



Trustees' Annual Report for the period

Period start date

Period end date

From

1 APRIL 2013

To

31 MARCH 2014

Section A

Reference and administration details

Charity name

THE DEBENHAM PROJECT (DEMENTIA - CARING FOR THE CARERS)

Other names charity is known by

Registered charity number (if any)

1133501

Charity's principal address

C/O 23 HIGH STREET

DEBENHAM

STOWMARKET, SUFFOLK

Postcode

IP14 6QL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	L JACKSON	CHAIRMAN		
2	R W R COCKERTON	TREASURER		
3	DR P FIELDER	TRUSTEE		
4	M ROUSE	TRUSTEE		
5	MRS G SHACKLOCK	TRUSTEE		
6	R.BLACKWELL	TRUSTEE	From 17 th December 2014	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

(eg. trust deed, constitution)

TRUST DEED

How the charity is constituted

(eg. trust, association, company)

TRUST

Trustee selection methods

(eg. appointed by, elected by)

ELECTED BY EXISTING TRUSTEES

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Relationships with related organisations: The charity is committed to providing support services, information and advice, and referral to professional organisations. It does this by setting up services and activities which are managed and run by local volunteers but which "draw in" the professional support capability of the local authorities, the NHS, and the major charities when appropriate. Many of our activities and services are provided in collaboration with these organisations. The relationships with these organisations are not contractually defined but are based upon the principle of informally "working together" to the overall benefit of those who need support.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

TO RELIEVE THE NEEDS, AND TO PROMOTE AND PROTECT THE GOOD HEALTH OF PERSONS SUFFERING FROM DEMENTIA, AS WELL AS THEIR CARERS AND FAMILY, IN PARTICULAR BUT NOT EXCLUSIVELY, BY ASSISTING IN THE PROVISION OF SUPPORT, SERVICES, RESPIRE AND GUIDANCE TO THE CARERS AND FAMILY OF SUCH PEOPLE. IT IS RECOGNISED THAT THIS OBJECT MAY BE FURTHERED BY EITHER GIVING SUPPORT OR SERVICES DIRECTLY TO THE CARERS, OR THOSE WITH DEMENTIA, OR JOINTLY IN DEBENHAM AND IN ITS IMMEDIATE NEIGHBOURHOOD.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Debenham Project was proposed in April 2009, publicly launched in October of that year, and granted charitable status in January 2010.

With regard to the guidance issued by the Charity Commission on public benefit, the charity/project has developed a unique community-based approach to the support of carers of those with symptoms of dementia, and those they care for. The wide range of services and activities (see below), created to help carers who are (or are close to) having to cope with the 24/7 care of a partner, father, mother, friend, or neighbour with dementia, have achieved viability and medium to longer-term sustainability.

The charity was asked to address the problems that dementia presents to our community and, especially, to those who care for someone with the illness. It did, in less than 18 months, provide a comprehensive range of services which were, and continue to be, second to none in Suffolk (and probably in the UK) in their breadth and focus on the individual in need of help. These now include:

An information and advice centre, dementia awareness and education sessions, social lunch clubs, fortnightly activities and social sessions, a confidential telephone helpline, a fortnightly carers' club and info café, a weekly chair-based fit club, medication management support, linking to respite care provision, support for those involved in diagnosis, emergency/respite carer cover, an independent professional carers network, an informal transport network, and a number of special events.

It has continued to develop its support according to the needs of family carers and those who they care for.

The charity is committed to maintaining and further developing its activities and services. Full descriptions of these services can be found on the charity's website. They are staffed by volunteers but, at the same time, "drawing in" when needed the best available professional support from the local authorities, the NHS, the charities, and other agencies. This has created a model that can be applied to other rural communities, and experience that can be shared with other groups who wish to do something similar.

Since its inception, the project has provided advice and guidance to various bodies, community groups and other organisations with regard to our approach and how others may learn from our experiences. Its unique approach is one which is common-sense in its localisation, and effective in its focus on the problem at a personal level.

It also provides input to strategic discussions and reports concerning the problems that dementia presents to rural communities at county and national levels.

From the unique standpoint of this community-based health and social care project, it has also researched and developed long term plans to demonstrate a new and more cost effective approach to the care of all elderly and frail people in rural communities.

Significant efforts have been made to develop the already high local profile at regional and national levels.

