

winchester

STREET REACH

Registered Charity No. 1167148



Annual Report 2019-20

Empowering young people to recognise and achieve their full potential.

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About Street Reach

Street Reach is a charity working with young people in Winchester and the surrounding areas.

Established in 1983, our work is open to all young people and is particularly targeted towards those experiencing disadvantage.

Our approach in working with young people is primarily through Detached Youth Work; outreach work in local communities. We build relationships with young people in order that we may offer support, advice and opportunities. We run a youth club in Micheldever village and also offer drop-in projects and trips.

Our work with young people is always on a voluntary basis and our approach is founded upon building relationships over time. Through listening to the young people we work with, we are able to adapt and respond to their needs in order to provide effective support. We work in partnership with the young people to design creative and engaging projects



Chairman's Report

"How's it going...?" – a common enough question, but one that today perhaps raises a wry smile that can say anything from "I'm really not enjoying this Covid situation but I'm getting by" to "Actually, I'm so stressed out it's killing me"... The impact on the well-being of so many of us over the last 9 months has been staggering, and I suspect the after-effects will be felt for many years.

Though the financial year 2019-2020 was impacted by the arrival of Covid-19 only at the very end, I would like to start at that so deeply impactful part of the year. As the "work from home if you can" messages appeared, followed swiftly by lockdown, I was deeply impressed by how the Street Reach team reacted – spinning on a sixpence to restructure the services we offer into new online services, rapidly trialling the various collaboration tools available in a variety of formats and structures to be able to continue to offer Street Reach in a new way.

This was a hugely difficult time, and the staff at Street Reach should be rightly proud of themselves in their ability to change and flex, and to keep on going during the most challenging times. I would also like to thank the trustee team – they have been unfailingly constant in providing ideas, guidance and support throughout the crisis.

Though the end of the financial year was one of tumultuous upheaval, that has dramatically altered what Street Reach does during the year 2020-2021, I should reflect on the rest of financial year 2019-2020.

2019-2020 was a year of growth for Street Reach. It saw us properly commence the new Belong, Connect, Achieve project, known universally as the Friday Project, focussing on young people in situations of isolation and exclusion as part of offering deeper and more effective engagement with young people in the Winchester area. Funded by a greatly appreciated grant from the Big Lottery, this project complements the other services offered by Street Reach, enabling us to provide a full spectrum of support ranging from detached work on the street through to deep and personal engagement for those in the most difficult situations.

Financial year 2019-2020 also saw Street Reach deliver its first real money-generating training courses to students, their parents and the staff at Westgate school – the first realisation of a strategic goal we had set ourselves to move away from 100% reliance on grant funding; something that we have carried forward and made explicit investment in growing during the financial year 2020-2021.

Part of our strategy is ensuring that young people can rely on our services being there consistently. This strategy served us well – deliberately placing Street Reach in a financial position that enabled us to withstand the disruption at the end of the year and beyond, making it possible for us to continue to engage and empower young people to enable them to recognise and achieve their full potential.



Dave Stow

This was the result of the work of the fundraising team, and of course the generosity of the organisations and people that fund us, who I would like to thank deeply. We look to you for support as we take Street Reach forwards through the particularly choppy waters of the moment.

Looking forward at this time, part way through the 2020-2021 year, the challenges facing young people have grown hugely, but Street Reach is determined to be there for them into the future.

Dave Stow

Chairman of Trustees

Project Manager's Report

The year 2019-2020 was a year of growth and adaptation for Street Reach. Our long-established projects of Detached Youth Work, Micheldever Youth Club, Friday Football and Monthly Workshops have continued to thrive. In addition, we successfully launched our new 'Friday Project' through funding from the Big Lottery, and we piloted in-school sessions around substance use that were delivered to students, parents and teachers as a sold service. The impact of our work supporting young people grew both through offering these additional projects and from the continued momentum of our existing projects, and we worked with **496** different young people- compared with **394** the previous year. We also delivered a 3-day residential camping trip to a group of young people, offering activities and life skills in the summer. Our staff team and the participants are able to fondly reminisce on the opportunity we had through the trip, with the world now looking a lot different due to the Covid Pandemic.



