Charity number: 1069592 Company number: 03522986

# CENTRE FOR SOCIAL INCLUSION (LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

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# YEAR ENDED 31 MARCH 2023

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#### **LEGAL AND ADMINISTRATIVE INFORMATION**

#### YEAR ENDED 31 MARCH 2023

#### **STATUS**

The company is governed by its Memorandum and Articles of Association.

**TRUSTEES** 

Christine JESUTHASAN

Arunasalam THARMALINGAM

Valerie WELLS Shaw DHUNRAJ

Md Aminul ISLAM from 26/11/2022 Vilasini MENON from 26/11/2022 Md Mahbub MORSHED from 26/11/2022

None of our trustees is a corporate body but are individuals in their own right.

**COMPANY NUMBER** 

03522986

**CHARITY NUMBER** 

1069592

**REGISTERED OFFICE** 

Community House 311 Fore Street Edmonton London N9 0PZ

INDEPENDENT EXAMINERS

Razzakul Haider Khan, MSc, FCCA

**Chartered Certified Accountant** 

Brit Tax Accountants 132 High Street, Enfield

EN3 4ET

**BANKERS** 

Barclays Bank plc 4/6 South Mall Lower Edmonton London

N9 0NJ

**SOLICITORS** 

Waran & Co Solicitors

538 High Road London N17 6SB

#### TRUSTEES' REPORT

#### YEAR ENDED 31 MARCH 2023

The Directors, who are trustees of the charity for the purposes of the Charities Act 2011, are pleased to present their report and the financial statements for the year ended 31 March 2023.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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) (effective 1 January 2015).

#### **Governing document**

Centre for Social Inclusion is a registered charity (No: 1069592) and a Company Limited by Guarantee and registered in England and Wales (No. 03522986). It is governed by Memorandum and Articles of Association dated 1 October 1997 and incorporated on 6 March 1998 under 'The Registrar of Companies for England and Wales'. In the event of the company being wound up members are required to contribute an amount of not exceeding £10 per member.

#### Appointment of trustees

Under the requirements of the Memorandum and Articles of Association at the first annual general meeting all the trustees who are elected by members present at the AGM shall retire from office and at every subsequent annual general meeting one-third of the trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one-third shall retire from office. Those who resign or retire are eligible for re-appointment if properly nominated in terms of the Articles of Association.

#### Organisation

The Board of Directors/Trustees mostly meets every month. The trustees appointed a Chief Executive to manage the day to day operations of the charity. He is delegated with authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and other project management activities.

#### Trustees' induction and training

New trustees undergo an induction to brief them on their legal obligations under Charity and Company Laws, the content of the Memorandum and Articles of Association, the decision making processes, the business plan and the recent financial performance of the charity. Arrangements are made for them to meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events to be aware of the Charity Commission's guidelines and procedures to update their skills and to provide effective services to the board.

#### TRUSTEES' REPORT (continued)

# YEAR ENDED 31 MARCH 2023

# Objectives and activities

The main objects of CSI are:

- To rid poverty and inequality among asylum seekers, refugees, migrants or any other disadvantaged group, who are socially and economically excluded or are at risk of such exclusion.
- Assist those who are in or at risk of poverty and social exclusion to overcome all forms of barriers and gain the
  opportunities and resources necessary to participate fully in economic, social and cultural life and to enjoy a standard of
  living that is considered normal in the society in which they live.
- To improve opportunities for participation in society of those who are excluded for reasons of old age, gender, sexual
  orientation, identity, disability and physical or mental health conditions.
- To preserve and protect their mental and physical health and wellbeing.

The key projects and main areas of activity and the public benefits are:

- Advice Services to provide advice, information and casework on immigration and welfare issues to asylum seekers, refugees, migrants and any other disadvantaged group.
- Older Adults Services to provide elders of the community with day-time activities such as Luncheon clubs, keep-fit and
  exercise sessions, Talks and Workshops on Healthy Living and Summer Leisure Trips to overcome social isolation and
  lead a dignified and independent life.
- English Language Sessions for Speakers of other languages to move economically inactive adults to move closer to employability, B1 and Life in The UK Tests preparatory classes.

#### Principal funding sources

As shown in the financial report and statements, the bulk of CSI's 2022/23 incoming resources were secured by way of income generations, grants and contributions from service users.

#### Risk management

CSI has developed a risk management strategy which involves:

- Monthly and annual review of the performance and finances of the charity
- The development of systems and procedures to mitigate risks (i.e. finance and purchasing policies, manager's monthly reports etc.)
- Procedures to minimise any potential impact on the charity should those risks materialise (i.e. reserve funds, employment contract practices, etc.)

