

**LONDON ACCOUNTANCY PRACTICE  
REPORTS AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

**COMPANY REGISTRATION NUMBER 4018585**

**CHARITY REGISTRATION NUMBER 1114755**

**JJ DOLAN & CO  
85 HARPENDEN ROAD  
ST ALBANS  
HERTS AL3 6BY**

## **LONDON ACCOUNTANCY PRACTICE ANNUAL REVIEW 2019-2020**

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## **LONDON ACCOUNTANCY PRACTICE Annual Review 2019-2020**

### **Directors/Trustees**

Abraham Teclé  
William Anang  
Dr. Henry Akinyeye  
Alfred Syl- Turay  
Helena Kowalska

Chairperson  
Treasurer  
Member  
Member  
Member

### **Staff Members**

Ade Adebambo  
Olaitan Sandra Koleosho  
Paul Banda

Director/ Company Secretary  
Manager: Finance and Payroll.  
Administrator

### **Student Placements**

Kymarie Steer  
Habeeb Olagunju  
Tinashe Mapengo  
Oluwatomisin Aina  
Kevin Lu  
Nayana Kazeem

### **Volunteers**

Elsa Nascimento  
John Watson  
Eliott  
Oluwafemi Samuel Ikotun

LAP would like to welcome its latest recruit of volunteers for **2019-2020**, and thank everyone for their hard work and contributions over the years. LAP is grateful for the unstinting efforts and support of its volunteers. It is estimated that over 5,100 volunteer hours were provided by our volunteers during the year and if this is conservatively valued at £15.00 an hour, the volunteer efforts amounted to over £76,500.

LAP also thanks the following groups and individuals for their continued support in 2019-2020: Cross Channel for the IT Support, JJ Dolan & Co, and HCVS.

A special thank you goes out to all our members and service users for their custom and support.

**THE LONDON ACCOUNTANCY PRACTICE IS GRATEFUL FOR SUPPORT RECEIVED FROM ALL OUR CLIENT GROUPS.**



## CHAIRPERSON'S REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020

It is incredible to believe that this organisation is still standing after 33 years of serving the voluntary and community sector in the London borough of Southwark and across the London Southeast boroughs. We are grateful that we are now able to work across greater London and serve other boroughs.

As you all know, the austerity measures introduced few years back have had taken its toll on so many organisations as a result of which many organisations are turning to LAP for advice, training and support. The downside of this to us is that as we ourselves do not receive any funding, there are limits to the free support services we can provide for our clients. We are hoping that we would be able to raise some funding to carry on providing the training, and support services that the grass roots all and the medium charities desperately need.

With lack of funding, we were unable to continue the capacity building aspect of our services and many thanks to our staff that through their dedication, working beyond the call of duty were still able to find time to assist the needy organisations in the borough.

Our service outcomes could be divided into 8 major areas:

- Increased capacity of small and medium sized Voluntary and Community Sector organisations to manage their financial resources more effectively
- Increased provision of finance training for staff and volunteers of small and medium- sized voluntary sector organisation:
- Increased ability of small and medium-sized voluntary and community sector organisations to meet reporting requirements of funders, the Charity Commission and the Companies House:
- Improved network and promotion of best practice among Finance workers and Treasurers of small and medium-sized Voluntary and Community Sector Organisations:
- Active promotion of equality for disadvantaged groups through our service delivery, marketing and evaluation our services by making sure disadvantage groups that would not have been able to access/ pay for the services were able to access our financial management support and are being assisted and supported in putting their own successful bids together.
- Created volunteering opportunity for accountancy students, graduates and those who are actively seeking employment in the areas of accountancy and finance: Our late volunteer got paid job within 3 months of being with us.
- By providing a high quality and reliable payroll service along with advice and support for over 76 payroll client groups, we have released them to concentrate on their core activities.

ABRAHAM TECLE..........Chairperson



## **LONDON ACCOUNTANCY PRACTICE DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020.**

The trustees, who act as directors of LONDON ACCOUNTANCY PRACTICE for the purpose of Company Law, are pleased to present their report and the independently examined financial statements for the year ended 31<sup>st</sup> March 2020.

