

Registered Company Number: 5012490

Registered Charity Number: 1104088

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
(A Company Limited by Guarantee)

FINANCIAL STATEMENTS AND ANNUAL REPORT

Year Ended 31 March 2020

Registered Charity Number: 1104088
Registered Company Number: 5012490

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Report and accounts
Contents

	Page
Reference and Administrative Information	1
Trustees' report	2 - 4
Accountants' report	5
Statement of Financial Activities	6
Balance sheet	7
Statement of Changes in Equity	8
Notes to the Financial Statements	9 - 12
Detailed Income and Expenditure Account	13 - 14

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Reference and Administrative Information

Charity Number
1104088

Company Number
5012490

Directors and Trustees

Hugh Warner	Chair
Rhys Buchan	Vice Chair
Christine Birkett	Personnell Sub-Committee Member
Louise Harrop	appointed 25 February 2020
Dr Geoffrey Jones	appointed 25 February 2020
Rosemary Lamburn	appointed 25 February 2020
Richard Tilley	appointed 25 February 2020
Barbara Woodhead	
Hazel Woods	
Cllr. Helen Hall	ESBC nominee Cllr Burton Ward
Cllr. Ali Chaudhry	ESBC nominee Cllr Anglesey Ward

Company Secretary
Hugh Warner

Reporting Accountant
D Alexander & Co Ltd
12 Granary Wharf Business Park
Wetmore Road
Burton upon Trent
Staffordshire
DE14 1DU
Tel - 01283 743851

Bankers

Unity Trust Bank Plc
PO Box 1487
Stafford
ST16 3GJ
Tel - 0345 140-1000

Registered office

Queen Street Neighbourhood Resource Centre
Queen Street
Burton Upon Trent
Staffs
DE14 3LW
Tel - 01283 743744

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Report of the Trustees

The Trustees present their report, together with the Financial Statements of the Charitable Company for the year ended 31 March 2020. This report represents a trustees' report in accordance with the Charities Act.

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

The reference and administrative information on page 1 forms part of this report.

Structure, Governance and Management

Governing Document

The Queen Street Neighbourhood Resource Centre is a charitable company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. It was incorporated on 12 January 2004 and registered as a charity on 2 June 2004. The charity was established under a memorandum and articles of association which establishes the objects and powers of the charitable company and is governed under its articles of association. In the event of winding up the members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Directors

The Trustees of the company make up the Board of Directors which is elected each year by the members of the Charity. In addition, three nominees from East Staffordshire Borough Council hold office as Trustees and Directors. The Chair is elected by the Trustees from among their number immediately following the Annual General Meeting.

Trustees receive no remuneration for their work as trustees but are reimbursed for their out of pocket expenses, as claimed on an official form.

Trustee Induction and Training

When a new trustee is appointed they are provided with a pack which contains:

- Copies of the company's memorandum and articles of association.
- Copy of the most recent annual report and accounts.
- Copy of minutes of previous trustee meetings.
- Copy of Charity Commission guidance "The Essential Trustee"
- Copy of guidance to Councillors to ESBC nominees.

Organisational Structure

The board of directors administers the charity and meets on a monthly basis. The board delegate the day to day management of the centre to the manager.

Risk Management

The trustees have examined the major risks to which the Charity is exposed and are satisfied that the systems are in place to mitigate those risks.

Objectives and Activities

Queen Street Neighbourhood Resource Centre (operating under the name of Queen Street Community Centre) aims to promote the benefit of the inhabitants of those areas known for administrative purposes as Anglesey Ward and that part of Burton Ward adjacent to Anglesey Ward but bounded by Station Street, Burton upon Trent (hereinafter called the area of benefit) without distinction of race, sex or of political, religious or other opinions.

Queen Street Community Centre pursues these aim by:

1. associating with the local authorities, voluntary associations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
2. managing a Community Centre and maintaining, managing and co-operating with any local statutory authority in the maintenance and management of the above aims and objectives.
3. promoting any other charitable purpose in the area of benefit.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Report of the Trustees

Review of the Year's Activities and Future Developments

A revised business model, put in place in 2017 - 2018, promoted the centre as a training venue has continued to flourish. A wide range of providers involved in the care sector, first aid and safety, mental health support and employability training delivered their programmes from the centre. There were many occasions when bookings were turned away because rooms were not available. The high occupancy is reflected in the annual financial outcome.

