

**HIGH HOPES FOR HALLIWELL-BEING CIO**

**ANNUAL REVIEW**

**&**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**DECEMBER 31 2020**

**Charity Registration No - 1182385**

**HIGH HOPES FOR HALLIWELL-BEING CIO  
TRUSTEES' REPORT & FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31 2020**

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# HIGH HOPES FOR HALLIWELL-BEING CIO

## GENERAL INFORMATION

YEAR ENDED DECEMBER 31 2020

### TRUSTEES

Those serving as Trustees during the year and up to the date of signing of this report were:

Elizabeth Bomber		(Appointed September 22 2020)
Graham Darcy	Chair	(Appointed July 24 2018)
Gilian Hamilton	Secretary	(Appointed July 24 2018)
Rodger Petch		(Re-appointed August 2019)
Susan Pilling		(Re-appointed September 22 2020)
Sharman Scott	Treasurer	(Appointed September 1 2020)
John Sloan		(Resigned September 22 2020)

### APPOINTING BODIES

West Bolton Team PCC	- Can appoint up to 3 trustees
HAFWAY	- Can appoint up to 1 trustee
Halliwell Befriending Service	- Can appoint up to 1 trustee
Skills Club and Parent group	- Can appoint up to 1 trustee

### REGISTERED OFFICE

St Paul's Community Centre  
Halliwell Road  
Bolton  
BL1 8BP

### MEMBERSHIP LIST AT YEAR END

Elizabeth Bomber	Sharon Bolus	
Graham Darcy	Gilian Hamilton	
Rodger Petch	Susan Pilling	Sharman
Scott	Steph Stather.	

### EMAIL

[community@hopes4halliwell.co.uk](mailto:community@hopes4halliwell.co.uk)

## **HIGH HOPES FOR HALLIWELL-BEING CIO**

### **TRUSTEES' AND DIRECTORS' REPORT**

#### **YEAR ENDED DECEMBER 31 2020**

The Trustees present their annual report and financial statements for the year ended December 31 2020. High Hopes for HalliWell-Being CIO (HHH) was established as a charity when its constitution was signed on July 24 2018. Its primary purpose is to carry out various activities in the Halliwell area of Bolton, focusing on maximizing the use of St Paul's community centre for the purposes of education and provide facilities in the interest of social welfare.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

The charity was established as a Charitable Incorporated Organisation (CIO) and is governed by its constitution dated July 24 2018. It immediately applied to be registered with the Charity Commission, but due to delays in registering new CIO the formal registration as Charity number 1182385 became effective March 8 2019.

#### **Membership**

Membership of the CIO is open to anyone who is interested in furthering its purposes. A member may be an individual, a corporate body or an individual or corporate body representing an organisation which is not incorporated. If the CIO is wound up, each member is liable to contribute to the assets up to a maximum of £10 per member. The CIO may require members to pay reasonable membership fees. A list of members at December 31 2020 is given on page 1, and an updated list is available upon request from the Secretary.

#### **Appointment of Trustees**

The Trustees are either elected or nominated. Elected Trustees are appointed by the members in accordance with the constitution. Nominated Trustees are appointed by one of the Appointing Bodies, as listed on page 1. The current trustees are listed on page 1. The minimum number of Trustees is one and maximum number is six. At each AGM one-third of the Trustees must retire and are eligible for re-appointment by the members. The retiring Trustees shall be those having served for the longest period in their current term, if more than one-third has served for the same length of time this should be decided by lot.

#### **Trustee recruitment, induction and training**

The current Trustees were selected on the basis that they were committed to the concept of the CIO and have an appropriate range of skills to ensure that the charity can develop. The Trustees are committed to developing appropriate policies for Trustee recruitment, induction and continuing training. In the meantime, information regarding governance and suitable training opportunities is forwarded to Trustees and a budget is made available to fund specific training opportunities that might arise and to pay for external advice where there is a gap in Trustees' expertise.

### **OBJECTIVES AND ACTIVITIES**

The objectives of the charity are to benefit the residents of Halliwell, Crompton and the surrounding area, without distinction of sex, sexual orientation, race, political, religious or other opinions, by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents

### **STATEMENT OF PUBLIC BENEFIT**

The Trustees have referred to the information contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities. The Trustees believe that the activities carried out benefit the public by providing services and otherwise assisting individuals in need because of lack of opportunity, worklessness and ill-health.

