



*Coalition for  
Life-course Immunisation*

## Coalition for Life-Course Immunisation

Charity registration No: 1182662

### Annual Report and Unaudited Financial Statement for the period ended 31<sup>st</sup> December 2019



## Legal and Administrative Information

### Board of Trustees:

Daphne Holt	Chair
Sam Nye	Vice Chair
Malcolm Taylor	General Secretary
Carlo Signorelli	Financial Oversight
David Sinclair	
Gary Finnegan	
Catherine Weil-Olivier	

Charity Number: 1182662

Charity Registered Name Coalition for Life-course Immunisation (CLCI)

Registered Office: Horts House  
22, Whitecourt  
Uley  
GL11 5TG  
UK

Bankers: Charities Aid Foundation (CAF) Bank  
Kings Hill  
West Maling  
Kent  
ME19 4JQ

Telephone: +44 1453 860851

Email: [secretariat@cl-ci.org](mailto:secretariat@cl-ci.org)

Website: [www.cl-ci.org](http://www.cl-ci.org)



## Trustees Report for the Period ended 31<sup>st</sup> December 2019

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, and "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)" (as amended for accounting periods commencing from 1 January 2016).

### **Vision and Charitable Objectives**

The vision of CLCI is that all people of whatever age or stage of life should have the opportunity to be protected against vaccine-preventable diseases by vaccination with every vaccine they need.

Our mission is, beginning in Europe in the first instance, to identify and share the best policies and practices regarding the life-course approach and to seek to encourage widespread adoption. CLCI seeks to educate and inform patient groups, health care professionals, regulators and policy makers of the benefits of widescale vaccination.

### **The Need**

Although the value of vaccination across the life-course has risen in the consciousness of policy makers and the public alike it is still not yet being given its due recognition. Low vaccination coverage in older people across most of Europe, variable recommendations between countries, incomplete data collection and reporting are indicative of low political will.

Current approaches are not unified and are not communicating the value of life-course vaccination effectively. A concerted European-wide effort is vital in order to change policy and practice and equalise variable national vaccination coverage rates to the highest possible level.

A life-course approach to vaccination has the potential to transform the current state-of-play and implies a more holistic way forward by emphasising the uniqueness of one's innate ability to achieve and maintain good health throughout life and by focusing on strategies that aim to maximise that ability. It also promotes the expansion of vaccination delivery from the healthcare setting into the wider community setting, supporting people to access vaccination whenever and wherever is convenient for them. Subsequent higher vaccination coverage holds significant cost savings for healthcare systems and society at large.

Currently, national vaccination schedules vary significantly, making it difficult to achieve a base-line immunity profile across Europe. In order to improve confidence in national schedules, the CLCI will help the public, healthcare professionals and policymakers understand this variability by actively communicating and explaining the differences between national vaccination policies, fostering convergence towards a more harmonised vaccination schedule.



Widening vaccination opportunity, communicating value and standardising policy is of vital importance to the health and stability of the European region. The CLCI believes that all healthcare professionals, policymakers and communicators should come together to eliminate vaccine-preventable diseases by considering the entire population in vaccination scheduling and information provision

### **Public Benefit of our Work**

The trustees have complied with the duty in section 4 of the 2006 Charities Act to have due regard to guidance published by the Charity Commission.

### **Key Public Benefits to our Work**

- Access to a network of experts and policy makers that allows members to enhance their own work.
- Greater awareness at all levels of society, policy makers, healthcare professionals and the public alike, of the benefits of vaccination at all ages and stages of life.
- A higher profile of vaccination across the life-course as a key public health priority, paving the way for our member organisations to increase access to resources in their countries.
- Opportunities for the voices of members to be heard by policy makers, key opinion leaders and the public.

The main vehicles which help us carry out our work are the production of position papers, meetings arranged in the European parliament and elsewhere, events which raise awareness in healthcare professionals during their learning process and a lively and up-to-date website. All of these activities are designed to increase the uptake of vaccines and save lives.

### **Achievements and performance**

#### **Activities in 2019**

In shaping our objectives for the year and planning our activities, the trustees considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

From registration in March to December 2019 has been a successful time for the Coalition. We have

- completed registration with the UK Charity regulator, opened a UK bank account and registered with the UK tax authorities
- established a website and produced three digital newsletters,
- begun developing policy positions,
- joined relevant groups,
- expanded our membership,
- participated in a variety of events,
- and produced a position paper on life-course immunisation along with a manifesto for the new EU parliamentary term 2019-2024.



These activities all have the objective of growing our reputation as an organisation on the interface between government and regulators, health care professionals and patient organisations, that speaks authoritatively for the life-course approach to immunisation.