As the pandemic hit, two of the Centre's long term Charitable users did not renew their annual hire agreements. Both rooms have now been revived and updated, awaiting the interests of alternative users.

Little Scholars Community Nursery continues to operate within the centre building, working in partnership with Staffordshire County Council Early Years & Community Learning with groups targeted to parents.

The Covid-19 epidemic has affected all areas of life throughout the country. It has had a major impact on our organisation and we were closed from mid March to September 2020. In March the building was prepared for emergency use by local statutory authorities, had it been required.

Up until March 2020 and the enforced Centre closure due to COVID-19 community use of the building continued at a steady level. These activities included: -

Batucada Dance Studios - Taste the flavour of Ballroom and Latin dances with the extremely talented and friendly Batucada.

Burton Albion Community Trust (BACT) - For more than 5 years, Queen Street has been partners with BACT. The supportive and caring staff, are always looking to make a difference to people's lives around the community.

Burton Speakability Stroke Association - The UK's leading stroke charity is now supporting people with aphasia and other neurological disorders at our centre. Make new friends, share personal experiences and rebuild self confidence whilst raising the awareness of Aphasia.

Bright Beginnings - Volunteer mentors, use our centre as a safe, secure meeting place to help and support vulnerable young parents (17-25 years old) to improve all aspects of their health and their babies' health.

Derbyshire Community Bank - the Money Spider Union has merged with the larger Derbyshire Community Bank to offer a credit union with full on-line services. After over a decade the centre is no longer a cash collection point for the Credit Union. The Charity wishes the Credit Union every success as it continues to grow.

Girls Club -Burton Albion Community Trust (BACT) ensure girls aged 7+ are safe, happy and having fun at the club. They provide lots of activities including: dance, arts and crafts, help with homework, sports and overall support and friendship.

Girls Youth Club -Burton Albion Community Trust Girl's Youth Club is a regular weekly place to go after school, to relax, meet up with friends and get involved in fun activities, whilst being in a safe, secure and supervised environment.

Pilates -Pilates has become a popular, intense core workout which increases flexibility and is great for strengthening and toning your body. At Queen Street, you can now attend Pilates with our friendly instructor. Come and join in the fun and get fit at the same time. All ages and abilities are welcome.

Places of Welcome - Queen Street Community Centre is proud to have teamed up with Places of Welcome, a national growing network run by community groups who want to ensure anybody and everybody has a place to go for a chat and cup of tea. Offering friendship, free refreshments, hospitality and local knowledge and the chance to meet new people.

Satori Martial Arts - Welcoming students from the ages of 4 and above, Satori is a developed unique style that continues evolving. Committed to every student's personal development, come and join here at Queen Street and learn pad drills, sparring, cardio and self-defence.

Socotots - Girls and boys from ages 6 months - 5 years old can participate in the world's leading football based development activity programme here at Queen Street! Creating a fun, fast paced environment with age appropriate activities, children can develop their coordination skills and parents can also join in. Their mission is to engage more children in physical activities from an early age, using football as the focus.

Table Tennis - Queen Street are delighted to welcome Richard, who is now hosting and coaching table tennis in the main hall in the new Queen Street Table Tennis Club.

Work Club - Do you need assistance finding employment? Maybe you need help to write an astounding CV? Then a volunteer is here to help in a weekly session.

The Senior Citizens Christmas Party was again supported by the Parish Council and other local businesses.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Report of the Trustees

The Covid shutdown has been used as an opportunity to redecorate our rooms and revise our internal processes.

The ability to open as a Covid Safe Venue has been helped since all training rooms have both opening windows and mechanical ventilation, with heat recovery. The main hall also has mechanical ventilation. There is no air conditioning in the building. The Hall heating is to a sports hall standard and has opportunities for good social distancing. The Trustees will develop a scheme to upgrade the hall heating to an 'office standard' environment. This will enable its use more widely, through the whole year, for training courses and groups for older residents who need a higher temperature.