Ben Martin

As Dave has reflected, the Covid situation developed at the very end of the financial year but is a factor that led to our staff and trustee team quickly adapting our work. New methods and processes were drawn up enabling Street Reach to continue reaching out to and supporting young people at such a critical time, and on 30th March we delivered our first online session. The young people we were supporting were impacted by the Lockdown and the presenting issues included worry about education, upcoming exams, the welfare of family members and not knowing when they would be able to see their friends again. I cannot speak highly enough of our staff and trustee team for their support, creativity and adaptability in what has been such a challenging time. The opportunity to reach out to and play our in supporting the young people during this time was our driving factor.

Thank you to our staff and trustee team, who have gone above and beyond. A huge thanks also to our funders and supporters- thank you for allowing us to work flexibly through the ever-changing situation and for putting your trust in us. Our work would not be possible without you.

I will now provide a summary of our projects for the year 2019-2020.

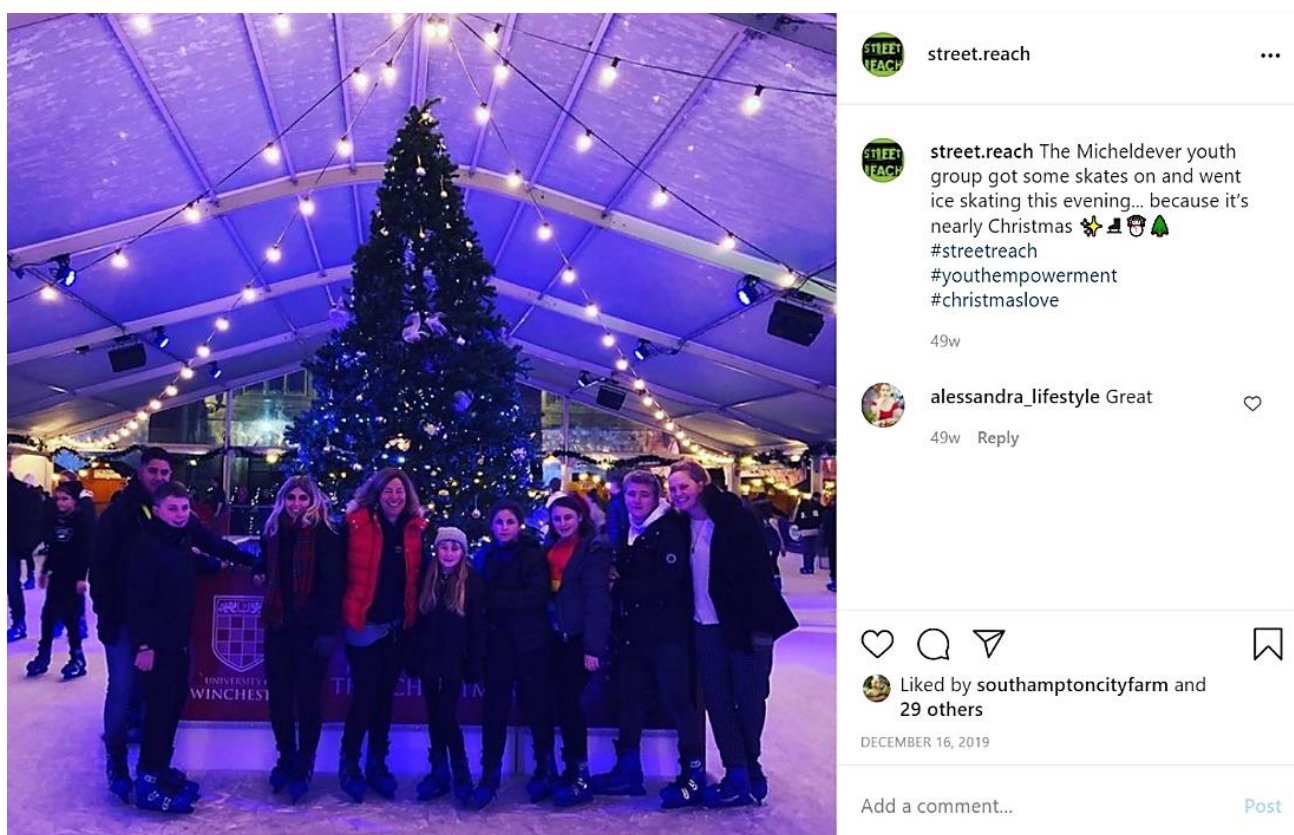
Detached Youth Work

Detached outreach support takes place in our target communities of Weeke, Harestock, Winnall and Stanmore. Our teams of youth workers engage with young people out and about in their local community and offer direct support in order to help young people keep safe and make positive lifestyle choices. Our service is open to all young people, however our approach means that we target young people in need and those experiencing disadvantage. We worked with **463** different young people out on the streets.

828 interventions relating to general education
597 interventions around rights and responsibilities
279 interventions around risky behaviour
237 interventions around substance and alcohol, including NPS
195 interventions around relationships
104 interventions around mental health

Micheldever Youth Club

Micheldever Youth Club is run with the same approach as our detached outreach by delivering a weekly project available locally to young people and by establishing meaningful relationships over time. Club has a dedicated staff team, and resources are shared between the 'main project' and Club. It remains a much-needed facility for young people, offering a wide range of activities as well as providing targeted support to young people in need and experiencing disadvantage. Young