The Board regularly ensures that the centre has emergency and contingency plans to minimise the impact of underperformance. A key element in the management of financial risk is setting up a reserve policy and its regular review by the trustees. Measures have already been in place to keep expenditure both restricted and unrestricted within our income. These include preparing a realistic budget approved at the beginning of the year and regular monthly reviews of the income and expenditure accounts of all projects.

#### Statement of public benefit

In line with the requirement of the Charities Commission under the Charities Act 2011 for Charities to demonstrate that their aims are for the public benefit the Trustees of the Centre for Social Inclusion are confident that our aims and objectives as elaborated in the objectives and activities section of this report are undertaken for the benefit of the public.

#### TRUSTEES' REPORT (continued)

#### YEAR ENDED 31 MARCH 2023

#### **Reserves Policy and Going Concern**

The Board of Trustees has examined CSI 's requirements for the reserves in the light of the main risks which have to be identified and has established a policy whereby at least £10,000 of unrestricted funds has to be committed.

The reserves are needed to meet and overcome some of the risks associated with finance and keep the organisation running smoothly for at least three months until resources are available. The Board of Trustees is confident that at this level they would be able to continue most of the current activities of the centre at least for five months in the event of a drop in funding. In a worst scenario, the reserves may need to meet expenses related to staff redundancies and other legal and contractual commitments and statutory requirements.

At the year end the charity met this £10,000 reserve requirement.

We have no funds held as a Custodian trustee.

#### Achievements and performance

Post-Covid-19, we resumed face to face services from the beginning of the financial year but we continued some of the ways in which we communicate with our clients, such as social media and exercise sessions online.

To help maintain the living standards of households, the Advice Services delivered immigration services for migrants to obtain leave to remain or settled status and enabling them to access all the mainstream services and supported the most vulnerable people in social welfare related matters. The Older Adult Services delivered day-time opportunities to BAME older people Luncheon Club to address Social Isolation, Exercise Sessions for them to remain fit and healthy, Talks and Workshops to guide them to lead healthy lifestyle and Leisure trips and achieve physical, mental and social well-being. English Language sessions assisted working age adults to move closer to employability and obtain settled immigration status.

#### Financial review

Income for the period was £67,033 (2022 - £43,081) and after expenditure a surplus resulted of £6,755 (2022 - £9,707 deficit).

#### Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity with its members must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party.

#### TRUSTEES' REPORT (continued)

#### YEAR ENDED 31 MARCH 2023

#### Responsibilities of the directors/trustees

The charity trustees (who are also the directors of Centre for Social Inclusion for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements:
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will
  continue in business.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### **Future Plan**

It is our intention to continue to maintain and develop needs-led projects for the Welfare Division and the Training Centre and seek funding from various agencies. The present activities with their project orientated departments will continue into the future.

The organisation will continue to fundraise to support its increasing demand for its educational, Advice & information activities, Elders' services and seek collaborative work with other organisations.

We would like to thank all our Board Members, Staff, volunteers and our service users who have given their energy and commitment to achieve CSI's objectives. We would also like to thank all our funders and partners for their support.

This report was approved by the trustees on 28 October 2023 and signed on its behalf by

Md Aminul Islam Chairperson

#### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

#### YEAR ENDED 31 MARCH 2023

#### Independent Examiner's Report to the Trustees of Centre for Social Inclusion

I report on the accounts of Centre for Social Inclusion, charity number 1069592, for the year ended 31st March 2023, which are set out on pages 7 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 charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

It is my responsibility to:

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

#### Basis of Independent Examiner's Statement

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.

#### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*) to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records:
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Razzakul Haider Khan, MSc, FCCA Chartered Certified Accountant

Brit Tax Accountants

phylaidol

132 High Street, Enfield, EN3 4ET

Date: 28/10/2023

# STATEMENT OF FINANCIAL ACTIVITIES (INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
Incoming Resources		£	£	£	£
Incoming resources from generating funds:					
Donations and legacies		18,244	-	18,244	-
				12	1/2
Incoming resources from charitable activities				10	
Grants to provide charitable activities	(9)	23,789	12,522	36,311	28,292
Activities to generate funds: Fees and voluntary contributions Educational partnership services Others	ç	12,449 29	- - -	12,449 29	5,689 9,098 <u>2</u>
Total Incoming Resources		<u>54,511</u>	<u>12,522</u>	<u>67,033</u>	<u>43,081</u>
Resources Expended Expenditure on raising funds		-	-	-	-
Expenditure on charitable activities	(12)	<u>42,964</u>	<u>17,314</u>	60,278	<u>52,788</u>
Total Resources Expended		<u>42,964</u>	<u>17,314</u>	<u>60,278</u>	<u>52,788</u>
Net Incomings/(Outgoings) and Net movement in Funds for the year		11,547	(4,792)	6,755	(9,707)
Total Funds Brought Forward		<u>8,065</u>	<u>4,792</u>	12,857	<u>22,564</u>
Total Funds at 31st March 2023		<u>19,612</u>	0	<u>19,612</u>	<u>12,857</u>

There were no recognised gains or losses for the above period other than those shown in the statement of financial activities for the above financial year. All incoming resources and resources expended are derived from continuing activities.