With support from the Parish Council an orchard and fruit garden is being developed on a formerly grassed area to the side of the building.

East Staffordshire Borough Council has changed its policy on nominations to the committees and boards of voluntary organisations throughout the Borough. They now nominate only one trustee who they expect to attend meetings and a reserve to cover absence. The Charity Trust documents will be amended accordingly.

Queen Street Community Centre Property

For the fourteenth year the Charity continues to operate under an informal arrangement for lease (subletting) with East Staffordshire Borough Council. We continue to have security due to the arrangements in place before the major redevelopment of the site in 2005. While the responsibilities and rights to the building remain unclear the maintenance issues are being honoured by ESBC under the original lease. The interest of the Charity is recorded against the freehold at the land registry.

Reserves

Unrestricted reserves at 31 March 2020 total £22,938 (2019 - £18,734).

The charity's reserve policy is to hold a minimum of 6 months, and a maximum of 12 months, operating expenditure in unrestricted reserves.

Trustee's Responsibilities in relation to the financial statements

Company law requires the Trustees as Directors to prepare accounts for each financial year which give a true and fair view of the state of the company's affairs and the surplus or deficit for that year. In preparing these accounts, the trustees are required to:

- (i) Select suitable accounting policies and then apply them consistently;
- (ii) Make judgements and estimates that are reasonable and prudent;
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and enable them to ensure the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small Company Exemptions

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

On behalf of the Trustees
Trustee: Hugh Warner

Date: 11 December 2020.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Independent examiner's report to the trustees of
for the year ended 31 March 2020

I report on the accounts of the company for the year ended 31 March 2020 set out on pages 2 to 13.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company 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 required. The charity's gross income did not exceed £250,000 and is not required to select an examiner who is a member of a designated professional body.

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

- examine the accounts under section 145 of the 2011 Act;
- to follow procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts 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 accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

It is unclear whether property expenditure of Queen Street Community Centre is the responsibility of East Staffordshire Borough Council (landlord) or the Trustees (tenant). In the absence of a formal sublease I cannot, therefore, be certain that all property expenditure (capital, repair, renewal, maintenance) is correct and proper expense of the Charitable Trustees. Furthermore, the lack of clarity may also impact on the charity's ability to generate additional income that would improve the financial performance, and thus help to further achieve its objectives.

Independent examiner's statement

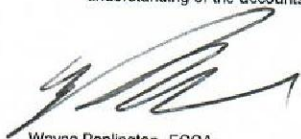
In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with sections 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts with the Financial Reporting for Smaller Entities (the FRSE) (effective 1 January 2015)

have been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Wayne Penlington, FCCA
D Alexander & Co Ltd
12 Granary Wharf Business Park
Wetmore Road
Burton upon Trent
Staffordshire
DE14 1DU

Date: 11 December 2020.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Statement of Financial Activities
(Including Income and Expenditure Account)
for the year ended 31 March 2020

	Notes	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Total £
<u>Incoming Resources</u>					
Incoming resources from generated funds:					
<i>Voluntary income:</i>					
Donations	2	83	-	83	50
Grants receivable	3	-	1,933	1,933	1,542
<i>Investment Income:</i>					
Interest received		-	-	-	-
Incoming resources from charitable activities:					
Community space and services		56,670	-	56,670	53,457
Total Incoming Resources		56,753	1,933	58,686	55,049
<u>Resources Expended</u>					
Costs of Generating Funds	4	4,730		4,730	4,890
<i>Charitable Services:</i>					
Community space and services	5	45,747	1,783	47,530	48,030
Governance costs	6	2,072	-	2,072	2,105
Total Resources Expended		52,549	1,783	54,332	55,025
Net Incoming / (Outgoing) Resources before transfer (Net Income / (Expenditure))		4,204	150	4,354	24
Transfer from Restricted Funds to Unrestricted		-	-	-	-
Net Movement in Funds		4,204	150	4,354	24
Total Funds brought forward		18,734	1,473	20,207	20,183
Total Funds carried forward		22,938	1,623	24,561	20,207

