the period from	01-Jan-15	То	31-Dec-15	

Section A Receipts and	payments				
	Unrestricted	Restricted	Endowment		
	funds	funds	funds	Total funds	Last year
	to the nearest				
	£	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants	1,000	11,740	_	12,740	6,000
Donations and Fundraising	18,286	_	-	18,286	20,478
Conference Delegates Contributions	6,130	_	_	6,130	5,247
Activity Contributions	-	1,609	-	1,609	_
Friends Account	4,733	_	-	4,733	4,231
Sales of Promotional Goods/Xmas Cards	768	-	-	768	928
Marathon Donations	3,802			3,802	284
Gift Aid	3,336	-	-	3,336	2,043
Interest	8	-	-	8	10
Weather Lottery	77			77	60
Bike Ride	4,307		-	4,307	
Raffle/Tombola	817			817	2,040
Transfer from Unrestricted Fund	-	4,600	-	4,600	
Sub total (Gross income for					
AR)	42,047	17,749	-	69,798	40,319
A2 Asset and investment sales.					
(see table).					
	-	-	-	-	-
Sub total	-	-	-	_	-
Total receipts	42,047	17,749	-	59,796	40,319
A3 Payments					
Family Conference	23,389	-	-	23,389	24,844
J4G Project Costs	-	12,845		12,845	
Travel-Trustees	1,687	-	-	1,687	1,407
J4G Employee Travel Costs	-	1,028		1,028	
Accomodation	1,769	1,800	_	3,669	1,426
J4G Activities	-	1,830		1,830	
Fundraising Costs	-	-		-	
Marathon	396	-		398	
Bike Ride	826	-		826	
Printing/Tapes	4,812	_	_	4,812	5,358
Telephone, Postage, Stationery	2,603	261	_	2,764	2,161
Purchase of Promotional Goods	167	351	_	618	1,244
Stock Movement	370	_	_	370	- 1,862
IT Consumables	-	-	_	-	434
Courses	-	240	\vdash	240	
Insurance/Data Protection	408	_	-	408	626
Subscriptions	288	_	-	288	230
Refunds	140	_	_	140	-
Miscelaneous	608	_	_	608	814
Exhibitions Transfer to Bastisted Sund					773
Transfer to Restricted Fund Committee Training	4,600 870	_	_	4,600 870	
CRB Forms	888	\vdash	\vdash	888	773
Bank Charges	- 668	-	-	- 668	8
Marathon Bond	-		-	-	480
Sundry Adjustment			-	-	
Sub total	42,787	18,644	-	81,311	38,420
A4 Asset and investment					
purchases, (see table)					
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	42,767	18,544	-	61,311	38,420
CCXX R1 accounts (SS)		1			31/03/2016

Net of receipts/(payments)	- 720	- 795	-	- 1,515	1,899
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	34,510	5,000	-	39,510	37,611
Total funds this year end	33,790	4,205	-	37,995	39,510

Section B Statement of assets and liabilities at the end of the period					
		Unrestricted	Restricted	Endowment	
Categories	Details	funds	funds	funds	
		to nearest £	to nearest £	to nearest £	
B1 Cash funds	Cash at Bank	32,308	4,206	-	
	Stock of Promotional Goods	1,482	-	-	
		_		-	
	Total cash funds	33,790	4,205	-	
	(agree balances with receipts and payments				
	account(s))	OK	OK	OK	
		Unrestricted funds	Restricted funds	Endowment funds	
	Details	to nearest £	to nearest £	to nearest £	
B2 Other monetary assets		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		Fund to which		Current value	
	Details	asset belongs	Cost (optional)	(optional)	
B3 Investment assets			-		
			-	-	
			-		
			_	-	
	Details	Fund to which	Cost (optional)	Current value	
B4 Assets retained for the	Details	asset belongs	-	(optional)	
charity's own use			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)	
B5 Liabilities	Details	liability relates	(optional)	(optional)	
			-		
			-		
			-		
			-		
Signed by one or two trustees on				Date of	
behalf of all the trustees	Signature	Print	Name	Date of approval	
	1 amount	Laura	Dowswell	07/04/2016	
				222010	
CCXX R3 accounts (SS)	3			31/03/2016	