The notes on pages 09-13 form an integral part of these financial statements

#### **BALANCE SHEET**

# (Company Number: 03522986) AS AT 31 MARCH 2023

Fixed Assets	Notes	<b>2023</b> £ 799		2022 £
Current Assets: Cash at Bank and in Hand		23,464	13,379	
Prepayments	(7)	365	360	
Current Liabilities Creditors:		a		
Falling due within one year: Creditors and accruals	(8)	(5,016)	(882)	£
Net Current Assets	e	18,813		12,857
Total Net Assets		<u>19,612</u>	2	<u>12,857</u>
As Represented By:				
Restricted Fund Unrestricted Fund	(11) (14)	<u>19,612</u>		4,792 <u>8,065</u>
Total Funds		<u>19,612</u>	±	<u>12,857</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements

This report has 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 <u>28 October 2023</u> and signed on its behalf by:

Md Aminul Islam
Chairperson/Trustee

Md Mahbub Morshed Treasurer/Trustee

The notes on pages 09-13 form an integral part of these financial statements

#### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

#### 1. ACCOUNTING POLICIES

#### 1.1 Accounting convention

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### a) Basis of preparation

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Centre for Social Inclusion (Tamil Relief Centre) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

# b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. At the date of transition in applying the requirement to recognise liabilities arising, no restatements were required. In accordance with the requirements of FRS 102 a reconciliation of opening balances is provided.

#### Preparation of the accounts on a going concern basis

The Charity trustees are of the view that measures taken subsequent to the year-end to reduce operating costs and successful in applying for continuation funding have secured the immediate future of the Charity and that on this basis the charity is a going concern.

#### 1.2 Fund structure

Fund accounting unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donors have specified are to be solely used for particular areas of the charity's work. The charity did not have any designated funds in this financial year.

#### 1.3 Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

- i) All grants receivable are credited to the income and expenditure account to which they relate provided receipt is certain, measurable & the charity has entitlement.
- ii) Donations are credited to the income and expenditure account in the year of receipt of the donation.
- iii) Investment income relates to money held in the Barclays Community and Saver bank account.

#### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

#### 1.4 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT as the Charity is exempt from registration for VAT and therefore is reported as part of the expenditure to which it relates.

- Charitable expenditure comprises those costs incurred by the Charity in the pursuance of the Charity's objectives.
   The Charity considers all these costs to be in respect of the relief of poverty of Tamil and other immigrants and refugees, to advance the education of the public in Tamil culture, for the provision of English language classes and to preserve the mental and physical health and wellbeing of refugees. Charitable costs include both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resources. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis, e.g. floor space, time based and usage.

# 1.5 Tangible fixed assets and depreciation

The organisation has no fixed assets in this financial year.

#### 1.6 Cash Flow Statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1(revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

#### 2. Taxation

Centre for Social Inclusion (Tamil Relief Centre) is a registered charity and is not liable for corporation tax on its income under section 505 of the Income and Corporation Taxes Act 1988 to the extent that it is applied to its charitable activities.

#### 3. Support Cost

Allocation of support costs: Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, and governance costs which support the charity activities. These costs have been allocated between the cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 13.

#### 4. Pension Costs

The cost of providing retirement pensions and related benefits is included in staff costs and is charged to the income and expenditure account over the periods benefiting from the employees' services. The organisation has set up a NEST pension scheme to meet its auto enrolment compliance requirement.

#### 5. Status

Centre for Social Inclusion (Tamil Relief Centre) is a registered charity and registered company limited by guarantee and does not issue shares.

#### 6. Staff Costs and numbers

	2023	2022
	£	£
Wages and salaries	28,973	29,610
Social security costs	1,249	1,986
Pensions	<u>1,119</u>	<u>1,219</u>
	<u>31,341</u>	<u>32,815</u>

The total numbers of the employee were two (Part-time) in this year. None of the employees received emoluments in excess of £60,000 in the year or the previous year. Trustees are not remunerated.