people are supported around a wide range of issues including around education, substance use and other risk taking, relationships, sexuality, and community relations. The older/ younger age split continues to enable us to tailor the sessions to the needs of the participants. Trips are also planned by the young people and the staff team, with transport provided. On average **8-10** young people attend each Club night and we worked with **33** different young people.



Micheldever Youth Club Trip to Winchester Ice Rink

Friday Football

Friday Football is a drop-in youth project held at Henry Beaufort School for boys and girls aged 11-17 years. The project is targeted to young people that may be vulnerable or experiencing disadvantage. It is a long-established project with a youth club feel. The aims of the project are to help increase physical activity and mental health amongst young people, whilst developing social skills and building a sense of community. Youth worker support is on-hand around a wide range of topics including around education, relationships and risk taking behaviour. On average **between 10 and 20** young people attend per session and in total we worked with **82** different young people.



Friday Football Project

Targeted Workshops

The Targeted Workshops project is held monthly and is centre-based, taking place at Bradbury House (Trinity Winchester). The project is targeted to young people we encounter out on the streets and provides the opportunity for our team to work with them in more depth and around topics they are concerned with. Sessions are facilitated with engaging activities and targeted pieces of work around topics such as substance use and other risk taking, mental health, relationships and goal setting. Examples of some of the engagement activities included outdoor crafts, candle making, pancake making, and a quiz night. We also had a partnership with Dominos who provided pizzas for the sessions. On average **10-12** young people attend each Workshop session and in total we worked with **37** different young people.



Targeted Workshops Project

Friday Project

Friday Project is a new project targeted to young people experiencing isolation and loneliness, utilising the existing links Street Reach have in place with the local community and local secondary schools. The project reached out to young people in need, creating a welcoming, inclusive space to help re-engage the participants, with sessions designed to improve wellbeing, build confidence and improve mental health through activities and informal learning.

