

John Jarrold Trust Limited
Annual report and financial statements
For the year ended
5 April 2015

Company Registration Number 00841127

Charity Number 242029

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John Jarrold Trust Limited

Financial statements

Year ended 5 April 2015

Contents	Pages
Trustees' Annual Report (continued)	1 to 5
Independent auditor's report to the members	6 to 7
Statement of financial activities (incorporating the income and expenditure account)	8
Balance sheet	9
Notes to the financial statements	10 to 16

John Jarrold Trust Limited

Trustees' annual report (continued)

Year ended 5 April 2015

The Trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 5 April 2015.

Reference and administrative details

Registered charity name John Jarrold Trust Limited

Charity registration number 242029

Company registration number 00841127

Whitefriars
Norwich
Norfolk
NR3 1SH

The trustees

The Trustees who served the charity during the period were as follows:

A C Jarrold (Chairman)
R E Jarrold
P J Jarrold
Mrs J Jarrold (resigned 20 June 2014)
Mrs W A L Jarrold
Ms L C Jarrold
C J Jarrold
Ms S N Jarrold

Secretary Ms L C Jarrold

Auditor Lovewell Blake LLP
Chartered Accountants
Statutory Auditor
Bankside 300
Peachman Way
Broadland Business Park
Norwich
NR7 0LB

Bankers Barclays Bank Plc
PO Box 885
Mortlock House
Station Road
Histon
Cambridge
CB24 9DE

John Jarrold Trust Limited

Trustees' annual report (continued) *(continued)*

Year ended 5 April 2015

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 15 March 1965 and registered as a charity on 10 May 1965. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and it is governed under its Articles of Association. The Memorandum and Articles were amended by special resolution on 20 June 2014. In the event of the company being wound up members are required to contribute an amount not exceeding £5.

Recruitment and appointment of Trustees

The Trustees are also directors of the company for the purposes of company law and under the company's Articles are known as members of the Council. Under the requirements of the Memorandum and Articles of Association one third of the Trustees are required to retire from office each year and are eligible for re-election at the next Annual General Meeting.

Mr P J Jarrold and Mrs W A L Jarrold retire by rotation and, being eligible, offer themselves for re-election.

In looking for new Trustees of the Board the Trustees will bear in mind the experience and qualification of possible candidates. The successful candidates are elected by a meeting of the existing Trustees.

Trustee induction and training

New Trustees will be provided with copies of:

- The Memorandum and Articles of Association
 - The latest accounts of the charity
- and are encouraged to read Charity Commission guidance notes CC3 - "Responsibilities of Charity Trustees"

In addition Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Risk management

The Trustees consider that there are no major strategic or business risks which would effect the ongoing operation of the charity.

Organisational structure

The company is governed by the Trustees, who meet twice a year to consider the applications received for funding and to authorise payment of the grants approved. Grants up to £250 can be approved by the Chairman and Secretary between meetings and these are then ratified at the next Trustees' meeting.

Related parties

The company receives investment income and donations from Jarrold & Sons Limited, a company in which the Trustees have a beneficial interest.

Grant applications made by organisations in which a trustee may have a related party interest are considered by non-conflicted Trustees (see note 13).

Objectives and activities

The object for which the trust is established is the promotion, support and advancement of charitable purposes of all kinds and in particular of education and research in all or any of the natural sciences.

John Jarrold Trust Limited

Trustees' annual report (continued) *(continued)*

Year ended 5 April 2015

Public benefit

The Trustees are aware of the Charity Commission guidance on public benefit and confirm that in planning and carrying out the activities of the charity they have had regard to this guidance.

In considering each application for donations the Trustees assess whether the aims of the organisation or individual to be supported provide a true public benefit. By assessing each application within the Trustees established categories for donations it is considered that it can be established in a straightforward manner whether the public benefit criteria are met. Applications which do not meet the criteria in the judgement of the Secretary are not put forward for consideration.