### **OBJECTS, ORGANISATION AND ACTIVITIES**

LAP's objects continue to be:

- The promotion of efficiency and effectiveness of charities, community and voluntary sector organisations by the provision of a comprehensive financial, advisory services, support and the training of their employees in relevant financial skills.
- Helping individual organisation (whether incorporated or unincorporated) that for whatever reasons have some form of financial difficulty or crisis.
- Advising and helping such individual organisations to set up appropriate books of accounts and keep them up to date.
- Promotion of methods of bookkeeping.
- Advising on information flows between the relevant members and management committee of individual organisation and giving advice on structures to ensure accountability.
- Giving advice on budgets, funding, local authority, central government and other grants, salaries and national insurance, local government pay scales and cash flow.
- Enabling individual organisations to have a clearer understanding of local authority finance in so far as this affects the organisation's decision making;
- Provision of training (group and in-house) to achieve efficiency and effectiveness.

### **MISSION, VALUES & VISION**

#### **Our mission**

The purpose of the LONDON ACCOUNTANCY PRACTICE is

- to build the capacity of voluntary and community groups, particularly in Southwark and other south east boroughs as well as across all the London boroughs to manage their financial affairs efficiently;
- to provide particular support to smaller and medium sized organisations and in particular those representing disadvantaged sections of the community;
- to provide affordable alternative to commercial financial services such as audit and payroll for target groups.

#### **Our values**

In carrying out its mission, the LONDON ACCOUNTANCY PRACTICE will:

- aim to develop users' capacity to do things for themselves rather than creating dependency on services provided by LAP;
- be responsive to users' needs;
- promote equality of opportunity for all, regardless of age, ethnic origin, gender, social or family status, disability, faith or sexual orientation;
- promote acceptance of diversity and respect for difference of belief and opinion;
- promote the involvement of all stakeholders- users, members , staff ,trustees, volunteers and funders- in the work of LAP and provide them with opportunities for self-development where needed to achieve this;
- work in partnership with other agencies, statutory, voluntary or commercial, and with all other sections of the community;



**LONDON ACCOUNTANCY PRACTICE  
DIRECTORS' AND TRUSTEES' REPORT  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020.**

- deliver quality services which represent value for money, regardless of whether the service user is funding the service (this might change in the future) and respect at all times the confidentiality of users.
- **Our vision**  
The LONDON ACCOUNTANCY PRACTICE's vision, based on its mission and values, is:
- that LAP will be seen and respected by users, funders and other agencies as a service that is open to all and respects its users, enables and encourages them to grow and develop, and actively discourages dependency;
- that LAP actively seeks out and supports potential users whose need is greatest, and in particular smaller groups and organisations representing disadvantaged sections of the community;
- that LAP is seen to deliver a relevant quality service at an affordable but realistic cost;
- that LAP's stakeholders are working together in a mutually supportive way for the good of LAP's and of the community which it serves;
- that LAP is a strong, positive and independent partner with its stakeholders and other agencies;
- that LAP is an innovative and flexible organisation, developing new services and ways of working in response to the needs of current and potential users.

**DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS**

LAP continues to provide particular support to smaller and medium-sized voluntary and community sector organisations and those representing disadvantaged sections of the community including the BAMERs (Black, Asian and Minority Ethnic and Refugee groups) to increase their capacity and help them comply with the requirements of funders, Companies House, Charity Commission and Her Majesty Revenue and Customs..

However, as the need to make efficiency savings by the local and the central governments continues and foundation trusts increasingly face stark choices in terms of their funding priorities, it has been difficult if not impossible for many charitable and voluntary sector organisations to survive. In response to the above, voluntary sector organisations continue to find innovative ways of doing things including re-organisation and restructuring or to establish a business model to help them survive and develop further to serve their beneficiaries.

In light of the above, there has been an increase in the number of organisations using our services either to cut costs or seek advice and on areas relatively new to them including VAT, corporation tax, Charity Incorporated Organisation (CIOs) and Community Interest Companies (CICs).

Our areas of activities continue to be as follows:



**LONDON ACCOUNTANCY PRACTICE  
DIRECTORS' AND TRUSTEES' REPORT  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020.**

**INDEPENDENT EXAMINATION**

LAP continues to provide affordable alternatives to commercial accountancy services. We provided 50 independent examinations during the year. This service has helped to develop and sustain most of the organisations we work with as they have been able to comply with both Charity law and the 2006 Companies Act. We have therefore saved organisations hundreds of pounds in penalties and surcharges.

**IMPACT:**

As a result of this service, disadvantaged groups that would not have been able to access/ pay for the services of main stream/ private sector accountancy firms were able to access our financial management support and are being assisted and supported to meet their statutory obligations. Our clients have been able to lever in more funding to their organizations effectively making them more sustainable.