**HIGH HOPES FOR HALLIWELL-BEING CIO  
TRUSTEES' AND DIRECTORS' REPORT  
YEAR ENDED DECEMBER 31 2020**

**ACHIEVEMENTS AND PERFORMANCE**

This has been a difficult year for a fairly new charity, with many activities severely restricted because of the Covid-19 pandemic. The Trustees continued to focus on establishing the activities of the Charity and applying for funding. Some activities carried out by the Charity were managed until 2019 by the West Bolton PCC, Charity number 1131301. That Charity is the owner of the property known as St Paul's Community Centre, HHH is responsible for managing the various activities carried out in the building, and for employing staff to facilitate this. The two charities work very closely together for the benefit of the local community around St Paul's church.

We have set up a "WhatsApp" group to keep in touch with some of our volunteers and service users, this group is a lifeline for people who are struggling with loneliness. We speak every day, enjoy weekly zoom quizzes and bingo and play other games.

We are in contact with other service users who are not online via phone calls, check how they are, if they need any shopping or anything else they may need.

Funding achieved: Sir James and Lady Scott Trust, West Bolton Team Community Fund, Bolton Council area forum, The Manchester Guardian Society Charitable Trust, COVID-19 Lottery Fund, Bolton CVS Festival fund.

We have been recruiting volunteers throughout the year and have 34 volunteers, this includes 6 on the Trustee Board.

**FINANCIAL REVIEW**

Income for the period from unrestricted funds (including designated funds) of £24,877 (2018-19 £26,908) consisted mainly of grants, donations and room hire.

Expenditure from unrestricted funds of £19,037 (2018-19 £19,411) consisted mainly of utilities, insurance, rent and maintenance costs.

There was a surplus of income compared with expenditure of £7,091 (2018-19 £5,546) on general funds which has been used to build free reserves up to £12,637 (2018-19 £5,546) to provide financial stability, and a balance of £700 (2018-19 £1,951) on designated funds for future projects.

Income and expenditure on various restricted funds are shown in note 6, with expenditure exceeding income by £6,067 (2018-19 surplus income £30,765), as grants received in previous periods have been expended. The balance on restricted funds of £24,698 is available for future expenditure on salaries, equipment and other costs.

**PLANS FOR THE FUTURE**

We shall apply for additional funding so that the Community Development Worker and Community Peer Workers can work additional hours and so we can be confident about being able to continue their roles. This will enable us to continue our activities and events and also to provide new projects within the community centre throughout the week and at weekends, e.g., a weekly job club, Saturday cinema, half term events such as picnics and games.

We will continue to look for funds for specific activities at the centre and we will organise fundraising events to help to cover the cost of running the community centre. We will carry on recruiting and training volunteers.

**HIGH HOPES FOR HALLIWELL-BEING CIO  
TRUSTEES' AND DIRECTORS' REPORT  
YEAR ENDED DECEMBER 31 2020**

**RISK REVIEW, FUNDS AND RESERVES POLICY**

The Trustees regularly review their Charity's risk management systems, risk register and policies developed to mitigate the key risks identified by the Trustees. The key risks are considered to be

- Insufficient funds to pay employees
- General employment risks
- Health and Safety in the building
- Complaints against a member of staff or a Trustee

The Trustees believe that these risks are minimized by holding regular meetings, the level of expertise on the board, monitoring of staff and development of policies. They are satisfied that there are sufficient procedures in place to mitigate these risks to an acceptable level.

Free reserves represent those amounts which are neither restricted nor designated and thus available to use at the discretion of the Trustees. The Trustees recognise the need for the Charity to establish and maintain free reserves to enable it to continue to carry out its charitable objectives in the event of unforeseeable matters arising. The Trustees aim to maintain unrestricted free reserves sufficient to cover 2 months salaries plus 3-6 months' average other running costs, which would be c£12,000 to £16,500. At December 31 2020, free reserves stood within this range, at £12,627 (2019 £5,546).

The movement on funds held by the charity are detailed in note 6 to the financial statements.

**TRUSTEES RESPONSIBILITIES**

Charity law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the charity and of its surplus or deficit for that period. In preparing those financial statements the Trustees have: -

- selected suitable accounting policies and applied them consistently
- made judgements and estimates that are reasonable and prudent
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepared the financial statements on the going concern basis.

The Trustees are responsible for keeping records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the requirements of the Charity Commission. They are also responsible for safeguarding the assets of the charity and hence for taking steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on March 12 2021 and signed on their behalf by

Trustee: Sharman Scott and Gilian Hamilton

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HIGH HOPES FOR HALLIWELL-BEING CIO FOR THE YEAR ENDED DECEMBER 31 2020**

This report on the financial statements of the CIO for the period ended December 31 2020, which are set out on pages 6 to 10, is in respect of an examination carried out in accordance with the Charities Act 2011 ("The Act")

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Act); and
- to state whether particular matters have come to my attention.