For a full description of the project visit:

www.the-debenham-project.org.uk

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Grantmaking: Hitherto, the project has not made grants to individuals or organisations. However, it operates a policy of providing its services free to participants, or at a nominal (subsidised) cost.

Volunteers: This is, primarily, a volunteer-based enterprise. However, it is recognised that volunteers cannot replace professional support staff in the charities, local authorities and NHS. It is our policy to collaborate with the key professional agencies in providing the best possible quality of support to carers and those they care for. What the project is able to do is very much governed by the number and the motivation of the volunteers and, as such, the evolution of the project can only be in terms of cooperation and collaboration at a personal level. The project has received a tremendous amount of goodwill from the community and this is reflected in a very healthy volunteer base. There are over 100 people who have offered their support, over 70 of whom who have already provided some actual help in one form or another and about 40 who give 2 or 3 hours on a regular basis. New volunteers are continually coming forward. It is the project's policy to have "a lot of volunteers who each do a little", rather than "a few who do it all".

Summary of the main achievements of the charity during the year

This accounting period covers the activities of the charity from April 2013 to April 2014. It has been a period which has seen the project continue to evolve and grow, adding services and activities, and developing its reputation and influence in the field.

Highlights of the Year 2013 / 2014

Services:

"Debenham-on-Call" was initiated
Local professional carers formed informal network
Network of "lift and accompany" volunteers was initiated

Dementia Friendly Communities:

Debenham became one of the UK's earliest dementia friendly communities. The Debenham project featured when The Prime Minister's Challenge came to the Eastern Region
Debenham Parish Council took the lead in promoting dementia awareness and dementia friendliness
This year's awareness campaign was launched – "Dementia – Be Aware - Be Positive" which focuses on shops, businesses and schools

Funding:

Finances were still good but "times are changing" – annual cost £8,500
Grants were received from Sports Relief and AXA for some core costs
Debenham's Pop-Up Department Store showed our businesses coming together to support the project
Private donations were very important and gratefully received

Working with Others:

Healthwatch – Representation on the Mental Health Focus Group
Publicity and presentations across Suffolk and throughout the region
Membership of Suffolk and Norfolk network of Dementia Learning Hubs
Recognition by Social Care Institute for Excellence

Volunteer and Service Statistics:

Volunteers continue to offer their time - 100+ and still counting
Approximately 50 regular volunteers - ½ day every fortnight
Fortnightly Cameo, Carers Club and info Café, weekly Fit Club, and 2 monthly Lunch Clubs
Overall, near to full capacity of about 200 person sessions per month
Support to over 60% of families coping with dementia

Research:

"The Experiences and Perceptions of Family Carers in our Community"
"Putting it all Together - a System for Care"

Existing services: All the existing services have successfully provided support to family carers and those they care for.

New services: As a result of our investment in the development of services, the project has been able to introduce the following:

Debenham-on-Call - a trained volunteer-based service which seeks to provide emergency cover whenever there is an emergency, a need for a family carer to attend an important appointment, or to enable a carer to have a few hours of respite.

The Carers Co-op – a small network of experienced local self-employed professional carers.

The Volunteer Transport Network – an informal group of volunteers

who provide lifts for elderly and frail participants in the project who have difficulties in attending hospital, clinic, and GP appointments.

Dementia Friendly Communities: The Debenham Project continues to be recognised as a leading “dementia friendly community” and, as such, continues to promote dementia awareness, and active support within the catchment. The project is also committed to encouraging other rural communities to be proactive in developing local dementia care. This has included sharing our understandings and experience with groups as far afield as Pembrokeshire and Manchester.

Recognition: The project has achieved a positive profile, not only at the local/regional level, but also at national level. It has been included in SCIE’s online handbook of best practice in the home and community. Also, our research into the experiences and perceptions of those coping with the impact of dementia on their lives (“In at the Deep End”) has been accepted for publication in The Journal of Dementia Care.

Funding: The project has established a sound core funding position through to Autumn 2016 and beyond.

Outreach: The project has given a significant number of presentations to other communities and groups with the aim of stimulating similar projects in other rural areas of Suffolk.

Research: Understanding the actual state of dementia care and support as seen from the viewpoint of those who have to cope with the illness on a daily basis is critical to effective and quality provision of services. The research project was started in July 2012 to comprehensively survey the experiences and perceptions of those known to the project who are family carers, volunteers, professional support workers, and other “interested parties”. This was a unique project in which the “impact of dementia” throughout a single representative community has been captured. It reported at the end of 2013 and its findings were incorporated into Suffolk’s latest Strategic Dementia Needs Assessment, and also accepted for publication in two leading journals concerned with dementia care and the care of the elderly.

