

Charity Registration No. 1000849

Company Registration No. 02516554 (England and Wales)

**ST MARY'S CARE CENTRE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

# ST MARY'S CARE CENTRE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Georgina McQueen Harry Birch Pamela Goulding Christine Gibbins Norman Hogg
<b>Charity number</b>	1000849
<b>Company number</b>	02516554
<b>Principal address</b>	Hillingden Avenue Halewood Liverpool L26 9TY
<b>Registered office</b>	Hillingden Avenue Halewood Liverpool
<b>Independent Examiner</b>	Susan Buckley SBA Accounting Limited Gladstone House 2 Church Road Liverpool L15 9EG
<b>Bankers</b>	Lloyds TSB Bank Plc Charlotte Row 53 Great Charlotte Street Liverpool L1 1QY
<b>Solicitors</b>	Addleshaw Sons & Latham Manchester

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# ST MARY'S CARE CENTRE

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# ST MARY'S CARE CENTRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

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The trustees present their report and financial statements for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

### **Objectives and activities**

St Mary's Care Centre is guided by both local and national policy. At a national level care for older people is steered by "Putting People First" and "Living Well with Dementia". St Mary's is committed to providing quality daycare to older people in the community with an emphasis on health and wellbeing.

In planning the Centre's activities for the year the trustees kept in mind the Charity Commission's guidance on public benefit at trustees meetings.

The Centre works in co-operation with commissioners and social services to ensure that people who need the service the most have priority. Funding limits those the Centre can help, but those given assistance have access to armchair exercise classes, complementary therapies and other activities including baking, interactive quizzes, crafts, days out and healthy two course lunches.

The Centre acknowledges the difficulties that older people have in accessing health care and other necessary services and aims to alleviate these inequalities, including providing access to district nurses.

Other aims of the Centre are:

- To provide opportunities for rehabilitation and associated therapies to the elderly and enable individuals to access health services dependant on their needs.
- To support the development and implementation of a health and well being strategy
- To provide training to staff and volunteers.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The Centre has a mini-bus which has been adapted to enable easy access for service users of all physical abilities.

The Centre has a dedicated staff team and volunteers and the trustees would like to take this opportunity to thank all of the team as without them the Centre could not provide the quality care and respite they currently do.

The organisation plans to continue to provide day care in the future. The Centre plans on continuing to provide armchair exercise classes and complementary therapy sessions. In the report one of the strengths of the centre was "strong effective management which has resulted in a good atmosphere, happy staff and customers".

As well as developing a general business continuity plan, and as a consequence of the Covid 19 pandemic in 2020, St Mary's have also developed both a Covid continuity plan and a Covid risk assessment policy.

# ST MARY'S CARE CENTRE

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

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### Achievements and performance

The Centre currently provides day care to approximately 20 service users. The Centre is recognised for its diverse and creative approach to care provision within a homely and welcoming setting and is a much valued resource within the community.

We pride ourselves on the quality of service which maintains and enriches the clients quality of life.

All staff are DBS checked and are regularly trained in mandatory standards. We are signed up the social care commitment with skills for care.

This is a promise made by staff who work at St Mary's to give the best support and care they can to all clients at the centre.

Clients are able to access a variety of different activities Monday to Friday. These include trip to theatres, safari park, sing a longs and afternoon teas to crafts, reminiscence and therapies.

### Financial review

The Centre has an overall surplus for the year of £2,211. The principal source of funding in the year is £157,970 from Knowsley Borough Council.

All of the funds at 31 March 2020 were unrestricted.

The trustees are aiming to have sufficient unrestricted reserves to cover six months of ordinary expenditure which is approximately £80,000. At 31 March 2020 there was sufficient unrestricted reserves to cover this amount of normal expenditure. There is also £55,408 in designated reserves, the details of which are in note 14 in the notes to the accounts.

The local authority has agreed to provide grant funding to cover running expenses on an annual basis but this is only sufficient to cover the Centre's core salaries and expenses and will not contribute to reserves. The Centre, therefore, is continually exploring other avenues of obtaining funding.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### Structure, governance and management

The charity is a single organisation and a company limited by guarantee.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Georgina McQueen

Harry Birch

Pamela Goulding

Christine Gibbins

Norman Hogg

Tom Moretta

(Resigned 17 June 2019)

# ST MARY'S CARE CENTRE

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

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None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

As set out in the Articles of Association there must be between four and twenty directors, at least four of whom, classified as "A" directors, are nominated and removed by the Parochial Church Council of Halewood (HCC) (after consultation with Halewood St Mary's Church Council). The directors can also appoint a maximum of three co-opted members for a period to be specified by the Board and also any person who may be nominated as director by such other body or bodies as the Centre, in general meeting, may from time to time select.