#### Registration and governing document

The CLCI achieved registration as a Charitable Incorporated Organisation (CIO) in the UK on 27 March 2019 having initiated the registration process with the England & Wales Charity Commission (EWCC) in May 2018. The governing document of CLCI is the constitution which was most recently updated on 27 March 2019.

Following completion of registration, trustees received a *Trustee Welcome Pack* of advice and guidance from the EWCC and a further summary of the duties of trustees was provided in August 2019.

Following registration CLCI completed registration with the EU Transparency register in October 2019.

#### UK Bank account

CLCI opened an account with the Charity Aid Foundation (CAF) Bank in September 2019. This account is now fully operational with most of the banking electronic and the two 'electronic signatures' required for expenditure established. Monthly statements are created electronically for download.

#### Registration with Her Majesty's Revenue & Customs UK (HMRC)

Following the bank account opening, CLCI completed registration with HMRC during October 2019. This ensures CLCI is not liable for income or corporation tax on donations and allows us to claim Gift Aid (25%) on UK donations.

#### Website and newsletters

The website went live in May 2019. Updates and additions are made on an ad hoc basis when news, documents or events that are relevant are brought to the General Secretary's attention by members.

During 2019 CLCI published three digital newsletters. Administrative support is provided by the Confederation of Meningitis Organisations (CoMO) under the terms of a Memorandum of Understanding (MoU). Under the terms of the MoU, CoMO also offers secretarial services to CLCI if a meeting, workshop or other event is being organised or a document publication needs administrative support.

#### Policy Development

Following registration and in preparation for the establishment of the website, the following policies were written and approved by the trustees: Sponsorship Policy, Membership Policy and Privacy Policy. These drew from the Constitution, EWCC advice about sponsorship and policies already developed by others. The policies are available on the website.



## Membership

CLCI seeks to expand its membership and to establish good working relationships with external stakeholders, to create partnerships and to exchange information wherever possible. In this way CLCI will leverage its message. Membership increased by 2 in 2019 with members joining from Romania and Croatia.

## Partnerships

During 2019 CLCI signed an MoU for cooperation with the Active Citizenship Network (ACN)<sup>1</sup> and supported the European Manifesto on Influenza Vaccination<sup>2</sup>. CLCI was invited to participate in a workshop to develop pro-vaccination videos and this led to the inclusion of focus group activity in the ACN programme. CLCI also joined the stakeholder group of the EU Joint Action on Vaccination.

## Participation in events

1. CLCI organised a round table discussion, covering the status of immunisation in Europe and current issues, at the Instituto Balmis de Vacunas, XVI Jornadas de Actualizacion en Vacunas 'Balmis Knows'; an international training event for professionals who work in the world of vaccines, November 2019
2. CLCI conducted a dialogue between CLCI members and young public health doctors at the Excellence in Pediatrics Institute conference December 2019

## Position Paper

The first position paper, titled "Powering protection for all by a collaborative approach to enhancing vaccine coverage", called on all healthcare professionals, policymakers and communicators to come together to eliminate vaccine-preventable diseases by considering the entire population in vaccination scheduling and information provision.

## Manifesto for the European Parliament 2019-2024

CLCI produced its first manifesto for the European Parliament which outlined seven actions to deliver a sustainable approach to Life-Course immunisation:

- Develop strong and effective leadership to deliver the approach
- Make vaccination a societal good
- Mobilise Healthcare professionals to decrease hesitancy and achieve optimal coverage
- Develop innovative solutions to increase access
- Develop robust comprehensive data collection systems and models to assist health-care providers and strategic decision makers at the tactical and operational level.
- Bring together a diverse range of stakeholders to ensure success
- Budget for prevention

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<sup>1</sup> <http://www.activecitizenship.net/>

<sup>2</sup> <http://eufightingflu.com/>



## Finance & Funding

### **Financial Review**

CLCI's efforts to diversify its funding in order to provide a more sustainable base for its activities has continued but this will take time to achieve. We were able to secure grants and individual donations, in addition to gifts in kind. The residue of funds which had been secured for events in 2018 and held on account by a member until CLCI's account was opened, have been transferred to the CLCI account. Increasing the breadth and depth of our funding remains a priority for CLCI. The surplus for the year and carried forward reserves totaled £1,767.

### **Reserves Policy**

CLCI starts with no reserves and so the amount and rate of build-up of reserves will be reviewed as part of the annual planning process. It will take several years to reach a level of reserves that will be sufficient to fund planned activities for the succeeding 12 months. We expect that in each yearly cycle the addition to the reserves will be up to 10% of the planned expenditure until a full reserve has been created. We are taking this approach because currently CLCI has very minimal running costs. This is exclusive of any restricted or designated funds. As at 31<sup>st</sup> December 2019, the charity had free reserves of £943.