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

All amounts derived from continuing activities.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Balance Sheet
as at 31 March 2020

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	10	6,553	8,685
Current assets			
Debtors	11	6,124	4,719
Cash at bank and in hand		14,004	9,647
		20,128	14,366
Creditors: amounts falling due within one year	12	(2,120)	(2,844)
Net current assets		18,008	11,522
Net assets		24,561	20,207
Funds			
Restricted funds	15	1,623	1,473
Unrestricted funds	15	22,938	18,734
Total Funds		24,561	20,207

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for:

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and its surplus or deficit for each 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 charitable company.

The financial statements have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved and authorised for issue by the Trustees on 11 December 2020.


Trustee: Cllr. Helen Hall

The notes form part of these financial statements.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Statement of Changes in Equity
for the year ended 31 March 2020

	Restricted funds	Unrestricted funds	Total
	£	£	£
At 31 March 2018	3,283	16,900	20,183
Net movement in funds	(1,810)	1,834	24
At 31 March 2019	<u>1,473</u>	<u>18,734</u>	<u>20,207</u>
At 31 March 2019	1,473	18,734	20,207
Net movement in funds	150	4,204	4,354
At 31 March 2020	<u>1,623</u>	<u>22,938</u>	<u>24,561</u>

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2020

1 Accounting policies

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

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

Fund Accounting

Unrestricted funds are those available for use at the discretion of the charity in furtherance of its general objectives and which have not been designated for other purposes.

Restricted funds are those to be used in accordance with specific restrictions imposed by donors.

Incoming Resources

Incoming resources are included in the SOFA when it is quantifiable with reasonable accuracy.

Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Resources Expended

All expenditure is accounted for on an accruals basis.

Donations and Voluntary Income

Donations and voluntary income are accounted for gross when received.

Deferred Income

Incoming resources are shown in the Statement of Financial Activities in the period to which they relate. Where income is received in advance of and subject to certain conditions being met; for example advance payments for room hire, then it is treated as deferred income until those conditions are satisfied.

Grants Receivable

Grants for immediate expenditure are accounted for when they become receivable. Grants received for specific purposes are treated as restricted funds.

Tangible Fixed Assets and Depreciation

Fixed assets for charity use are capitalised at cost, where acquired, or market value as determined by the trustees where donated. They are stated in the financial statements at cost or original value less depreciation.

Depreciation is calculated to write off the cost or valuation of the fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Aerobics equipment	7 years
CCTV and security equipment	8 years
Equipment	3 years
Furniture	15 years
Office and computer equipment	3 years

Allocation of costs

Costs are allocated between fundraising costs, direct costs in furtherance of the charity's objects and other expenditure according to the nature of the cost. Where items involve more than one category they are apportioned on a basis consistent with the use of the resource.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2020

2 Incoming resources - Donations, Legacies and similar income

There was no income received during the year, or previous year, from donations, legacies or similar income.

3 Incoming resources - Grants Receivable

	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
Gardening Project Grant	-	1,800	1,800	-
WASP Syed	-	-	-	1,542
HMRC Job Retention Grant	-	133	133	-
	-	1,933	1,933	1,542

4 Cost of generating funds

	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
Salaries	4,707	-	4,707	4,890
Recruitment	24	-	24	-
	4,731	-	4,731	4,890

5 Expenditure in furtherance of charity's objects

	Unrestricted £	Restricted £	2020 £	2019 £
People related (note 7)	27,574	133	27,707	28,643
Premises related	12,309	1,033	13,342	10,361
Organised activities	258	-	258	1,961
Office expenses	1,740	-	1,740	1,626
Other expenses	2,050	-	2,050	2,983
Depreciation	1,816	617	2,433	2,456
	45,747	1,783	47,530	48,030

Premises related

The charity leases the Neighbourhood Resource Centre from East Staffordshire Borough Council for a peppercorn rent.

