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| **Type of asset** | **Statement required** | **Assets held by charity** |
| Cash at bank and in hand | All cash held in pounds sterling |  |
| Land and buildings | List of all land and buildings held with most recent valuation if available |  |
| Motor vehicles | List of all motor vehicles held with approximate market valuation |  |
| Furniture, fixtures and fittings | List of all furniture, fixtures and fittings (including computer equipment) with approximate market valuation |  |
| Shares | Name of each company in which shares are held, with number and type of shares held and most recent valuation if available |  |
| Investments | List of other investments held (excluding shares) with cash value or most recent valuation |  |
| Recoverable grants and loans due to the charity | List of all grants and loans due with their cash value |  |
| Tax reclaims due to the charity | Cash value of tax reclaims due (including Gift Aid) |  |
| Other debts due to the charity | List of any other amounts due to the charity with their cash value |  |
| **Type of liability** | **Statement required** | **Liabilities of charity** |
| Loans owed by the charity (including bank loans and loans to other organisations or individuals) | Most recent statement of balance in pounds sterling |  |
| Recoverable grants owed by the charity | List of all grants held by the charity which are to be returned to the funder with their cash value |  |
| Pension scheme | Most recent statement of pension liability for the charity in pounds sterling. This should be as per the last valuation of the pension scheme |  |
| Hire purchase or leases | Most recent statement of balance in pounds sterling |  |
| Tax owed by the charity | Cash value of tax owed (including PAYE, National Insurance contributions and VAT) |  |
| Other debts owed by the charity | List of any other debts owed with their cash value |  |