The project has also completed a 4 year research/consultation project to find a way of providing care for the elderly-frail in rural and semi-urban communities. It is the long term aim of the project that elderly frail residents in and around Debenham should be able to remain within their community no matter their degree of frailty and receive the quality of care that they deserve. The unique “Vision of Caring” which was developed in the previous period has been revised and has attracted a wide spectrum of interest.

Overall: Broadly, the project has continued to successfully evolve and has achieved a position at the forefront in the provision of local care and support services for those whose lives are affected by dementia. It has maintained its philosophy of “getting on and doing something”. The Debenham Project is rapidly becoming recognised as a model for “Caring in the Community” and the “Big Society”.

Section E

Financial review

Brief statement of the charity's policy on reserves

The project has used reserved funds which were received for specific projects i.e. disability facilities, research, and project development. It will aim to protect the sustainability of the project by seeking to maintain reserves sufficient to the cover core costs for a minimum of 2 years beyond the end of the this accounting period i.e to April 2016.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Funding: The charity has achieved a reasonably sound funding position based upon the distinction between "core funding", funding for "special projects", and "private donations".

Core Funding: To run and continue to develop the main services of the project requires a funding of about £8,500 pa. In the initial years this was granted from local authority sources (with a total grant of approximately £26,500 thus far). We have been fortunate to continue to receive significant charitable donations from organisations, individuals, and companies eg AXA insurance and Sports Relief. We also have received a number of donations made in memory of those who we have supported. However, the Trustees are concerned, in the general sense, that the local authorities are now exceptionally reluctant to provide longer-term core funding to community projects such as this one despite the fact that such projects are directly supporting the mission of adult care services and enabling them to reduce their costs of service provision.

Special Projects: The project has invested in project infrastructure (e.g. improving the usability, facilities, and disability access of the premises that are used for our activities) and has provided funds to develop future new services (e.g. the "Carers Co-op"), and start research exploring barriers to early engagement and diagnosis. We have already reported in 2011/12 obtaining grants, awards, and funding from public and charitable sources for these projects.

Private Donations: To date, the project has not needed to set a high priority on fundraising. It has continued to receive a significant amount of unsolicited donations from individuals and local organisations in recognition of the value to the local community of the work of the project. Broadly, it is expected that a proportion of this money (£2,000) will be used for special events, activities and expenditures which are in addition to the main core services.

Section F

Other optional information

Additional information is available on the project's website at www.the-debenham-project.org.uk.

A description of the history and achievements of the project entitled "This is: The Debenham Project" can be found at <http://www.the-debenham-project.org.uk/downloads/leaflets/booklet.pdf>.

Additionally, the reader might like to access "Breaking the Mould" - <http://www.the-debenham-project.org.uk/downloads/articles/breakingthemould.pdf>.

The project's long term aims, and the concepts, ideas, and business model of "The Vision of Caring" can be found at: http://www.the-debenham-project.org.uk/downloads/steeringdocs/A_Vision_of_Caring_rltse7.pdf

Section G Declaration

The trustees declare that they have approved the trustees' report above.

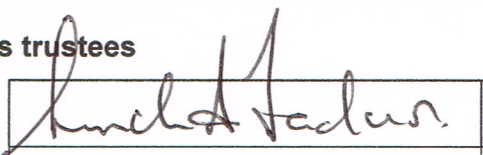
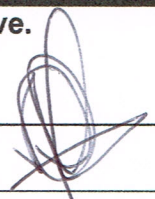
Signed on behalf of the charity's trustees

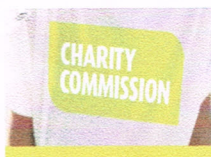
Signature(s)

Full name(s)

Position (eg Secretary,
Chair, etc)

Date

	
LYNDEN HURBROOK JACKSON	ROGER WILLIAMS RHYE COCKTON
CHAIRMAN.	SECRETARY
5-10-2014	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

THE DEBENHAM PROJECT (DEMENTIA - CARIING FOR THE CARERS)

On accounts for the year
ended

31 MARCH 2014

Charity no
(if any)

1133501

Set out on pages

Pages 1 to 10

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 general Directions given by the Charity Commission. 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 the 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.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention ~~(other than that disclosed below *)~~

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

15/10/14

Name:

COLIN RONALD EDGLEY

Relevant professional
qualification(s) or body
(if any):

FCCA (Retiree)

Address:

MOTRES GREEN HARM WETHERINGSETT IP145PX

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.