### **Basis of this report**

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 I do not express an audit opinion on the accounts.

### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
  - proper accounting records are kept (in accordance with section 41 of the Act); and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; 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: March 12 2021***

***Helen Bolton, FCA  
Chartered Accountant  
16 Lee Fold  
Tyldesley  
Manchester***

# HIGH HOPES FOR HALLIWELL-BEING CIO

## Statement of Financial Activities

For the year ending December 31 2020

	Note	Unrestricted Funds			TOTAL 2020	Unrestricted Funds			TOTAL 2018/19
		General Funds	Designated Funds	Restricted Funds		General Funds	Designated Funds	Restricted Funds	
		£	£	£	£	£	£	£	£
<b>INCOME</b>									
Grants	2(a)	5,200	8,064	19,364	<b>32,628</b>	2,782	-	66,764	<b>69,546</b>
Donations & fundraising	2(b)	650	2,457	-	<b>3,107</b>	2,975	1,951	-	<b>4,926</b>
Charitable Activities	2(c)	8,506	-	-	<b>8,506</b>	19,200	-	-	<b>19,200</b>
<b>TOTAL INCOME</b>		14,356	10,521	19,364	<b>44,241</b>	24,957	1,951	66,764	<b>93,672</b>
<b>EXPENDITURE</b>									
Charitable Activities	3	7,328	11,709	25,431	<b>44,468</b>	19,411	-	35,999	<b>55,410</b>
<b>TOTAL EXPENDITURE</b>		7,328	11,709	25,431	<b>44,468</b>	19,411	-	35,999	<b>55,410</b>
<b>NET INCOME / (EXPENDITURE) BEFORE TRANSFERS</b>		7,028	(1,188)	(6,067)	<b>(227)</b>	5,546	1,951	30,765	<b>38,262</b>
Transfers between funds	6	63	(63)	-	-	-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		7,091	(1,251)	(6,067)	<b>(227)</b>	5,546	1,951	30,765	<b>38,262</b>
Balances b/fwd.		5,546	1,951	30,765	<b>38,262</b>	-	-	-	-
Balances c/fwd.	6	12,637	700	24,698	<b>38,035</b>	5,546	1,951	30,765	<b>38,262</b>
The notes on the following pages form part of these accounts.									



HIGH HOPES FOR HALLIWELL-BEING CIO

**Balance Sheet at December 31 2020**

	Note	Unrestricted Funds			TOTAL 2020	Unrestricted Funds			TOTAL 2019
		General Funds	Designated Funds	Restricted Funds		General Funds	Designated Funds	Restricted Funds	
		£	£	£		£	£	£	
<b><u>CURRENT ASSETS</u></b>									
Bank Balances		16,803	700	24,698	<b>42,201</b>	7,019	1,951	30,765	<b>39,735</b>
<b>TOTAL CURRENT ASSETS</b>		16,803	700	24,698	<b>42,201</b>	7,019	1,951	30,765	<b>39,735</b>
<b><u>LIABILITIES</u></b>									
Creditors: Amounts falling due within one year	<b>5</b>	4,166	-	-	<b>4,166</b>	1,473	-	-	<b>1,473</b>
<b>NET CURRENT ASSETS</b>		12,637	700	24,698	<b>38,035</b>	5,546	1,951	30,765	<b>38,262</b>
<b>TOTAL NET ASSETS</b>		12,637	700	24,698	<b>38,035</b>	5,546	1,951	30,765	<b>38,262</b>
<b>REPRESENTED BY:</b>									
<b><u>FUNDS</u></b>									
Unrestricted - General	<b>6</b>	12,637	-	-	<b>12,637</b>	5,546	-	-	<b>5,546</b>
Unrestricted - Designated	<b>6</b>	-	700	-	<b>700</b>	-	1,951	-	<b>1,951</b>
Restricted	<b>6</b>	-	-	24,698	<b>24,698</b>	-	-	30,765	<b>30,765</b>
		12,637	700	24,698	<b>38,035</b>	5,546	1,951	30,765	<b>38,262</b>
The notes on the following pages form part of these accounts.									
<b>Approved by the trustees on</b>									
<b>and signed on its behalf by</b>									

## HIGH HOPES FOR HALLIWELL-BEING CIO

### NOTES TO THE FINANCIAL STATEMENTS For the year ending December 31 2020

#### 1 ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are set out below.

##### **Basis of preparation**

The financial statements have been prepared on a going concern basis, in accordance with the Statement of Recommended Practice "Accounting and reporting by Charities 2015 (FRS 102)" and UK Generally Accepted Practice as it applies from 1 January 2016.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the charity is responsible in law. They do not include the accounts of community groups that owe their main affiliation to another body.