**TRAINING**

We continue to meet the identified training needs of the groups and residents in the borough. During the year, we provided training in Introduction to Bookkeeping, Advanced Bookkeeping, Introduction to Budgeting, Advanced Budgeting, Understanding your Financial Statements, Financial Management Control and Internal financial control procedure for trustees. Beneficiaries from these courses testified that the courses have increased their level of confidence in financial management matters relating to their personal lives as well as their organizations.

**MPACT:**

The effectiveness of these training sessions could be seen in the quality of work produced by the trainees at their respective organisations after the training. Our cost-effective training meant that organisations continue to have better understanding of their financial position. This also led to an increase in the capacity of small and medium sized voluntary and community sector organisations to manage their financial resources more effectively: Our adaptable financial control procedures have helped many organisations to be able to write their own in-house financial policy and procedures. Some of the feedback shows that more and more trustees are becoming increasingly aware of their collective responsibilities.

**PAYROLL ADMINISTRATION:**

We carried out payroll administration for over 160 employees during the year benefiting over 50 organisations. This service has allowed these groups to be able to concentrate on their core activities while LAP takes the strain. This service has helped organizations fulfill some of their legal obligations as good employers and has saved them a lot of money in penalties, fines and surcharges as we file the necessary information on time and liaise with the HMRC on their behalf.

**BOOKKEEPING:**

We continue to provide a one-to-one support service to organisations by working with their staff or volunteers to make sure records of their income and expenditure are



properly kept to enable them provide necessary information to their trustees and especially their independent examiners and auditors at the end of the year. The better their books are written up, the less it costs them with the auditors. We were also able to increase the financial skills of these workers as we work with them. We also provide one to one bookkeeping services to help trainees and volunteers.

#### **ONE 2 ONE ADVICE:**

Our free one to one advice and consultancy services continues to be popular with both old and emerging groups especially due to various changes and legislations relating to organisations being set up as social enterprises, Community Interest Organisations, to register or not to register for VAT and other HMRC related matters. The increase in demands for this activity has largely been met by the funding received from The City Bridge Trust for the post of Business Support Manager

#### **IMPACT:**

This service has tremendously benefited a lot of our client groups during the year. We were able to provide much needed assistance and support for organisations putting in funding applications and to advise on company and charity registration. This service has helped many organisations to avoid an initial pitfall. During the year, we were able to restore 4 organisations that were already struck off.

#### **VOLUNTEERS**

LAP is grateful for the unstinting efforts and support of its volunteers during the year. It is estimated that over four thousand five hundred volunteer hours were provided by our volunteers during the year and if this is conservatively valued at £15.00 an hour, the volunteer efforts amounted to over £76,500.

We are also pleased to report that due to the quality of training and support we give to our volunteers, some have greatly increased their prospect of securing paid employment while others have gained more confidence and have gone ahead to set up their own organisations to help others, three were employed within and outside the sector. However, due to the current economic climate the demand for the opportunity to volunteer within the organisation has increased sharply as we continue to provide quality work-based experience and support to our volunteers.

#### **PLACEMENTS FROM SCHOOLS AND COLLEGES**

This year we took on student placements from schools and colleges including Woolwich Polytechnic, St Michael's Catholic and Walthamstow College.

#### **RESERVE POLICY**

The Charity Commission requires charities to determine and explain their policy for free reserves. The trustees have reviewed its free reserves policy and have turned its entire unrestricted fund into an emergency reserve, and have set a target of £64,000.00 this year to enable LAP to meet its obligations for a period of 12 months in the event of a shortfall in income or sudden upturn in expenditure.



## RISK MANAGEMENT

The trustees have examined the major risk which LAP faces and have made some long and medium term strategic as well as some operational changes to the way we deliver our services to make sure that LAP continues to expand its income base to make sure the organisation does not heavily rely on any form of funding which continues to be more challenging.

This strategy, combined with our annual review of the controls over key financial systems and operational processes, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and businesses risks and have established strategic plans to highlight and mitigate identified risks if and when they occur. The trustees continue to monitor the financial situation to ensure that the charity remains a going concern.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020.

Law applicable to incorporated Charities in England and Wales require the trustees, who are also the directors of the company, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of its financial activities during the year then ended. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable standards and statement of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the project will continue in operation.

The directors are responsible for keeping proper accounting records, which disclose at any time the financial position of the Charity. 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.