THE DEBENHAM PROJECT			Charity No (if any)	1133501	CC17a
Annual accounts for the period					
Period start date	01-Apr-13	To	Period end date	31-Mar-14	

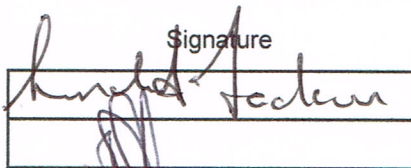
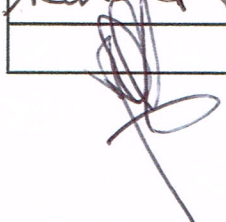
Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last reporting period £
			F01	F02	F03	F04	F05
Incoming resources (Note 3)							
Incoming resources from generated funds			-	-	-	-	-
Voluntary income		S01		6,630	-	6,630	18,000
Activities for generating funds		S02	4,221		-	4,221	4,026
Investment income		S03	164		-	164	132
Incoming resources from charitable activities		S04	167		-	167	323
Other incoming resources		S05	534		-	534	337
Total incoming resources		S06	5,085	6,630	-	11,715	22,818
Resources expended (Notes 4-8)							
Costs of Generating Funds			-	-	-	-	-
Costs of generating voluntary income		S07	-	-	-	-	-
Fundraising trading costs		S08	-	-	-	-	-
Investment management costs		S09	-	-	-	-	-
Charitable activities		S10	5,483	10,074	-	15,558	24,502
Governance costs		S11	-	-	-	-	-
Other resources expended		S12	840		-	840	5,080
Total resources expended		S13	6,323	10,074	-	16,398	29,582
Net incoming/(outgoing) resources before transfers		S14	(1,239)	(3,444)	-	(4,683)	(6,764)
Gross transfers between funds		S15		-	-	-	
Net incoming/(outgoing) resources before other recognised gains/(losses)		S16	(1,239)	(3,444)	-	(4,683)	(6,764)
Other recognised gains/(losses)							
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
Net movement in funds		S19	(1,239)	(3,444)	-	(4,683)	(6,764)
Total funds brought forward		S20	21,808	5,970	-	27,778	34,542
Total funds carried forward		S21	20,569	2,526	-	23,094	27,778

Section B Balance sheet

	Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last reporting period £ F05
Fixed assets						
Tangible assets	B01	-	-	-	-	-
	B02	-	-	-	-	-
Investments	B03	-	-	-	-	-
Total fixed assets	B04	-	-	-	-	-
Current assets						
Stock and work in progress	B05	-	-	-	-	-
Debtors (Note 6)	B06	708	-	-	708	173
(Short term) investments	B07	-	-	-	-	-
Cash at bank and in hand	B08	24,814	-	-	24,814	31,066
Total current assets	B09	25,521	-	-	25,521	31,239
Creditors: amounts falling due within one year (Note 7)	B10	2,426	-	-	2,426	3,461
Net current assets/(liabilities)	B11	23,095	-	-	23,095	27,778
Total assets less current liabilities	B12	23,095	-	-	23,095	27,778
Creditors: amounts falling due after one year (Note 7)	B13	-	-	-	-	-
Provisions for liabilities and charges	B14	-	-	-	-	-
Net assets	B15	23,095	-	-	23,095	27,778
Funds of the Charity						
Unrestricted funds	B16	20,569			20,569	21,808
	B17	-			-	-
Restricted income funds (Note 8)	B18		2,526		2,526	5,970
Endowment funds (Note 8)	B19			-	-	-
Total funds	B20	20,569	2,526	-	23,095	27,778

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	LYNDEEN A JACKSON	5/10/14
	ROGER WE JACKSON	5/10/14

Note 1 Basis of preparation

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with*

✓

 Accounting Standards;
- or
- Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

Note 2

Accounting policies

This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.

INCOMING RESOURCES

Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.
Incoming resources with related expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual income and performance related grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in kind	<p>Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.</p> <p>Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.</p> <p>Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.</p>
Donated services and facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
Investment income	This is included in the accounts when receivable.
Investment gains and losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance costs	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without performance conditions	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
Stocks and work in progress	These are valued at the lower of cost or market value.