The Trustees have assessed the operational and business risks to which the Centre is exposed, the major financial risk being the withdrawal of the grant funding from KMBC, and are satisfied that systems are in place to mitigate exposure to the those risks. Risk assessments are carried out in the centre daily by all trained members of staff. A training plan is produced every year to ensure all staff have the necessary mandatory training that is required by Knowsley Council. There are two registered managers on site.

The Centre has an active management board comprising of volunteers from local business, statutory bodies, charities, church representatives, voluntary sector and the community. Trustees are appointed through HCC and town council.

The Centre is currently in the process of reviewing the constitution to include policies and procedures for induction and training of new trustees.

The directors of the company are also charity trustees' for the purposes of charity law and under the company's articles are also known as members of the Management Committee. Under the requirements of the memorandum and articles of association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected. All members of the Management Committee give their time voluntarily and received no benefits from the charity.

The committee members meet quarterly and are responsible for the strategic direction and the policy of the Centre. A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the chairperson, manager and deputy manager. The chairperson is responsible for ensuring that the Centre delivers the services specified and that key performance indicators are met. The manager has responsibility for the day to day operational management of the Centre, individual's supervision of the staff team and also ensuring that the team continues to develop their skills and working practices in line with good practice

### **Asset cover for funds**

Note sets out an analysis of the assets attributable to the various funds and a description of the funds. These assets are sufficient to meet the Centres obligations on a fund by fund basis.

The trustees' report was approved by the Board of Trustees.



**Harry Birch**

Trustee

Dated: 14 December 2020

# ST MARY'S CARE CENTRE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF ST MARY'S CARE CENTRE

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I report on the financial statements of the charity for the year ended 31 March 2020, which are set out on pages 5 to 14.

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

The trustees, who are also the directors of St Mary's Care Centre for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

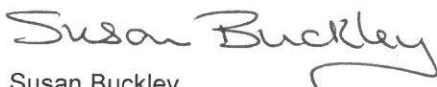
#### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

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

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Susan Buckley  
SBA Accounting Limited

Chartered Accountant  
Gladstone House  
2 Church Road  
Liverpool  
L15 9EG

Dated: 14 December 2020

# ST MARY'S CARE CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted funds 2020 £	Unrestricted funds 2019 £
<b><u>Income from:</u></b>			
Donations and legacies	3	316	1,055
Activities in furtherance of the charity's activities	4	157,970	157,970
Activities for generating funds	5	4,880	5,818
<b>Total income</b>		163,166	164,843
<b><u>Expenditure on:</u></b>			
Raising funds	6	5,703	6,244
Charitable activities	7	155,252	171,429
<b>Total resources expended</b>		160,955	177,673
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		2,211	(12,830)
Fund balances at 1 April 2019		158,420	171,250
<b>Fund balances at 31 March 2020</b>		160,631	158,420

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# ST MARY'S CARE CENTRE

## BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible assets	11		3,950		7,602
<b>Current assets</b>					
Debtors	12	935		42,532	
Cash at bank and in hand		158,987		112,627	
		159,922		155,159	
<b>Creditors: amounts falling due within one year</b>	13	(3,241)		(4,341)	
Net current assets			156,681		150,818
<b>Total assets less current liabilities</b>			160,631		158,420
<b>Income funds</b>					
<u>Unrestricted funds</u>					
Designated funds	14	55,408		59,330	
General unrestricted funds		105,223		99,090	
			160,631		158,420
			160,631		158,420

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020.


The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 14 December 2020

Georgina McQueen  
Trustee

  
Harry Birch  
Trustee

  
Company Registration No. 02516554

# ST MARY'S CARE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

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### 1 Accounting policies

#### Charity information

St Mary's Care Centre is a private company limited by guarantee incorporated in England and Wales. The registered office is Hillingden Avenue, Halewood, Liverpool.

#### 1.1 Accounting convention

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

These financial statements for the year ended 31 March 2020 are the first financial statements of St Mary's Care Centre prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2018. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Costs are capitalised on an accrued basis. Revenue costs are written off as incurred, to the extent that they are not covered by grant funding.

The Special Building Reserve Fund was established to record funds raised in respect of the building extension project.

#### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

#### 1.5 Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.

# ST MARY'S CARE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

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### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Property improvements	5% on cost
Plant and machinery	20% on cost
Minibus	25% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# ST MARY'S CARE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Donations and gifts	316	1,055

# ST MARY'S CARE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 4 Activities in furtherance of the charity's activities

	Grants receivable for charitable activities 2020 £	Grants receivable for charitable activities 2019 £
Knowsley Borough Council grant	157,970	157,970

### 5 Activities for generating funds

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Lunches and raffles	4,880	5,818

### 6 Raising funds

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Trading costs		
Other trading activities	5,703	6,244
	5,703	6,244