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

7.	Debtors and Prepayments	8			
••	Debtors and Frepayments		2023		2022
			£		£
	Prepayments		<u>365</u>		360
	,		<del>365</del>		360
			<del></del>		<del></del>
8.	Creditors and Accruals				
			2023		2022
			£		£
	Professional fees		600		600
	Other taxes and social security costs	16	84		124
	Other Creditors		<u>4,332</u>		<u>158</u>
0	Cranto to mandale aboutable activiti		<u>5,016</u>		<u>882</u>
9.	Grants to provide charitable activiti	es			
		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		2023	2023	2023	2022
		£	£	£	£
	Arnold Clark community fund	1,000	#	1,000	1,000
	HMRC JRS Grant	6,000	-	6,000	10,822 8,370
	LBE Business support grant LBE Health & Adult Social Care	0,000	-	0,000	5,000
	EVA – TPI Grant	500	3,500	4,000	3,000
	The Barrow Cadbury Grant	-	-	-	100
	The ASDA Foundation	1,313	-	1,313	•
	The Royal Free Charity	-	9,022	9,022	
	New Philanthropy Capital	<u>14,976</u>		<u>14,976</u>	<del>-</del>
		<u>23,789</u>	<u>12,522</u>	<u>36,311</u>	<u>28,292</u>
10.	Resources expended by activities				
10.	resources expended by activities		2023		2022
			£		£
	Central functions and EETC		3,433		2,901
	Educational support		16,455		17,733
	Information and advice		19,404		22,778
	Positive connections / Elderly project		20,986		_9,376
	r estate commoderie ; Elderly project		60,278		<u>52,788</u>
			<u> </u>		<u> </u>
11.	Analysis of Restricted funds				
		Balance at	Incoming	Outgoing	Balance at
		1st April 2022	resources	resources	31st March 2023
		-	•		
	IDELL-III DATEGO STO	£	£	£	£
	LBE Health & Adult Social Care	4,792	-	4,792	
	EVA – TPI Grant	-	3,500	3,500	-
	The Royal Free Charity	<del></del>	<u>9,022</u>	9,022	
		<u>4,792</u>	<u>12,522</u>	<u>17,314</u>	0

The purposes of the funds were to provide Health and Well-being, Educational, Information and Advice.

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

12.	Charitable Activities				
65-00-05V		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
	a contract of the contract of			2023	2022
		£	£	£	£
	Salary costs	20,509	10,832	31,341	32,815
	Sessional workers and teachers	1,118	1,690	2,808	4,032
	Volunteers	1,330	<del>-</del>	1,330	490
	Meals & Refreshments – Luncheon Club	7,286	1,464	8,750	247
	Rent and service charges	4,762	3,328	8,090	8,581
	AQS Audit	-		:=	1,500
	Utilities	1,817	-	1,817	935
	Insurance	869		869	1,356
	Telephone	346	-	346	403
	Office running costs	476	-	476	245
	Subscription and registration	101	-	101	343
	Printing and photocopying	1,239	-:	1,239	1,241
	Independent Examination	600	-	600	600
	Room Hire	1,356	-	1,356	
	Trip - Coach fare	955	-	955	-
	Depreciation	200		200	
	Total Resources Expended	<u>42,964</u>	<u>17,314</u>	<u>60,278</u>	<u>52,788</u>
13.	Support and Governance Cost			_	
		G	eneral Support £	Governance £	Total £
	Rent and service charges		8,090	-	8,090
	Utilities		1,817	-	1,817
	Insurance		-	869	869
	Telephone		346	-	346
	Office running costs		476	-	476
	Printing and photocopying		1,239		1,239 <u>600</u>
	Independent Examination			000	<u> </u>
	Total Support and Governance Cost		<u>11,968</u>	<u>1,469</u>	<u>13,437</u>

# NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

# 14. Movements in funds

	Total funds brought forward	Total incoming resources	Total resources expended	Total funds carried forward
	£	£	£	£
Restricted funds	<u>4,792</u>	<u>12,522</u>	<u>17,314</u>	0
Total restricted funds	<u>4,792</u>	<u>12,522</u>	<u>17,314</u>	. <u> </u>
Unrestricted funds	7		ji	
General funds	<u>8,065</u>	<u>54,511</u>	<u>42,964</u>	<u>19,612</u>
Total unrestricted funds	<u>8,065</u>	<u>54,511</u>	<u>42,964</u>	<u>19,612</u>
Total funds	<u>12,857</u>	<u>67,033</u>	<u>60,278</u>	<u>19,612</u>

# 15. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed assets	799	-	799
Current assets Current liabilities	23,829 (5,016)		23,829 (5,016)
Net Assets at 31 March 2023	<u>19,612</u>	0	<u>19,612</u>