Signed on behalf of the trustees

Chairperson/ Director..........Abraham Teclé

Dated. ....8 OCTOBER.....2020

**INDEPENDENT EXAMINER'S REPORT  
TO THE DIRECTORS' OF LONDON ACCOUNTANCY PRACTICE  
A COMPANY LIMITED BY GUARANTEE  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020**

The Financial Statements have been prepared under the historic cost convention in accordance with applicable Accounting Standards and Reporting.

**RESPONSIBILITIES OF THE DIRECTORS AND REPORTING ACCOUNTANT**

As described on the following pages, the company's directors are responsible for the preparation of the Financial Statements, and they would consider that the Company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

**BASIS OF OPINION:**

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the Financial Statements with the accounting records kept by the Company, and making such limited enquiries of the officers of the Company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

In my opinion:

- A) The financial statements are in agreement with those accounting records kept by the company under section 477 of the Companies Act 2006;
- B) Having regard only to, and on the basis of the information contained in those accounting records:
  - The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
  - The directors' acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
  - These accounts have been prepared in accordance with the provision applicable to companies subject to the small companies' regime.

Name: JOHN J DOLAN FAIA FMAAT

Signature: 

Date: 30/9/2020

Address:  
85 Harpenden Road  
St Albans  
Herts.AL3 6BY



**LONDON ACCOUNTANCY PRACTICE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST MARCH 2020**

		2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
	Notes	Fund	Fund	Fund	Fund
		£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming Resources From Generated Funds</b>					
Grants, donations and legacies	2	0	0	0	
Activities For Generating Funds	3	61802		61802	67024
Other income		0		0	
Investment Income		1	0	1	9
<b>Total Incoming Resources</b>		<b>61803</b>	<b>0</b>	<b>61803</b>	<b>67033</b>
<b>RESOURCES EXPENDED</b>					
Charitable Activities		63770	0	63770	70795
<b>Total Resources Expended</b>		<b>63770</b>	<b>0</b>	<b>63770</b>	<b>70795</b>
<b>NET INCOMING RESOURCES</b>		<b>-1967</b>	<b>0</b>	<b>-1967</b>	<b>-3762</b>
<b>Fund Balances Brought Forward at 1st April 2019</b>					
		34029	0	34029	37791
<b>Fund Balances Carried Forward at 1st April 2020</b>		<b>32062</b>	<b>0</b>	<b>32062</b>	<b>34029</b>

LONDON ACCOUNTANCY PRACTICE  
BALANCE SHEET  
AS AT 31ST MARCH 2020

	Notes	£	2020 £	£	2019
<b>CURRENT ASSETS</b>					
Debtors and prepayments	4	27204		28907	
Cash at Bank and in Hand		<u>6693</u>		<u>5382</u>	
		<b>33897</b>		<b>34289</b>	
<b>CURRENT LIABILITIES</b>					
<b>Creditors And Accruals</b>					
Amount falling due within one year	5	1835		260	
Deferred Income					
<b>Net Current Assets</b>			<u><b>32062</b></u>		<u><b>34029</b></u>
<b>RESERVES</b>					
Restricted Funds			0		0
Unrestricted Funds			7062		9029
Designated Funds	6		<u>25000</u>		<u>25000</u>
			<u><b>32062</b></u>		<u><b>34029</b></u>

Approved by the Board of Directors on... 8 OCTOBER ... 2020  
and signed on their behalf by



.....Chairperson  
Abraham Teck  
.....Treasurer  
William Anang



**LONDON ACCOUNTANCY PRACTICE**

**BALANCE SHEET**

**AS AT 31ST MARCH 2020**

	Notes	2020	2019
		£	£
<b>CURRENT ASSETS</b>			
Debtors and prepayments	4	27204	28907
Cash at Bank and in Hand		6693	5382
		<b>33897</b>	<b>34289</b>
<b>CURRENT LIABILITIES</b>			
<b>Creditors And Accruals</b>			
Amount falling due within one year	5	1835	260
Deferred Income			
<b>Net Current Assets</b>		<b>32062</b>	<b>34029</b>
<b>RESERVES</b>			
Restricted Funds		0	0
Unrestricted Funds		7062	9029
Designated Funds	6	25000	25000
		<b>32062</b>	<b>34029</b>
Approved by the Board of Directors on <u>8 OCTOBER</u> 2020			
and signed on their behalf by			
	Chairperson		
Abraham Teck			
	Treasurer		
William Anang			

**LONDON ACCOUNTANCY PRACTICE  
BALANCE SHEET (Continued)  
AS AT 31ST MARCH 2020.**

For the year ending 31<sup>st</sup> March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' Responsibilities:**

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
- The directors' acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- These accounts have been prepared in accordance with the provision applicable to companies subject to the small companies' regime.