Achievements and performance

As the Trust's income was similar to the previous year, the Trustees agreed to continue to focus donations tightly and generally concentrate on applications which would benefit people and organisations in the closer Norwich area, Wymondham and Cromer. The Trustees did not agree any major donations in the year and reaffirmed their interest in supporting more educational causes in future, particularly those associated with the natural sciences.

The secretary continues its arrangement with the Norfolk Community Foundation, which occupies neighbouring offices through in-kind support from Jarrold & Sons Ltd, to review the causes to be put before the Trustees of the John Jarrold Trust to ensure that NCF has not identified any issues with them. She also attends meetings of the Norwich and District Funders' Forum which is a useful opportunity to hear about specific charitable projects and discuss them with representatives from other local charitable Trusts. The Trust rents a space in 3 St James Court and continues to use it for charitable purposes such as art exhibitions and studio space for community projects.

The Trust continues to provide administrative support to the Jarrold Staff Charity Challenge and approve all donations made on their behalf. These funds are raised by Jarrold staff activities and staff are encouraged to nominate charitable causes for support.

Financial review

Income totalled £79,116 and after making grants totalling £75,340 and incurring other costs of £10,759, the net outgoing resources for the year amounted to £6,983, as shown on page 8. Total funds carried forward amounted to £2,460,836. The Trustees consider the year end financial position to be satisfactory.

Investment policy

All investments, which are held in accordance with the powers available to the Trustees, are held in the ordinary or preference shares of Jarrold & Sons Ltd.

Reserves policy

The charity is totally reliant on investment income to fund its charitable activities. It is the policy of the charity that, excluding funds invested, funds should be maintained at a level that enables it to meet future commitments until further dividend income is received. Free reserves at the year end amounted to £2,536 after providing for all grants committed by the year end.

Plans for future periods

The company's future activities will continue to be on a similar basis supporting a spread of activities across the different sectors, with special emphasis on support to Norwich and Norfolk charities and voluntary groups. The Trust celebrates its 50th anniversary in 2015 and this will be marked.

John Jarrold Trust Limited

Trustees' annual report (continued) *(continued)*

Year ended 5 April 2015

Trustees

The Trustees, who are directors for the purpose of company law and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Mrs J Jarrold retired as a Trustee on 20 June 2014.

Trustees' responsibilities statement

The Trustees (who are also the directors of John Jarrold Trust Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report (continued) and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 Companies Act 2006. 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.

Auditor

The auditor, Lovewell Blake, is willing to continue in office and a resolution to reappoint them will be proposed at the annual general meeting.

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as each trustee is aware, there is no relevant audit information of which the charity's auditor is unaware; and
- each trustee has taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

John Jarrold Trust Limited

Trustees' annual report (continued) *(continued)*

Year ended 5 April 2015

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Signed on behalf of the Trustees



Ms L C Jarrold
Secretary

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19 June 2015

John Jarrold Trust Limited

Independent auditor's report to the members of John Jarrold Trust Limited

Year ended 5 April 2015

We have audited the financial statements of John Jarrold Trust Limited for the year ended 5 April 2015 on pages 8 to 16. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Annual Report (continued), the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the FRC's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 5 April 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the companies act 2006

In our opinion the information given in the Trustees' Annual Report (continued) for the financial year for which the financial statements are prepared is consistent with the financial statements.

John Jarrold Trust Limited

Independent auditor's report to the members of John Jarrold Trust Limited (continued)

Year ended 5 April 2015

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report (continued) and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Lowell Blake LLP

Mark Proctor ACA DChA (Senior Statutory Auditor)
For and on behalf of LOVEWELL BLAKE LLP, Statutory Auditor
Norwich
14 September 2015

John Jarrold Trust Limited

Statement of financial activities (incorporating the income and expenditure account)