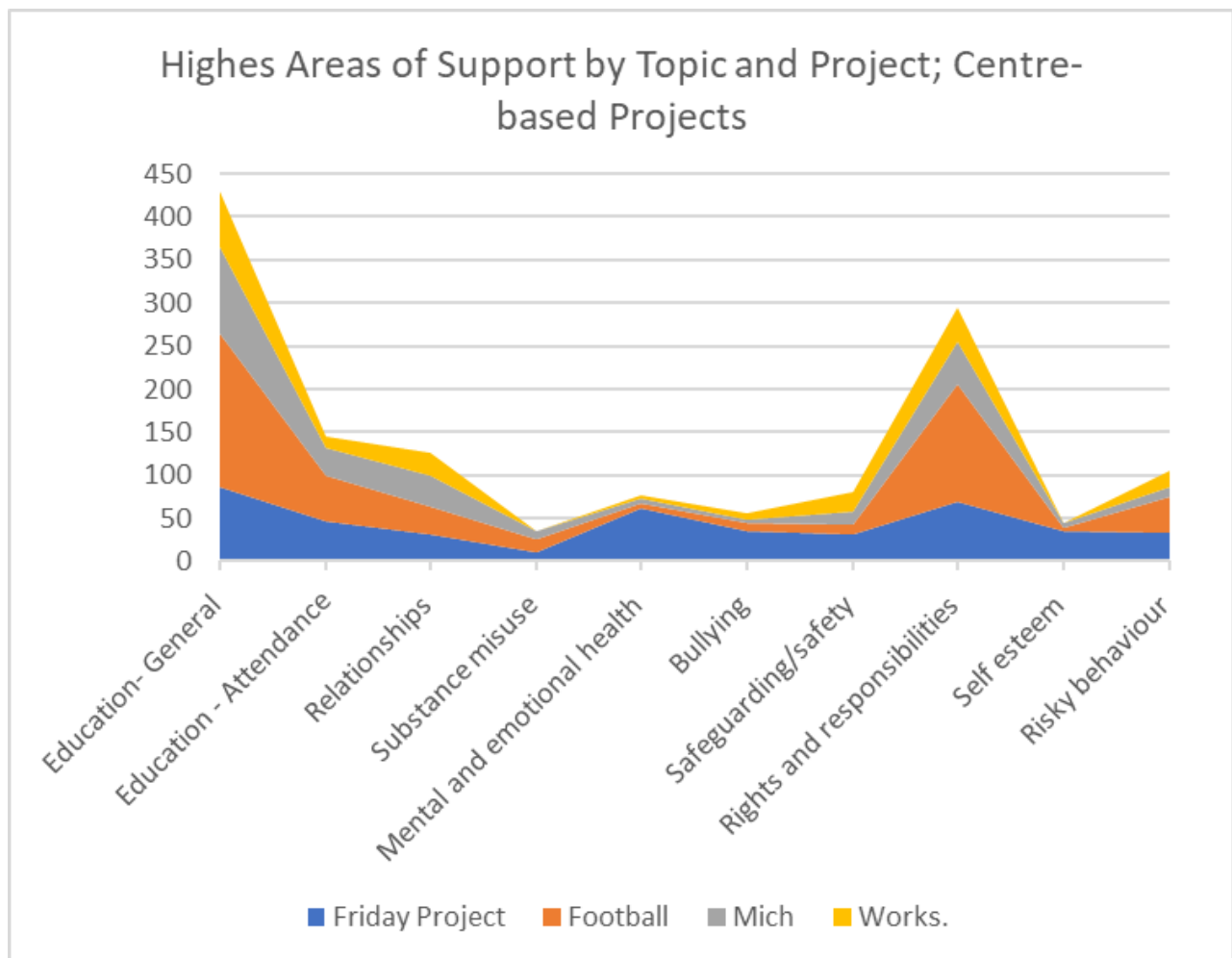
The project launched in August 2019 and we delivered 3 cohorts of young people up to March 2020. Most of the young people were collected from their school by Street Reach using our minibus. Each of the projects were tailored to the needs of the group members and the sessions themselves involved a mixture of icebreaker and team building games, discussion, and focused work. The group members also had access to individual support from the youth workers.