##### **Fund accounting**

General funds are available at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are funds subject to specific restrictive conditions imposed by donors, funders or by the purpose of grants. The purpose and use of the restricted funds is set out in note 5 to the accounts.

##### **Donations and grants and similar income**

Income from donations and grants, including capital grants and donations, is accounted for when these are receivable, except when they relate to future accounting periods or when the donors or grantors impose pre-conditions that have not been met. In these cases the income is deferred until the future period and/or the conditions have been met.

Where conditions are imposed which restrict the use of the income to specific purpose then it is included in income under restricted funds when it is due.

**HIGH HOPES FOR HALLWELL-BEING CIO**
**NOTES TO THE FINANCIAL STATEMENTS For the year ending December 31 2020 (Cont.)**

<b>2. INCOME</b>									
	note	Unrestricted Funds				Unrestricted Funds			
		General Funds	Designated Funds	Restricted Funds	TOTAL 2020	General Funds	Designated Funds	Restricted Funds	TOTAL 2018/19
		£	£	£	£	£	£	£	£
<b>2(a) Grants</b>									
Big Lottery Fund		-	-	497	<b>497</b>	-	-	48,924	<b>48,924</b>
Bolton CVS		200	-	200	<b>400</b>	2,782	-	15,275	<b>18,057</b>
National Lottery Community Fund				14,592	<b>14,592</b>	-	-	-	<b>-</b>
Bolton MBC		5,000	-	2,575	<b>7,575</b>	-	-	-	<b>-</b>
HMRC Job retention scheme			8,064	-	<b>8,064</b>	-	-	-	<b>-</b>
Sir James & Lady Scott Trust		-	-	500	<b>500</b>	-	-	-	<b>-</b>
Manchester Guardian Society Trust				1,000	<b>1,000</b>	-	-	-	<b>-</b>
Forever Manchester		-	-	-	<b>-</b>	-	-	200	<b>200</b>
Greater Manchester Lieutenant		-	-	-	<b>-</b>	-	-	1,000	<b>1,000</b>
Manchester Police Trust		-	-	-	<b>-</b>	-	-	1,365	<b>1,365</b>
		<b>5,200</b>	<b>8,064</b>	<b>19,364</b>	<b>32,628</b>	<b>2,782</b>	<b>-</b>	<b>66,764</b>	<b>69,546</b>
<b>2(b) Donations &amp; fundraising</b>									
Fundraising events		68	1,257	-	<b>1,325</b>	1,969	1,451	-	<b>3,420</b>
Donations		571	1,200	-	<b>1,771</b>	1,000	500	-	<b>1,500</b>
Bank Interest		11	-	-	<b>11</b>	6	-	-	<b>6</b>
		<b>650</b>	<b>2,457</b>	<b>-</b>	<b>3,107</b>	<b>2,975</b>	<b>1,951</b>	<b>-</b>	<b>4,926</b>
<b>2(c) Income from Charitable Activities</b>									
Room hire		8,506	-	-	<b>8,506</b>	19,200	-	-	<b>19,200</b>
		<b>8,506</b>	<b>-</b>	<b>-</b>	<b>8,506</b>	<b>19,200</b>	<b>-</b>	<b>-</b>	<b>19,200</b>
<b>TOTAL INCOME</b>		<b>14,356</b>	<b>10,521</b>	<b>19,364</b>	<b>44,241</b>	<b>24,957</b>	<b>1,951</b>	<b>66,764</b>	<b>93,672</b>
<b>3. EXPENDITURE</b>									
<b>Charitable Activities</b>									
Staff costs	<b>4</b>	-	8,064	18,563	<b>26,627</b>	-	-	31,060	<b>31,060</b>
Rent		1,500	-	-	<b>1,500</b>	7,500	-	-	<b>7,500</b>
Water, Gas, Electricity & phone		1,599	-	503	<b>2,102</b>	3,355	-	-	<b>3,355</b>
Insurance		1,251	-	419	<b>1,670</b>	3,150	-	-	<b>3,150</b>
Cleaning, PPE & maintenance		641	-	2,255	<b>2,896</b>	2,087	-	-	<b>2,087</b>
Equipment & fixtures		752	3,512	1,936	<b>6,200</b>	1,594	-	563	<b>2,157</b>
Printing, copying & stationery		107	-	72	<b>179</b>	341	-	500	<b>841</b>
Training costs		-	-	185	<b>185</b>	-	-	505	<b>505</b>
Costs relating to charitable activities		200	133	1,400	<b>1,733</b>	314	-	1,496	<b>1,810</b>
IT		-	-	-	<b>-</b>	645	-	-	<b>645</b>
Recruitment & payroll admin		78	-	98	<b>176</b>	425	-	-	<b>425</b>
Legal and Professional		1,200	-	-	<b>1,200</b>	-	-	1,875	<b>1,875</b>
<b>TOTAL EXPENDITURE</b>		<b>7,328</b>	<b>11,709</b>	<b>25,431</b>	<b>44,468</b>	<b>19,411</b>	<b>-</b>	<b>35,999</b>	<b>55,410</b>
<b>4. STAFF COSTS</b>									
Salaries		-	8,064	18,250	<b>26,314</b>	-	-	31,060	<b>31,060</b>
Employers National Insurance		-	-	-	<b>-</b>	-	-	-	<b>-</b>
Employers pension		-	-	313	<b>313</b>	-	-	-	<b>-</b>
<b>Total</b>		<b>-</b>	<b>8,064</b>	<b>18,563</b>	<b>26,627</b>	<b>-</b>	<b>-</b>	<b>31,060</b>	<b>31,060</b>