Year ended 5 April 2015

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Incoming resources					
Incoming resources from generating funds:					
Voluntary income	2	11,286	5,350	16,636	17,631
Investment income	3	62,480	—	62,480	62,453
Total incoming resources		<u>73,766</u>	<u>5,350</u>	<u>79,116</u>	<u>80,084</u>
Resources expended					
Charitable activities	4	(81,099)	(5,000)	(86,099)	(76,114)
Total resources expended		<u>(81,099)</u>	<u>(5,000)</u>	<u>(86,099)</u>	<u>(76,114)</u>
Net (outgoing)/incoming resources for the year/net (expenditure)/income for the year					
		(7,333)	350	(6,983)	3,970
Reconciliation of funds					
Total funds brought forward		2,467,380	439	2,467,819	2,463,849
Total funds carried forward		<u>2,460,047</u>	<u>789</u>	<u>2,460,836</u>	<u>2,467,819</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 10 to 16 form part of these financial statements.

John Jarrold Trust Limited

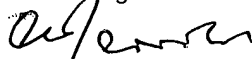
Balance sheet

5 April 2015

	Note	2015 £	£	2014 £	£
Fixed assets					
Investments	7		2,457,511		2,457,511
Current assets					
Cash at bank		9,545		11,648	
Creditors: Amounts falling due within one year	8	(6,220)		(1,340)	
Net current assets			3,325		10,308
Total assets less current liabilities			<u>2,460,836</u>		<u>2,467,819</u>
Funds					
Restricted income funds	10		789		439
Unrestricted income funds	11		<u>2,460,047</u>		<u>2,467,380</u>
Total funds			<u>2,460,836</u>		<u>2,467,819</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the trustees and authorised for issue on the 19.6.15 and are signed on their behalf by:


A C Jarrold
Director


R E Jarrold
Director

Company Registration Number: 00841127

The notes on pages 10 to 16 form part of these financial statements.

John Jarrold Trust Limited

Notes to the financial statements

Year ended 5 April 2015

1. Accounting policies

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

(b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Unrestricted funds include a revaluation reserve representing the restatement of investment assets at market values.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

(c) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Investment income is included when receivable.

Voluntary income is received by way of donations and is included in full in the Statement of Financial Activities when receivable.

(d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Charitable activities comprise those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grants payable are payments made to third parties in the furtherance of the charitable activities of the Trust. The grants are accounted for where either the trustees have agreed to pay the grant without condition and the recipient has a reasonable expectation that they will receive a grant, or any condition attaching to the grant is outside the control of the Trust.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

(e) Fixed assets

The value of investments held as fixed assets is reviewed annually by the trustees.

2. Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Donation of shares	—	—	—	395
Other donations	11,286	5,350	16,636	17,236
	<u>11,286</u>	<u>5,350</u>	<u>16,636</u>	<u>17,631</u>

John Jarrold Trust Limited

Notes to the financial statements

Year ended 5 April 2015

2. Voluntary income (continued)

Donations were made to unrestricted funds from Jarrold & Sons Limited in respect of rates costs on 3 St James Court. The donations to restricted funds relate to Jarrold staff fundraising efforts and will only be applied to the charities selected by Jarrold staff and approved by the Trustees.

3. Investment income

	Unrestricted Funds	Total Funds 2015	Total Funds 2014
	£	£	£
Equity holding	62,471	62,471	62,439
Bank interest receivable	9	9	14
	<u>62,480</u>	<u>62,480</u>	<u>62,453</u>

4. Costs of charitable activities by activity type

	Activities undertaken directly	Grant funding activities	Support costs	Total Funds 2015	Total Funds 2014
	£	£	£	£	£
Grants (note 14)	–	75,340	–	75,340	66,261
Sundry expenses	–	–	13	13	18
Art show and workshop costs	10,746	–	–	10,746	9,835
	<u>10,746</u>	<u>75,340</u>	<u>13</u>	<u>86,099</u>	<u>76,114</u>

5. Staff costs and emoluments

No salaries or wages have been paid to employees, including the trustees, during the year.

No payments by way of expenses have been made to any trustee.

6. Taxation

The charitable company is exempt from corporation tax on its charitable activities.