Following their completion of Friday Project, some of the participants have been able to access our other Street Reach projects, including Targeted Workshops and Friday Football- projects that they are able to access and sustain longer-term. One of our participants from Friday Project, who was a new contact to our service ended up helping us recruit new staff members by being on the recruitment panel.

Within Friday Project, we were able to deliver a number of offsite trips to help support the young people's engagement and to focus on behaviour and social skills. In total we worked with **16** different young people.



Tie-Dying session at Friday Project



Camping Residential

At our summer residential we took a group of young people from neighbourhoods across Winchester, including Micheldever Village to Fairthorne Manor YMCA over 3 days and the group took part in a range of challenging outdoor activities. This project was a unique opportunity for young people to spend time away from home to develop life skills and to push themselves out of their comfort zone. We took **8** young people on this year's Camping Residential.



Zip Wire activity on the Camping Residential

Ben Martin

Project Manager

Treasurer's Report

We started 2019-20 knowing that it was to be a big year. At the end of 2018-19 we had secured a large grant from the Big Lottery for our 27-month Isolation project, helping very vulnerable young people deal with isolation and exclusion. Therefore, our budget for 2019-20 was initially set at a ambitious £122,500, 27% larger than the previous year. In 2018-19 there had been a slight contraction of £5,981 in our reserves which meant that we took the decision to reduce our contingency reserve from £42,000 to £36,000. This was in line with our Reserves Policy, as we had sadly lost some long-standing members of staff during the preceding year, which reduced our potential redundancy liability. £66,000 of our remaining funds was allocated to the following reserves in order to ensure all our projects continued to be funded:



Katy Toms

Reserve	Amount
Micheldever Youth Club	£1,500
Friday Football	£4,000
Camping	£6,000
Detached Project	£10,000
Researcher	£2,000
Workshops	£6,500
Contingency	£36,000

The Isolation Project started more slowly than anticipated and was not fully underway until the second quarter of the year. Therefore, our budget for 2019-20 was adjusted mid-year to £110,000, still an ambitious funding target.

Stella and Ben pulled out all the stops however and including our £33,189 grant from the Big Lottery they raised an amazing £107,766, an increase of 30% on the previous year!! The generosity of the Big Lottery meant that they took over from Hampshire County Council as our largest single funder. Hampshire County Council remained a significant donor however and we received the first of two generous payments from The Henry Smith Charity. Significant contributions were also received from Children in Need, The Bernard Sunley Foundation, Winchester City Council, Allegra's Ambition and the Police and Crime Commissioner. Special mention must go this year to Stella, our wonderful Administrator, who raised an amazing £1,164 hiking up Kilimanjaro! A full list of all our generous donors is at the end of this report.

2019-20 also marked the beginning of what we hope will become a new phase for the charity. The team delivered a very successful Drugs & Alcohol training package to the staff, pupils and parents at Westgate School. This new endeavour was not only furthering the objectives of the charity, but also

a first foray into our own income generation. We raised £775 in 2019-20 but we hope that this is only the beginning.

By the end of the year, we had delivered all of our projects successfully with our expenditure totaling £104,674. Our final project costs were:

Project	Amount
Micheldever Youth Club	£10,875
Friday Football	£11,364
Camping	£10,089
Detached Project	£32,625
Workshops	£8,828
Isolation Project	£25,852

We finished the year with a small increase in our reserves of £3,176 and total current assets of £75,265. The Trustees conducted their annual review of the Reserves Policy and have allocated the following reserves for 2020-21 to secure the future of our projects.

Reserve	Amount
Micheldever Youth Club	£6,800
Friday Football	£8,261
Online Project	£8,464
Detached Project	£11,428
Workshops	£700
Sold Service Project	£5,000
Contingency	£34,000

As we entered the financial year 2020-21, in April, the country was in lockdown and the charity had to adapt rapidly to support the young people of Winchester through difficult and unprecedented times. We accepted the cancellation of our Camping Project for the 2020-21 year and launched a new Online project to provide our services during lockdown. We set a budget for 2020-21 of £102,000 but in the current environment this is under constant review. I have no doubt however, that whatever 2020-21 throws at us, Ben and Stella and our wonderful team will be up to the task! Thank-you to all our wonderful donors – we couldn't continue our work without your help!