Note 3 Analysis of incoming resources

Incoming resources may be further analysed if this would help the reader of the accounts.

		This year £	Last year £
Voluntary income	Analysis		
	Norfolk and Suffolk Dementia Alliance	6,000	16,000
	Suffolk Respite	-	2,000
	Suffolk Community Foundation	630	-
	Donations with gift aid	1,481	692
	Ufford Park Tuesday Golf Club Donation	-	1,400
	Fit Club members contributions	760	634
	Donations made in Memoriam	1,010	-
	Other Donations	912	1,300
	Travel Donations	57	-
Total		10,850	22,027
Activities for generating funds	Fund raising activities	167	323
	Gift Aid Received	534	337
		-	-
		-	-
		-	-
	Total	700	660
Investment income	Bank interest	164	132
		-	-
		-	-
		-	-
		-	-
	Total	164	132
Incoming resources from charitable activities		-	-
		-	-
		-	-
		-	-
		-	-
	Total	-	-

Note 4 Analysis of resources expended

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Costs of generating voluntary income		-	-
		-	-
		-	-
		-	-
	Total	-	-
Fundraising trading costs		-	-
		-	-
		-	-
		-	-
	Total	-	-
Investment management costs		-	-
		-	-
	Total	-	-
Charitable activities	Telephone rental	558	524
	Printing and Stationery	308	766
	Insurances	1,726	1,717
	Postage	-	210
	Dove Cottage refurbishment expenditure	-	5,080
	Dove Cottage Rent	840	-
	Entertaining and refreshment expenses	149	370
	Travel expenses	-	171
	SAVO subscription	29	82
	Other	99	61
	Other Travel Costs	281	475
	Project Management	179	237
	Carers Club & Info Cafe	924	567
	Fitness Club	1,437	1,310
	Volunteer Travel Costs	203	99
	Food 'n Friends	74	-
	Research Project	6,000	10,030
	Research Project Travel Expenses	544	83
	Carer's Coop & Debenham on Call	3,046	7,799
	Total	16,398	29,582
Governance costs		-	-
		-	-
	Total	-	-

Section C

Notes to the accounts

(cont)

Note 4 Support Costs

Please complete this note if the charity has analysed its expenses using activity categories and has support costs.

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	-

Note 5 Details of certain items of expenditure**5.1 Trustee expenses**

Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
1	2
Expenses associated with running the Trust	Expenses associated with running the Trust
£1,994.83	£2,325.17

5.2 Fees for examination or audit of the accounts

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
-	-
-	-

Note 6 Debtors and prepayments

Please complete this note if the charity has any debtors or prepayments.

Analysis of debtors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last period £
Trade debtors	-	-	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	707	173	-	-
Prepayments and accrued income	1	-	-	-
Total	708	173	-	-

Note 7 Creditors and accruals

Please complete this note if the charity has any creditors or accruals.

6.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last period £
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	2,426	3,461	-	-
Accruals and deferred income	-	-	-	-
Total	2,426	3,461	-	-

6.2 Security over assets

If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.

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Note 8 **Endowment and restricted income funds**
Please complete this section if the charity has any endowment or restricted income funds.

8.1 Funds held

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
Dove Cottage and Computer	R	Refurbishment of Dove Cottage and computer purchase
Norfolk and Suffolk Dementia Alliance	R	Research questionnaire into aspects of care, diagnosis etc of Dementia

8.2 Movements of major funds

Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £	Fund balances carried forward £
Suffolk Community Foundation	-	630	(484)	-	-	146
Norfolk and Suffolk Dementia Alliance Research Project	5,970	6,000	(9,590)	-	-	2,380
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total Funds	5,970	6,630	(10,074)	-	-	2,526

13.3 Transfers between funds

Please give details of any transfers between funds.

From Fund (Name)	To Fund (Name)	Reason	Amount

Note 9 Transactions with related parties

If the charity has any transactions with related parties (other than the trustee expenses explained in note 6) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.

9.1 Remuneration and benefits

Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £
	None	Nil	Nil

9.2 Loans

Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.

	Name of trustee or connected party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties		None	Nil	Nil
Due from trustees and related parties				

9.3 Other transaction(s) with trustees or related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £
		None.	Nil	Nil