7. Investments

Movement in market value

	2015	2014
	£	£
Market value at 6 April 2014	2,457,511	2,457,116
Acquisitions at cost	–	395
Market value at 5 April 2015	<u>2,457,511</u>	<u>2,457,511</u>
Historical cost at 5 April 2015	<u>64,460</u>	<u>64,460</u>

Investments in individual entities held at 5 April 2015 which are over 5% of portfolio by value are:

Jarrold & Sons Limited

671,210 £1 Ordinary Shares - £2,349,235 (2013 - £2,349,235).

John Jarrold Trust Limited

Notes to the financial statements

Year ended 5 April 2015

7. Investments (continued)

The company's interests in the share capital of Jarrold & Sons Limited comprises 13.4% of the ordinary share capital and 10.7% of the preference share capital (2014: 13.4% and 10.7% respectively).

The value of the shares in Jarrold & Sons Limited is reviewed annually by the trustees.

8. Creditors: Amounts falling due within one year

	2015 £	2014 £
Grants payable	6,200	1,200
Other creditors	20	140
	<u>6,220</u>	<u>1,340</u>

9. Future commitments

Donations totalling £12,700 had been approved and committed by the trustees at the year end. £6,200 of this has been included as a liability at the year end as it is unconditional. The other £6,500 has not been included in liabilities as it is conditional upon certain future events.

10. Restricted income funds

	Balance at 6 Apr 2014 £	Incoming resources £	Outgoing resources £	Balance at 5 Apr 2015 £
Jarrold Staff Charity Challenge	<u>439</u>	<u>5,350</u>	<u>(5,000)</u>	<u>789</u>

The Jarrold Staff Charity Challenge represents funds where staff of the Jarrold Retail division nominate charities to be supported and organise fundraising activities to reach their desired target.

11. Unrestricted income funds

	Balance at 6 Apr 2014 £	Incoming resources £	Outgoing resources £	Balance at 5 Apr 2015 £
Revaluation fund	2,393,051	—	—	2,393,051
3 St James Court	3,388	11,286	(10,746)	3,928
General Funds	<u>70,941</u>	<u>62,480</u>	<u>(70,353)</u>	<u>63,068</u>
	<u>2,467,380</u>	<u>73,766</u>	<u>(81,099)</u>	<u>2,460,047</u>

The 3 St James Court designated fund represents the activities taken place on the first floor of 3 St James Court. These include art projects and exhibitions.

John Jarrold Trust Limited

Notes to the financial statements

Year ended 5 April 2015

12. Analysis of net assets between funds

	Investments £	Net current assets £	Total £
Restricted Income Funds:			
Jarrold Staff Charity Challenge	–	789	789
Unrestricted Income Funds:			
Designated Funds	2,393,051	3,928	2,396,979
General Funds	64,460	(1,392)	63,068
	<u>2,457,511</u>	<u>2,536</u>	<u>2,460,047</u>
Total Funds	<u>2,457,511</u>	<u>3,325</u>	<u>2,460,836</u>

13. Related party transactions

During the year the charity received investment income of £62,471 and donations of £11,286 from Jarrold and Sons Limited, a company in which the trustees have a beneficial interest. Jarrold and Sons Limited also paid £1,540 on behalf of the charity in respect of audit fees and provides management and secretarial support and office accommodation. The Trust paid a small rent charge to Jarrold & Sons Limited to cover the lease on the second floor of 3 St James Court.

The charity made grants in the year to the following organisations of which individual trustees of John Jarrold Trust Limited are either trustees or directors:

Organisation	Trustee/Director	Grant £
Norfolk & Norwich Festival	Ms L C Jarrold	1,500

Decisions on funding applications by related party organisations are made by non-conflicted Trustees.