### **Principal Funding Sources**

CLCI has secured funding from individual donors and grants, along with a gift-in-kind from the Excellence in Paediatrics Institute. Since CLCI is a membership organisation, avoiding competing for funding with our members is a key factor and does create certain limitations to where we can source our funds.

### **Investment Policy**

Aside from retaining a prudent amount in reserves each year, all of the charity's funds are to be spent in the short term or are restricted to long-term projects currently in progress. Therefore, CLCI does not have any investments.

### **Risk Factors**

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

The trustees recognise the need to diversify funding support and actively work to mitigate the risk of becoming over-dependent on any one source.

The trustees also recognize the need to separate management and governance and this is being actively considered.



## Future Activities

Before 31<sup>st</sup> December 2020 we will

- organize a virtual session entitled “Life-course Immunisation – Western Concept or Global Goal at the World Congress on Public Health, October 2020
- hold an Annual General Meeting and working group in December 2020 for all of our membership at the Excellence in Paediatrics Conference, Amsterdam.
- write two further position papers and a paper for publication in the scientific literature.
- continue to attend and present at professional meetings and conferences.
- carry out background research with a view to gathering together organisations concerned with chronic health conditions for a meeting to discuss progress in increasing uptake of vaccines.

## Structure, governance and management

The CLCI is a charitable incorporated organisation (CIO) registered with the Charity Commission in England and Wales on 27<sup>th</sup> March 2019 having begun some activities in December 2017.

The trustees who served during the period were:

Daphne Holt	Chair
Sam Nye	Vice Chair
Malcolm Taylor	General Secretary
Carlo Signorelli	Financial Oversight
David Sinclair	
Gary Finnegan	
Catherine Weil-Olivier	

Prior to each annual general meeting the trustees must re-nominate any trustees that are due to retire and are willing to continue their time in office.

At each annual general meeting one third of the trustees must retire from office and those nominated by the trustees are elected into office by those eligible to vote.

As required by the articles of association one third of the board resigned at the first AGM and were duly re-elected (Daphne Holt, Sam Nye, Malcolm Taylor).

Trustees must be members of CLCI in order to be eligible for election.

The trustees manage the business of the charity and may exercise all the powers of the charity unless they are subject to any restrictions imposed by the articles or any special resolution.

All trustees give of their time freely and no trustee remuneration was paid in the period. Trustees are required to disclose all relevant interests and register them with the General Secretary and in accordance with the charity's policy, withdraw from decisions where a conflict of interest arises.





## Statement of trustees' responsibilities


Law applicable to charities in England & Wales requires the trustees to prepare a financial statement for each financial period which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principals in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Board of Trustees and signed on its behalf by:

.....  


**Samantha Nye**

Vice Chair of the Board of Trustees

Dated: 27 Oct '20



## Independent Examiner's Report to the Trustees of Coalition for Life-Course Immunisation

I report to the charity trustees on my examination of the accounts of the charity for the period ended 31 December 2019 which are set out on pages 11 to 18

### Responsibilities and basis of report

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

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

### Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Edward Corrigan FCA

Corrigan Accountants Limited

The Tramshed

25 Lower Park Row

Bristol BS1 5BN

Date: 27 Oct 2020



**STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE PERIOD 27<sup>th</sup> March 2019 to 31<sup>st</sup> December 2019**

	Notes	Unrestricted Funds £	Restricted Funds £	Total £
<b>Income From:</b>				
Donations and grants	3	8,917	31,454	40,371
<b>Total Income</b>		<b>8,917</b>	<b>31,454</b>	<b>40,371</b>
<b>Expenditure On:</b>				
Charitable Activities	4	7,974	30,630	38,604
<b>Total resources expended</b>		<b>7,974</b>	<b>30,630</b>	<b>38,604</b>
<b>Net (outgoing)/incoming resources</b>		<b>943</b>	<b>824</b>	<b>1,767</b>
<b>Net movement in funds</b>		<b>943</b>	<b>824</b>	<b>1,767</b>
Fund balances at 27 <sup>th</sup> March 2019		-	-	-
<b>Fund balances at 31<sup>st</sup> December 2019</b>	8	<b>943</b>	<b>824</b>	<b>1,767</b>

The statement of financial activities includes all gains and losses recognised in the period.

All income and expenditure derive from continuing activities.



**STATEMENT OF FINANCIAL POSITION**

**AS AT 31<sup>st</sup> December 2019**

		2019	
	Notes	£	£
<b>Current assets</b>			
Debtors	6	2,123	
Cash at bank and in hand		1,804	
		<b>3,927</b>	
Creditors: amounts falling due within one year	7	2,160	
Net current assets		1,767	
<b>Income funds</b>	8		
Restricted funds			824
Unrestricted funds			943
			<b>1,767</b>

The CIO is entitled to exemption from audit under Section 144 of the Charities Act 2011 for the period ended 31 December 2019.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 December 2019.