Big Lottery	£33,189.00
HCC Core Funding	£19,429.30
Henry Smith	£10,000.00
CIN	£9,682.00
Bernard Sunley	£6,000.00
WCC Core Funding	£5,000.00
Allegra's Ambition	£4,400.00

Police and crime Commissioner	£3,985.00
Hays Travel	£2,577.50
UK Youth	£2,184.00
John & Freida Colman	£2,000.00
Kilimanjaro	£1,164.06
G C Gibson	£1,128.40
Car Boot Sale	£901.58
Wave 105	£624.00
Alchemy	£500.00
Buying Time	£500.00
Crawley Church	£500.00
WCC Town Forum	£430.00
Kings Worthy Missions	£400.00
J Warwick	£400.00
WCC Small Grant	£380.00
Martin Todd - HCC	£300.00
J Porter - HCC	£300.00
Football Collection	£254.00
Virgin Money	£247.12
St Barnabas Church	£150.00
Jeremiah Coleman Trust	£100.00
Waitrose Community Fund	£100.00
Collection Boxes	£60.80
Amazon Smile	£28.75

Katy Toms

Treasurer

Reserve Policy

Statement of intent

We recognise that planning and financial management are important for the future financial security of our Charity. This reserve policy will assist committee members when planning and budgeting. We will publish this policy in our annual report as is legally required by the Charity Commission.

Aim

1. To ensure that we can provide a consistent level of service protecting against unforeseen losses to income or increases in expenses.
2. To ensure that our liabilities can be met should our charity need to close.

Method

We hold regular Trustee meetings to make decisions about the current and future management of the Charity.

At each meeting of the Trustees the Treasurer shall normally present an up to date written statement of accounts. All decisions made by the Trustees should be made in view of the current financial situation of the Charity and the required reserves.

We will aim to build and maintain a reserve of approximately twelve months expenditure; this will allow our projects to continue while we seek alternative funds. This reserve will include (in 2020-21) a contingency reserve of £34,000. The committee will annually review the contingency reserve level to ensure that it will meet the following:

- Statutory redundancy liability for all staff.
- Pay for the notice period required to be given to staff.
- Outstanding holiday pay entitlement for staff.
- Outstanding bills such as premises rent.
- Three months running costs.
-

In addition this reserve will include a small contingency to cover a temporary shortfall, for example a gap between grants allocated and received.

Key points about charity reserves:

- Charity law requires any income received by a charity to be spent within a reasonable period of receipt. Trustees should be able to justify the holding of income as reserves.
- Reserves are that part of a charity's unrestricted income funds that is freely available to spend.
- Where the trustees have a reserves policy, this policy must be set out in the trustees' annual report.
- If the trustees have not set a reserves policy, this should be stated in the trustees' annual report.
- A good reserves policy takes into account the charity's financial circumstances and other relevant factors.
- It is good practice to monitor the level of reserves held throughout the year.
- It is good practice to keep the reserves policy under review to ensure it meets a charity's changing needs and circumstances.

This policy was adopted at a meeting of Winchester Street Reach Trustees held on 21st April 2020.