# ST MARY'S CARE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 7 Charitable activities

	Direct charitable expenditure 2020 £	Direct charitable expenditure 2019 £
Staff costs	111,231	116,077
Depreciation and impairment	3,652	11,014
Rent and services	13,629	13,299
Insurance	2,116	2,043
Repairs and maintenance	2,470	8,009
Cleaning and premises maintenance	7,780	3,207
Printing, postage stationery and advertising	818	1,467
Telephone	3,170	2,714
Motor and travelling expenses	4,129	6,101
Bank charges	92	95
Sundries	1,808	2,611
Therapist costs	624	1,203
	<u>151,519</u>	<u>167,840</u>
Share of governance costs (see note 8)	3,733	3,589
	<u>155,252</u>	<u>171,429</u>

### 8 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Accountancy	-	3,000	3,000	-	2,856	2,856
Legal and professional	-	733	733	-	733	733
	<u>-</u>	<u>3,733</u>	<u>3,733</u>	<u>-</u>	<u>3,589</u>	<u>3,589</u>
Analysed between						
Charitable activities	-	3,733	3,733	-	3,589	3,589
	<u>-</u>	<u>3,733</u>	<u>3,733</u>	<u>-</u>	<u>3,589</u>	<u>3,589</u>

Accountancy costs includes £500 payable in respect of the independent examiner's fee.

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or expenses during the year.

# ST MARY'S CARE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 10 Employees

#### Number of employees

The average monthly number employees during the year was:

	2020 Number	2019 Number
Direct charitable activities	5	6

#### Employment costs

	2020 £	2019 £
Wages and salaries	104,497	109,618
Social security costs	5,474	5,564
Other pension costs	1,260	895
	111,231	116,077

There were no employees whose annual remuneration was £60,000 or more.

### 11 Tangible fixed assets

	Property improvements £	Plant and machinery £	Minibus £	Total £
<b>Cost</b>				
At 1 April 2019	236,864	125,709	19,643	382,216
At 31 March 2020	236,864	125,709	19,643	382,216
<b>Depreciation and impairment</b>				
At 1 April 2019	234,271	122,337	18,006	374,614
Depreciation charged in the year	144	1,872	1,636	3,652
At 31 March 2020	234,415	124,209	19,642	378,266
<b>Carrying amount</b>				
At 31 March 2020	2,449	1,500	1	3,950
At 31 March 2019	2,593	3,372	1,637	7,602

# ST MARY'S CARE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 12 Debtors

	2020 £	2019 £
<b>Amounts falling due within one year:</b>		
Trade debtors	-	39,493
Prepayments and accrued income	935	3,039
	<u>935</u>	<u>42,532</u>

### 13 Creditors: amounts falling due within one year

	2020 £	2019 £
Other taxation and social security	241	1,341
Accruals and deferred income	3,000	3,000
	<u>3,241</u>	<u>4,341</u>

### 14 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 1 April 2018 £	Resources expended £	Transfers £	Balance at 1 April 2019 £	Resources expended £	Transfers £	Balance at 31 March 2020 £
Fixed asset fund	18,616	(11,014)	-	7,602	(3,652)	-	3,950
Staff reserve	27,012	-	3,778	30,790	-	4,751	35,541
Property maintenance	17,000	(6,534)	-	10,466	(4,595)	-	5,871
Client services	10,000	(1,475)	-	8,525	(426)	-	8,099
Major minibus repairs	5,000	(3,053)	-	1,947	-	-	1,947
	<u>77,628</u>	<u>(22,076)</u>	<u>3,778</u>	<u>59,330</u>	<u>(8,673)</u>	<u>4,751</u>	<u>55,408</u>

The designated funds represents the following:

The fixed assets fund holds the value of those assets which are deemed to be unrestricted  
The staff reserve represents a redundancy reserve.  
The property maintenance reserve the approximate cost of renewing windows, doors and gutters.  
The client services reserve the cost of activities for clients.  
The major minibus repairs fund is the approximate cost of ongoing repairs to the minibus.



# **ST MARY'S CARE CENTRE**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2020***

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### **15 Related party transactions**

There were no disclosable related party transactions during the year (2019 - none).

# ST MARY'S CARE CENTRE

## SUMMARY INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

	31 March 2020 £	31 March 2019 £
<b>Income receivable</b>	<b>163,166</b>	<b>164,843</b>
<b>Expenditure</b>		
Rent & rates	13,629	13,299
Insurance	2,116	2,043
Repairs and maintenance	2,470	8,009
Cleaning and premises	7,780	3,207
Printing, postage and stationery	818	1,467
Telephone	3,170	2,714
Travelling expenses	4,129	6,101
Sundry expenses	1,808	2,611
Therapist costs	624	1,203
Trading costs	5,703	6,244
Social security	5,474	5,564
Staff wages	104,497	109,618
Staff pension costs	1,260	895
Legal and professional	733	733
Accountancy fees	3,000	2,856
Interest paid	-	-
Bank charges	92	95
Depreciation	3,652	11,014
	<b>(160,955)</b>	<b>(177,673)</b>
	<b>2,211</b>	<b>(12,830)</b>