HIGH HOPES FOR HALLWELL-BEING CIO

NOTES TO THE FINANCIAL STATEMENTS For the year ending December 31 2020 (Cont.)

5. CREDITORS: AMOUNTS FALLING DUE IN ONE YEAR	Unrestricted Funds				Unrestricted Funds			
	General Funds	Designated Funds	Restricted Funds	TOTAL 2020	General Funds	Designated Funds	Restricted Funds	TOTAL 2019
	£	£	£	£	£	£	£	£
Accruals	600	-	-	600	-	-	-	-
Deferred grants re future room hire	3,566	-	-	3,566	1,473	-	-	1,473
<b>Total Creditors</b>	<b>4,166</b>	<b>-</b>	<b>-</b>	<b>4,166</b>	<b>1,473</b>	<b>-</b>	<b>-</b>	<b>1,473</b>
<b>6. FUNDS</b>		<b>Bal Jan 1 2020</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers In / (Out)</b>	<b>Bal Dec 31 2020</b>		
<b>Restricted Funds</b>								
Staff Costs		25,589	5,499	(18,563)	-	12,525		
Covid Lottery fund		-	9,590	(3,347)	-	6,243		
Community activities		1,660	500	(705)	-	1,455		
Garden and other equipment		2,836	3,775	(2,136)	-	4,475		
Discovery Award		680	-	(680)	-	-		
<b>Total restricted funds</b>		<b>30,765</b>	<b>19,364</b>	<b>(25,431)</b>	<b>-</b>	<b>24,698</b>		
<b>Unrestricted Funds</b>								
Designated funds re noise reduction		1,951	1,285	(3,236)		-		
Designated funds re staff costs		-	8,064	(8,064)		-		
Designated funds re Wall		-	500	(276)	(224)	-		
Designated funds re Breast unit		-	672	(133)	161	700		
General free reserves		5,546	14,356	(7,328)	63	12,637		
<b>Total unrestricted funds</b>		<b>7,497</b>	<b>24,877</b>	<b>(19,037)</b>	<b>-</b>	<b>13,337</b>		
<b>Total Funds</b>		<b>38,262</b>	<b>44,241</b>	<b>(44,468)</b>	<b>-</b>	<b>38,035</b>		

<b>Staff costs - Restricted funds and Designated funds</b>	Grants were received from The Big Lottery Fund and Bolton CVS which are restricted to support staff salaries. In addition some grants were received from the HMRC Job Retention Scheme which were not formally restricted but which the Trustees decided to designate towards staff salaries. Related costs were allocated first against designated funds and then against restricted funds. Balances on each fund at the end of the year are carried forward to fund ongoing costs in the future.
<b>Restricted funds re Community</b>	Various start-up grants related to community activities or direct activity costs such as tutors are held as restricted funds until expended. Balances at the end of the period relate to tutor sessions scheduled for the subsequent year.
<b>Restricted funds re garden and other equipment</b>	Various grants received to purchase equipment for groups which have not yet been expended are carried forward to the following year. These will be expended in spring 2020 on respect of sheds and other garden equipment.
<b>Restricted funds re discovery Award</b>	Discovery Award grants received in previous periods were used to support start-up costs.
<b>Designated funds re noise reduction</b>	Funds generated in prior periods for a noise reduction project at the community centre were held in a designated fund until sufficient funds were available. The work was carried out during the year.
<b>General free reserves</b>	Free reserves represent funds that are not restricted or designated for specific purposes. The charity commission guidelines indicate that free reserves should be in the region of 3 to 6 months' running costs which would be c£4,500 to £9,000.