Signed on behalf of the Trustees _____ *Dave Stow* _____

Chair of Winchester Street Reach

Date of next review: April 2021

Registered number
CE006376

Street Reach - Winchester Detached Youth Work Project
Report and Accounts
31 March 2020

Street Reach - Winchester Detached Youth Work Project
Report and accounts
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Street Reach - Winchester Detached Youth Work Project
Charity Information

Trustees

Jacqueline Porter
Kathryn Toms
David Stow
Daisy Robinson
Joanne Benson
Charles Green (resigned in January 2020)
Simon Hughes (resigned in September 2019)
Nicola Elks
Kevin Head (appointed in September 2019)

Independent Examiner

Ken Stratton FMAAT
Brewery House
High Street
Twyford
Hampshire
SO21 1RG

Registered number

CE006376

Street Reach - Winchester Detached Youth Work Project

Registered number: CE006376

Trustees' Report

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

Principal activities

The charity's principal activity during the year continued to be that of serving young people with detached youth work.

Trustees

The following persons served as trustees during the year:

Jacqueline Porter
Kathryn Toms
David Stow
Daisy Robinson
Joanne Benson
Charles Green (resigned in January 2020)
Simon Hughes (resigned in September 2019)
Nicola Elks
Kevin Head (appointed in September 2019)

Status of the Charity

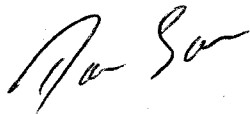
This charitable Incorporated Organisation (CIO) with a registration number of 1167148 has taken over from the charity under the reference 294421. All of the assets and liabilities of the Charity 294421 have been transferred across to the CIO - 1167148.

Financial results

The results for the year and the state of affairs of the charity are satisfactory and there has been no material change since the date of the balance sheet. There was a surplus of income over expenditure during the year of £3,176. This surplus has increased reserves which now stand at £84,227.

This report was approved by the board on 2 December 2020 and signed on its behalf.

David Stow
Trustee



**Street Reach - Winchester Detached Youth Work Project
Accountants' Report**

**Accountants' report to the trustees of
Street Reach - Winchester Detached Youth Work Project**

You consider that the charity is exempt from an audit for the year ended 31 March 2020. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Charities Acts with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the Charity at the end of the financial year and of its income and expenditure for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Income and Expenditure Account, the Balance Sheet, and the related notes from the accounting records of the charity and on the basis of information and explanations you have given to us.

I have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with 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 the 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.

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect the accounting records were not kept in accordance with section 130 of the Act.:

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Ken Stratton FMAAT
Independent Examiner

K. J. Stratton

Brewery House
High Street
Twyford
Hampshire
SO21 1RG

Dated

02 December 2020

Street Reach - Winchester Detached Youth Work Project
Income and Expenditure
for the year ended 31 March 2020

	Notes	2020 £	2019 £
Grants and donations		107,766	82,408
Project costs		(13,167)	(10,223)
		<u>94,599</u>	<u>72,185</u>
Expenses of the charity		(91,507)	(81,843)
Donation of minibus		-	17,650
(Deficit)/surplus	2	<u>3,092</u>	<u>7,992</u>
Interest receivable		84	16
Surplus/(deficit) on ordinary activities before taxation		<u>3,176</u>	<u>8,008</u>
Tax on ordinary activities		-	-
Surplus/(deficit) for the financial year		<u>3,176</u>	<u>8,008</u>

Street Reach - Winchester Detached Youth Work Project
Registered number: CE006376
Balance Sheet
as at 31 March 2020

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	3	11,062	14,658
Current assets			
Debtors	4	-	1,193
Cash at bank and in hand		75,265	66,399
		<u>75,265</u>	<u>67,592</u>
Creditors: amounts falling due within one year	5	(2,100)	(1,199)
Net current assets		<u>73,165</u>	<u>66,393</u>
Net assets		<u>84,227</u>	<u>81,051</u>
 Reserves	6	 84,227	 81,051
Total funds		<u>84,227</u>	<u>81,051</u>

The trustees acknowledge their responsibilities for complying with the requirements of the Charities Acts with respect to accounting records and the preparation of accounts

David Stow
Trustee

Approved by the board on 2 December 2020

Street Reach - Winchester Detached Youth Work Project
Notes to the Accounts
for the year ended 31 March 2020

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Equipment	15% on reducing balance
Motor vehicle	20% straight line

Debtors

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Grants and donations

These are accounted for when received.