John Jarrold Trust Limited

Notes to the financial statements

Year ended 5 April 2015

14. Grants

	2015	
	£	£
Social & Welfare		
Nelson's Journey	5,000	
Liveability	1,000	
Future Projects	1,000	
Silver Road Community Centre	800	
Henderson Trust	500	
Whitlingham Boathouses Foundation	500	
Norfolk Citizens Advice Bureau	500	
The Base	500	
Norfolk Deaf Association	500	
St Martins Housing Trust	500	
The Magdalene Group	500	
Norfolk Carers Support	500	
BUILD Charity Limited	500	
Norfolk Eating Disorders Association	500	
NARS	500	
Stepping Stones	500	
SkillForce	500	
The Hamlet Centre Trust	500	
Whizz Kids	500	
YMCA Norfolk	500	
Hope in Action	500	
Whitlingham Boathouses Foundation	500	
Hebron Trust	500	
BREAK - Families House	500	
Missing People	250	
The Norfolk Hospice	250	
Opening Doors	250	
ABF (Norfolk)	250	
STEP Norwich	250	
The Nancy Oldfield Trust	250	
The HAND Partnership	250	
Combat Stress	250	
Norfolk Family Mediation Service	250	
Sailors Childrens Society	250	
The Heart of Choi Kwang Do	250	
West Earlham Infant and Nursery School	250	
Hearing Dogs for Deaf People	250	
BEFA	100	
	<hr/>	
		21,150
Arts		
Norwich Theatre Royal	2,000	
Britten Sinfonia	2,000	
The Garage Trust Limited	2,000	
Norfolk & Norwich Festival	1,500	
Maddermarket Theatre	1,000	
Norwich Puppet Theatre	750	
Young Norfolk Arts Festival	750	
Shakespeare Schools Festival	500	
The Garage Trust Limited	500	
Northern Ballet	500	
University of East Anglia (Fly Festival)	500	

John Jarrold Trust Limited

Notes to the financial statements

Year ended 5 April 2015

14. Grants (continued)

	2015	
	£	£
Wymondham Music Festival	250	
Norfolk Contemporary Art Society	250	
Costume and Textile Association	250	
Hungate Medieval Art	250	
The Norwich Society	250	
Norfolk & Norwich Novi Sad Association	100	
		13,350
Education		
Smallpeice Trust	2,500	
The Arkwright Scholarships Trust	2,000	
Norwich University of the Arts	6,000	
Norwich School (re Maths Masterclass Group)	1,000	
CAST Education	500	
RNAA	250	
Mitchell Johnson (UEA Literature prize)	200	
The Rotary Club of Norwich St Edmund	150	
City College Norwich	100	
Notre Dame High School	125	
Wymondham College	25	
		12,850
Health & Medical		
University of East Anglia (Prostate Cancer Appeal)	2,000	
Big C	1,000	
East Anglian Air Ambulance	1,000	
The Norfolk Bone and Joint Appeal	1,000	
Marie Curie Cancer Care	750	
Muscular Dystrophy Campaign	740	
CLIC Sargent	500	
Alzheimer's Research UK	500	
Meningitis Now	500	
Huntington's Disease Association	250	
Teenage Cancer Trust	250	
		8,490
The Environment		
Norfolk Wildlife Trust	1,000	
Trees for Cities	500	
The Fairhaven Garden Trust	500	
Norfolk Wildlife Trust (sub)	350	
Buglife	250	
		2,600

John Jarrold Trust Limited

Notes to the financial statements

Year ended 5 April 2015

14. Grants (continued)

	2015	
	£	£
Churches & Historic Buildings		
Norfolk Churches Trust	2,500	
Norwich Cathedral	1,900	
Stoke Holy Cross Church	1,000	
St Elizabeth's PCC	500	
	<u>5,900</u>	
		5,900
Developing Countries		
DEC Ebola Crisis Appeal	2,000	
Hope & Homes for Children	1,000	
WWF-UK	1,000	
Sightsavers	1,000	
Norwich-Dedza Partnership	500	
Feed the Minds	500	
	<u>6,000</u>	
		6,000
Jarrold Staff Charity Challenge		
Dogs Trust	1,000	
Meningitis Now	1,000	
Home Start Norwich	1,000	
Priscilla Bacon Support Group	1,000	
MSTCN (Multiple Sclerosis Therapy Centre Norfolk)	500	
Autism Anglia	500	
	<u>5,000</u>	
		5,000
		<u>75,340</u>