The financial statements on pages 11 to 13 were approved by the board of directors on

8 OCTOBER

.....2020 and signed on its behalf by



.....Chair

Abraham Tacle



**LONDON ACCOUNTANCY PRACTICE  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020.**

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of Financial Statements**

The financial statements are prepared under the historic cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing. The accounts have been prepared in accordance with the Statements of Recommended Practice - Accounting and Reporting by Charities. The charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity

**1.2 Incoming Resources**

1.2.1 Revenue grants are credited on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.

1.2.2 Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

**1.3 Restricted Funds**

Restricted funds are to be used for specific purposes as lay down by the donor. Expenditure that meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

**1.4 Unrestricted Funds**

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further specified purpose and are available for general funds.

**1.5 Designated Funds**

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

**1.6 Tangible fixed assets**

Depreciation is calculated to write off the cost of fixed assets over their estimated useful lives using the following rates:  
Office equipment - Photocopier: 25% on cost

**1.7 Resources Expended**

All expenditure is accounted for gross and when incurred. Direct charitable expenditure includes the direct costs of the activities and depreciation on related assets. Management and administration comprise those costs relating to the Charity's central management and administration as opposed to its charitable activities.

**LONDON ACCOUNTANCY PRACTICE  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2020**

<b>2. GRANTS</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total 2020</b>	<b>Total 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>3. ANALYSIS OF GENERATED INCOME</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Independent Examinations	32281	38325
Payroll Administration	21291	19737
Bookkeeping	3021	951
Membership	3810	3850
Training	1400	3681
Other Income	0	480
	<b>61802</b>	<b>67024</b>

<b>4. DEBTORS</b>	<b>2020</b>	<b>2019</b>
<b>Due within one year</b>	<b>£</b>	<b>£</b>
Trade Debtors	27204	28907
	<b>27204</b>	<b>28907</b>

<b>5. CREDITORS</b>	<b>2020</b>	<b>2019</b>
<b>Sundry Creditors and Accruals</b>	<b>£</b>	<b>£</b>
Audit Fee	260	260
Rent and service charge	1575	
	<b>1835</b>	<b>260</b>



**LONDON ACCOUNTANCY PRACTICE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2020**

**6. DESIGNATED FUNDS**

The income funds of the Charity include the following designated funds, which have been set aside out of unrestricted funds by the trustees for specific purposes.

	Balance at 1st April 2019 £	Movement in Funds		Balance at 31st March 2020 £
		Incoming £	Outgoing £	
Salary /Contingency Fund	25000	0	0	25000
	<b>25000</b>	<b>0</b>	<b>0</b>	<b>25000</b>

The trustees have designated funds for redundancy payment to current staff and for any other obligatory payment due as per contract of employment.

**7. TRUSTEES REMUNERATION AND EXPENSES**

No remuneration expenses or benefits was paid to the Trustees during the year.

**8. STAFF COSTS**

	2020	2019
Employees average number during the year	4	5
No member of staff is paid more than £60000.00	£	£
Staff Salaries and employers NI	35640	41612
	<b>35640</b>	<b>41612</b>