2 Surplus/(Deficit)	2019	2018
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	<u>3,596</u>	<u>3,798</u>

Street Reach - Winchester Detached Youth Work Project
Notes to the Accounts
for the year ended 31 March 2020

2 Tangible fixed assets

	Plant and machinery etc £	Motor vehicles £	Total £
Cost			
At 1 April 2019	3,889	17,650	21,539
At 31 March 2020	<u>3,889</u>	<u>17,650</u>	<u>21,539</u>
Depreciation			
At 1 April 2019	3,204	3,677	6,881
Charge for the year	103	3,493	3,596
At 31 March 2020	<u>3,307</u>	<u>7,170</u>	<u>10,477</u>
Net book value			
At 31 March 2020	<u>582</u>	<u>10,480</u>	<u>11,062</u>
At 31 March 2019	<u>685</u>	<u>13,973</u>	<u>14,658</u>

3 Debtors

	2020 £	2019 £
Prepayments	<u>-</u>	<u>1,193</u>

4 Creditors: amounts falling due within one year

	2020 £	2019 £
Accrued costs	<u>2,100</u>	<u>1,199</u>

Street Reach - Winchester Detached Youth Work Project
Notes to the Accounts
for the year ended 31 March 2020

5 Reserves	2020
	£
Unrestricted	
At 1 April 2019	15,051
Prior year adjustments	-
At 1 April 2019	<u>15,051</u>
Deficit for the year	3,176
Transfers	(8,653)
At 31 March 2020	<u>9,574</u>
Designated	
At 1 April 2019	66,000
Transfers	8,653
At 31 March 2020	<u>74,653</u>
The Trustees have designated the following reserve funds at the end of the year:	
Contingency reserve	34,000
Micheldever project	6,800
Football project	8,261
Online project	8,464
Detached project	11,428
Workshops	700
Sold service project	5,000
	<u>74,653</u>
Total Reserves	<u>84,227</u>

Street Reach - Winchester Detached Youth Work Project
Income and expenditure
for the year ended 31 March 2020

This schedule does not form part of the statutory accounts

	2020	2019
	£	£
Grants and donations	107,766	82,408
Project costs	(13,167)	(10,223)
	<hr/> 94,599	<hr/> 72,185
Expenses of the charity	(91,507)	(81,843)
Donation of mini bus	-	17,650
	<hr/> 3,092	<hr/> 7,992
Interest receivable	84	16
(Deficit)/Surplus for the year	<hr/> 3,176	<hr/> 8,008

Street Reach - Winchester Detached Youth Work Project
Detailed profit and loss account
for the year ended 31 March 2020
This schedule does not form part of the statutory accounts

	2020 £	2019 £
Grants and donations	<u>107,766</u>	<u>82,408</u>
Project costs	<u>13,167</u>	<u>10,223</u>
Employee costs:		
Wages and salaries	77,217	65,326
Temporary staff and recruitment	-	2,093
Staff training and welfare	152	814
Travel and subsistence	497	581
Motor expenses	<u>2,262</u>	<u>-</u>
	<u>80,128</u>	<u>68,814</u>
Premises costs:		
Rent	<u>3,636</u>	<u>3,636</u>
	<u>3,636</u>	<u>3,636</u>
General administrative expenses:		
Telephone and fax	307	295
Stationery and printing	421	317
Bank charges	60	110
Insurance	1,193	1,648
Depreciation	3,596	3,798
Sundry expenses	<u>-</u>	<u>844</u>
	<u>5,577</u>	<u>7,012</u>
Legal and professional costs:		
Accountancy fees	900	525
Advertising and PR	<u>1,266</u>	<u>1,856</u>
	<u>2,166</u>	<u>2,381</u>
	<u>91,507</u>	<u>81,843</u>
Other operating income		
Donation of mini bus	<u>-</u>	<u>17,650</u>