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2020

6 Governance costs

	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
People related	1,352	-	1,352	1,397
Accountancy	720	-	720	708
	<u>2,072</u>	<u>-</u>	<u>2,072</u>	<u>2,105</u>

7 People related

	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
Wages and salaries	33,619	-	33,619	34,930
Recruitment and training	170	-	170	-
	<u>33,789</u>	<u>-</u>	<u>33,789</u>	<u>34,930</u>

The average number of employees during the accounting period was:

	2020	2019
Cost of generating funds	0.00	0.00
Activities in furtherance of the charity's objects	2.20	2.20
Management and administration	0.00	0.00
Total	<u>2.20</u>	<u>2.20</u>

No employee received emoluments in excess of £50,000

8 Trustees remuneration and Expenses

No remuneration was paid or is payable for the year out of the funds of the charity, either directly or indirectly, to any trustee or person known to be connected to any trustee.

9 Net incoming resources

Net incoming resources for the year are stated after charging:

	2020 £	2019 £
Accountancy	720	708
Depreciation of owned assets	2,433	2,456

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Notes to the Accounts
for the year ended 31 March 2020

10 Tangible fixed assets

	CCTV & Security equipment £	Furniture and Office Equipment £	Total £
Cost			
At 1 April 2019	13,751	43,903	57,654
Additions	-	302	302
At 31 March 2020	13,751	44,205	57,956
Depreciation			
At 1 April 2019	8,079	40,890	48,969
Charge for the year	701	1,733	2,434
At 31 March 2020	8,780	42,623	51,403
Net book value			
At 31 March 2020	4,971	1,582	6,553
At 31 March 2019	5,672	3,013	8,685

11 Debtors

	2020 £	2019 £
Trade debtors	5,885	4,413
Other debtors	239	306
	6,124	4,719

12 Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals	1,041	1,638
Trade creditors	1,079	1,206
	2,120	2,844

13 Taxation

No liability to UK Corporation Tax arose on ordinary activities for the year ended 31 March 2020 (2019 - nil).

14 Legal status of the charity

The charity is limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

15 Funds

The assets and liabilities are represented by the following funds:

	Restricted £	Unrestricted £	Total £
Fixed Assets		6,553	6,553
Current Assets	1,623	18,505	20,128
Creditors	-	(2,120)	(2,120)
	1,623	22,938	24,561

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Detailed Income and Expenditure Account
for the year ended 31 March 2020

<u>Incoming Resources</u>	2020 £	2019 £
Donations	83	50
Grants receivable:		
Gardening Project Grant	1,800	-
WASP Syed	-	1,542
HMRC Job Retention Grant	133	-
	1,933	1,542
Facilities hire:		
Other Income	414	1,230
Room Hire	56,256	52,227
	56,670	53,457
Interest received	-	-
Total Income	58,686	55,049
Total Expenditure (page 13)	54,332	55,025
Surplus Income for the year	4,354	24

QUEEN STREET NEIGHBOURHOOD RESOURCE CENTRE
Detailed Income and Expenditure Account
for the year ended 31 March 2020

<u>Resources Expended</u>	2020 £	2019 £
People related:		
Wages and salaries	33,619	34,930
Recruitment and training	170	-
	<u>33,789</u>	<u>34,930</u>
Premises related:		
Gardening Project	1,033	-
Rates	1,921	1,022
Cleaning, laundry and waste disposal	2,366	2,433
Repairs and maintenance	1,722	1,278
Utilities	6,300	5,628
	<u>13,342</u>	<u>10,361</u>
Activities:		
Activity expenses	<u>258</u>	<u>1,961</u>
Communications and postage	1,103	1,061
Stationery	637	565
	<u>1,740</u>	<u>1,626</u>
Accountancy	720	708
Insurance and licences	1,419	1,609
Books and software	173	414
Refreshment expenses	317	375
Sundry expenses	141	390
	<u>2,770</u>	<u>3,691</u>
Depreciation	<u>2,433</u>	<u>2,456</u>
Total Expenditure	<u><u>54,332</u></u>	<u><u>55,025</u></u>