**LONDON ACCOUNTANCY PRACTICE  
DETAILED INCOME & EXPENDITURE  
FOR THE YEAR ENDED 31ST MARCH 2020**

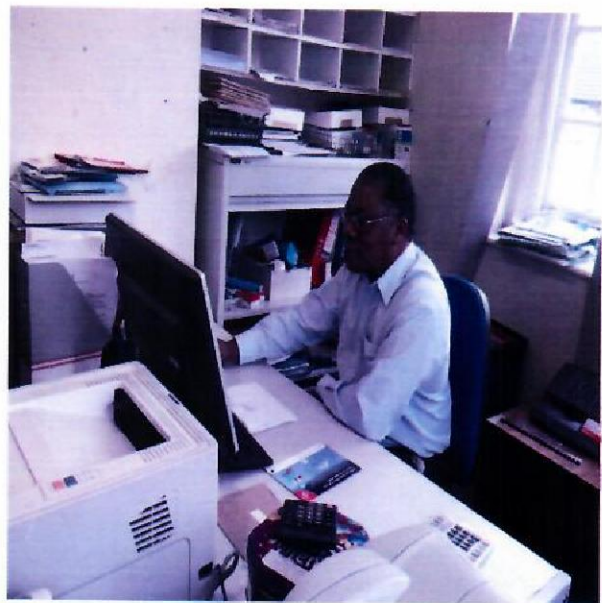
	2020 Unrestricted Fund £	2020 Restricted Fund £	2020 Total Fund £	2019 Total Fund £
<b>INCOMING RESOURCES</b>				
<b>Voluntary Income</b>				
City Bridge Trust	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Activities For Generating Funds</b>				
Generated Income	61802		61802	67024
Other Income	0	0	0	0
Donations				
	<b>61802</b>	<b>0</b>	<b>61802</b>	<b>67024</b>
<b>Investment Income</b>				
Deposit Interest (Net)				9
				<b>9</b>
<b>TOTAL INCOMING RESOURCES</b>	<b>61802</b>	<b>0</b>	<b>61802</b>	<b>67033</b>
<b>RESOURCES EXPENDED</b>				
<b>Charitable Activities</b>				
Salaries & NI	35640		35640	41612
Staff Pensions	0		0	0
Bookkeeping and payroll activities	12531		12531	12175
Staff Training & Conferences	197		197	394
Volunteers Expenses	3400		3400	3978
Training	0		0	800
Office Expenses/ Cleaning	249		249	484
Rent and service charges	6299		6299	6299
Bank charges	77		77	
Publications and Membership	420		420	95
Telephone/Internet/Web Hosting	1710		1710	1910
Printing Postage & Stationery	1379		1379	1114
Software	373		373	642
Data protection	40		40	
Insurance	823		823	794
Accountancy fees	260		260	260
Website Development	350		350	0
Miscellaneous	23		23	238
<b>TOTAL RESOURCES EXPENDED</b>	<b>63770</b>		<b>63770</b>	<b>70795</b>



## STAFF PHOTOS



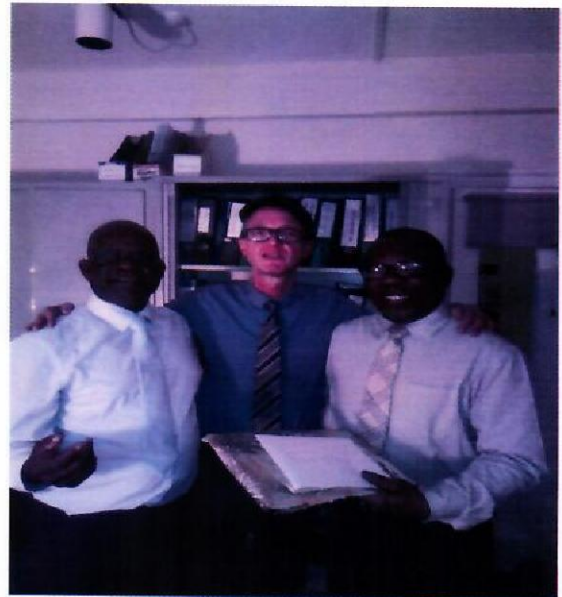
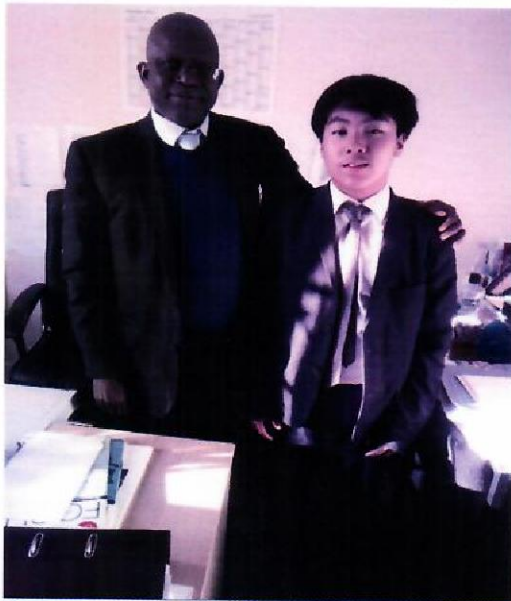
**ADE ADEBAMBO- DIRECTOR**



**PAUL BANDA- ADMINISTRATOR**



**SANDRA KOLEOSHO- FINANCE MANAGER**



## CROSS SECTION OF TRAINING SESSIONS