The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 137 of the Charities Act 2011.

The financial statements were approved by the Board of Trustees, and authorised for issue, on and were signed on its behalf by:

*SANye*

Samantha Nye  
Vice Chair of the Board of Trustees

27<sup>th</sup> Oct '20



## **NOTES TO THE FINANCIAL STATEMENTS**

***FOR THE PERIOD ENDED 31<sup>st</sup> December 2019***

### **1. Accounting policies**

#### **Charity information**

The Coalition for Life-course Immunisation is a charitable incorporated organisation registered with the England and Wales Charity Commission. The registered office is Horts House, 22 Whitecourt, Uley, GL11 5TG, UK.

#### **1.1 Accounting convention**

The accounts have been prepared in accordance with the charity's Articles of Association and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements. Funding in the current climate of Covid-19 has been carefully considered and will be raised for discussion at all trustee meetings but is not currently considered to cause significant difficulties for the charity in this regard.

#### **1.3 Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.



## **1.4 Incoming resources**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of receipt from HMRC.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

## **1.5 Resources expended**

Income and expenses are included in the financial statements as they become receivable or due. Expenses include VAT where applicable as the charity cannot reclaim it.

## **1.6 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

## **1.7 Financial instruments**

The charity has applied the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

### ***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future



receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

### ***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

### ***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

## **1.8 Allocation of support costs**

Support costs are these functions that assist the work of the charity, but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel and governance costs, which support the charity's projects and activities.

## **2. Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.



### 3. Donations and legacies

	Unrestricted funds	Restricted funds	Total 2019
	£	£	£
<u>Donations and gifts</u>			
Private donations	1,686		1,686
Gift-in-kind	7,231	24,998	32,229
Grant received on account from CoMO		4,333	4,333
Grant received on account from Balmis Institute		2,123	2,123
	<b><u>8,917</u></b>	<b><u>31,454</u></b>	<b><u>40,371</u></b>

### 4. Charitable activities

	Advocacy £	Membership £	Total £
Freelance scientific writer (position paper)	4,200	-	4,200
Publisher (newsletter)	-	480	480
Support costs (note 5)	4,260	4,260	8,520
Conference Costs	406	24,998	25,404
	<b>8,866</b>	<b>29,738</b>	<b>38,604</b>
<b>Analysis by funds</b>			
Unrestricted	<b>4,124</b>	<b>4,123</b>	<b>8,247</b>
Restricted	<b>4,742</b>	<b>25,615</b>	<b>30,357</b>
	<b>8,866</b>	<b>29,738</b>	<b>38,604</b>

### 5. Support costs

	Support costs £	Governance costs £	Total £
Website costs	6,733	-	6,733
Office hire Brussels	92	-	92
Legal and professional	16	-	15
Independent examination	-	1,680	1,680
	<b>6,840</b>	<b>1,680</b>	<b>8,520</b>





## 6. Debtors

	2019 £
Trade debtors	2,123

## 7. Creditors

	2019 £
Accruals	2,160

## 8. Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 Jan 2019	Incoming resources	Resources expended	Transfers	Balance at 31 Dec 2019
Balmis Conference Funding	-	2,123	1,026	-	1,097
EiP Conference Funding	-	24,998	24,998	-	-
The role of vaccines in the fight against AMR project	-	4,333	4,333	-	-
<b>Total</b>	-	<b>31,454</b>	<b>30,357</b>	-	<b>1,097</b>

### Balmis Conference

This fund was used for CLCI to attend and present at the Balmis Institute Conference in December 2019.

### EiP Conference

This fund was used for CLCI to present at the EiP Conference in December 2019 and also to hold its AGM within the conference.

### The role of vaccines in the fight against AMR project

This fund was used to hold a meeting in the European Parliament on the role of vaccines in the fight against Anti-Microbial Resistance, and to produce a position paper titled 'Powering protection for all by a collaborative approach to enhancing vaccine coverage'.



## 9. Balances in the charities funds accounts are restricted by

	Restricted	Unrestricted
Debtors and creditors	824	(861)
Cash	0	1804
Balance	824	943

## 10. Related party transactions

Sam Nye is the Executive Director of CoMO and also the Vice Chair of CLCI. CoMO provides secretariat services for CLCI and is reimbursed for this work – this totalled £480. To ensure transparency and fairness in the use of charity funds for this service, Sam is not involved in part of trustee meetings where decisions on selecting a provider are made. The trustee, Malcolm Taylor, donated gifts in kind totalling £565 and made a cash donation totalling £1,000.

## 11. Trustees

None of the trustees (or any persons connected with them) received any remuneration nor were reimbursed any expenses during the period.

## 12. Employees

There were no employees during the period.