

**Charity Registration No. 1159622**

**Company Registration No. 09268124 (England and Wales)**

**CORNWALL MUSIC SERVICE TRUST**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2017**

# CORNWALL MUSIC SERVICE TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	D Fryer A Gordon-Brown R Thomas WR Pierce A Retallack P Kneebone J Bailey W Walker J Sargent J Conboye	(Appointed 5 December 2016)
<b>Charity number</b>	1159622	
<b>Company number</b>	09268124	
<b>Registered office</b>	Truro School Trennick Lane TRURO Cornwall TR1 1TH	
<b>Auditor</b>	Robinson Reed Layton Peat House Newham Road TRURO Cornwall TR1 2DP	
<b>Bankers</b>	Barclays Bank Plc 1 Churchill Place London E14 5HP	
<b>Solicitors</b>	Foot Anstey Solicitors High Water House Malpas Road TRURO Cornwall TR1 1QH	

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# CORNWALL MUSIC SERVICE TRUST

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# CORNWALL MUSIC SERVICE TRUST

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT) FOR THE YEAR ENDED 31 AUGUST 2017

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The Trustees present their report and financial statements for the year ended 31 August 2017.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, 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) (effective 1 January 2016)"

### Objectives and activities

#### *Charitable Objects*

- to advance education within the framework of the arts for the benefit of the public of Cornwall and elsewhere
- to advance the arts and culture for the benefit of the public, particularly but not exclusively by promoting and facilitating access to and performance of music and other art forms
- to provide for the recreation of children, young people and adults for the benefit of the public by providing facilities and services to them in the interests of social welfare with the object of improving their conditions of life.

#### *Aims*

#### **Our Vision**

We aspire to become a leading Music Service in the United Kingdom.

#### **Our Mission**

To offer high quality music and performing arts education and related opportunities that support the aspirations of children, young people and adults in Cornwall and beyond.

#### **Our Values**

Our work will be guided by our commitment to the following values:

**Quality:** We strive for excellence through continuous improvement in all areas of our work.

**Inclusiveness:** We respect people, value diversity and are committed to equality and open access.

**Inspiration:** We encourage imaginative and creative approaches in our activities.

**Innovation:** We welcome new developments and their application in music education.

**Health and Wellbeing:** We believe in the health and wellbeing benefits of engagement with music.

**Caring:** We believe in an understanding and compassionate ethos for our staff, students and all those we engage with.

**Collaboration:** We foster strong partnerships and links with other organisations and individuals.

**Enjoyment:** We see this as one of the hallmarks of our success.

# **CORNWALL MUSIC SERVICE TRUST**

## **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)**

***FOR THE YEAR ENDED 31 AUGUST 2017***

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Our broad objectives can be grouped as follows:

### **Learner Experience**

- Identify and nurture talent of all abilities across all levels and stages, from learners that are just embarking on their first musical experiences to those who are exceptionally gifted and talented and demonstrate high levels of excellence
- Be inclusive; to reach all learners including those that are socially, educationally, geographically, physically or financially challenged
- Ensure that our curricula are ethnically and culturally diverse and inclusive
- Develop a range of formal and non-formal teaching methods that engage and encourage all learners
- Provide exciting and engaging performance opportunities
- Support and develop an Ensemble Network for instrumental and vocal performers (including adult learners)
- Provide and signpost opportunities for progression
- Develop a formal annual reporting system to facilitate feedback to students and their parents/carers
- Develop a system of bursaries to support the Learner Experience

### **Partnership with Educational Establishments**

- Support educational establishments in recognising the value of music
- Exercise our influence in the provision of suitable environments for musical activities
- Engage, where possible with the latest research and development in music education
- Promote partnerships with a wide range of organisations including schools, colleges, universities, conservatoires and wider educational establishments
- Encourage dialogue with the informal and independent teaching sector, especially with the aim of promoting good teaching practice and teacher development

### **Service Development**

- Develop an Early Years Music Strategy
- Develop a Vocal Strategy
- Develop a sustainable First Access programme
- Maintain a strong working relationship with Cornwall Music Education Hub, whilst being prepared for changes in national policy
- Make bids and applications for grant funding to other organisations with a view to increasing or enhancing our services
- Explore working with other performing art forms
- Maintain and develop Music Therapy

### **Organisational Framework**

- Maintain a financially sustainable organisation
- Provide a safeguarded teaching environment that protects learners and teachers
- Develop a Quality Assurance Strategy
- Develop a robust system for staff appraisal and development
- Develop our Health and Wellbeing Strategy
- Identify and provide opportunities for developing the skills of Trustees and the effectiveness of the Board of Trustees
- Make best use of appointed advisers and friends scheme

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

# **CORNWALL MUSIC SERVICE TRUST**

## **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)**

***FOR THE YEAR ENDED 31 AUGUST 2017***

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### *Activities*

Cornwall Music Service Trust provides music education for in excess of 10,000 pupils across all key stages and including further and higher education.

Cornwall Music Service Trust devotes significant time and resources to engagement with the local community, further details of which are given in the Public Benefit section below.

The charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings, matters likely to affect employees' interests.

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the group's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the charity continues and that the appropriate training is arranged. It is the policy of the charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

### *Bursary and Grant Making Policy*

Access to music education we offer should not be restricted to those who can afford our fees. As a registered provider for the Cornwall Music Education Hub, an arm of Cornwall Council, Cornwall Music Service Trust can offer subsidised activities to those children currently eligible for means tested free school meals, children currently in care, children with one or more parents serving in the British Armed Forces, children or a parent in receipt of Disability Living Allowance and children with a Statement of Special Educational Needs. In addition Cornwall Music Service Trust offers, on an application on an audition basis, an award scheme to those children who, at all levels, show exceptional talent. A successful candidate will be entitled to a subsidised one to one lesson funded internally by Cornwall Music Service Trust.

### *Volunteers*

Three working groups of volunteers have been established by the Board of Trustees these being: Funding Working Group - established to look at all aspects of fundraising including potential funding opportunities from external bodies and working within the Terms & Conditions set by the Board of Trustees. Advisory Panel - a panel of educators, musicians etc. that can be called upon for external advice to support and aid the Board of Trustees and Head of Service. Early Years Steering Group - following its objectives and aims, Cornwall Music Service Trust has embarked on an Early Years Music Initiative for 0-5s. To effectively implement this delivery CMST has called upon and will continue to draw upon the expertise of many Early Years practitioners. An Early Years Steering group has been convened and terms of reference are to be drawn up at the next meeting on the 13th of November, this group is Chaired by CMSTs Chair of Trustees.

### **Strategic report**

The description under the headings "Achievements and performance" and "Financial review" meet the company law requirements for the Trustees to present a strategic report.

# **CORNWALL MUSIC SERVICE TRUST**

## **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)**

***FOR THE YEAR ENDED 31 AUGUST 2017***

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### **Achievements and performance**

The pupils of Cornwall Music Service Trust and its Teachers regularly achieve high standards of performance, examination levels and self development. In addition to these "easy to monitor" achievements the enhancement and enrichment of pupil and staff well being through their respective music making has been apparent through high morale levels.

In the year to August 2017, the major achievements were as follows:

- Development and expansion of Cornwall Music Service Trust and the secure employment for approximately 120 staff (100 staff in previous period)
- Concerts held at Falmouth Methodists and Polgwynne Gardens giving the opportunity to over 300 young performers to perform to a sell out audiences of over 600 people
- Ensembles progressing to the Music For Youth National Final at Symphony Hall, Birmingham
- Cornwall Music Service Trust pupils being the main population of area and County ensembles and some progressing further to National level ensembles
- Collaborating with external organisation such as the Philharmonia Orchestra, the Dante Quartet, Bournemouth Symphony Orchestra and Falmouth University on delivering projects to schools and the wider community
- The inception of new self sustaining ensembles that are not dependant on external funding
- Investment in high quality continuing professional development for members of Cornwall Music Service Trust
- Implementation of new software system 'Paritor' for ease of access for parents
- Commissioning of Musicians Union funded document on 'How to Form a Music Service Trust' for national publication
- Arts Council funded school projects via collaboration with local composers
- Healthy Workplace Silver Award
- Administration and management of Area Ensembles
- Organisation of Masterclasses from visiting professional musicians
- Developed an internal assessment and examination scheme
- Teaching, delivering and marking Music Medal Assessments
- Provided an exam accompaniment service
- Provided a now annual Primary Music Conference
- Implemented a Music Therapy arm of CMST, employing 5 music therapists who were made redundant from Cornwall Council
- Appointed a Music Therapy professional lead
- Through external funding devised and implemented an Early Years Music initiative for 0-5s
- Appointed a Project Manager for the Early Years initiative
- Developed and implemented a new website
- Presented at Musicians Union Conference in London regarding how to set up an independent Music Trust

# CORNWALL MUSIC SERVICE TRUST

## TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

**FOR THE YEAR ENDED 31 AUGUST 2017**

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- Developed and delivered the Open Schools Orchestra Project for Cornwall, allowing access for children with physical and learning disabilities to ensemble music making
- Appointed a Team Manager with responsibilities for Special Educational Needs
- Successfully collaborated with Cornwall Council's culture department to seek Arts Council England funding allowing for a newly commissioned composition written by the Head of Service. This work brought together local brass bands, male voice choirs and primary schools to perform at the opening of the new King Edward Mine museum
- Successfully bid for the primary engagement funding from the Cornwall Music Education HUB and delivered this through the curriculum team to the whole of Cornwall
- Hosted and ran the 2nd Cornwall Flute Festival at Truro School

### *Fundraising and Development*

The work towards increasing the development and fundraising activity within Cornwall Music Service Trust enables the fulfilment of its charitable objectives.

### **Financial review**

The Company's principal source of income is music tuition fees. All of Cornwall Music Trust's expenditure was spent in advancement of its charitable objectives.

The net incoming resources for the year were £30k.

### *Reserves Policy*

The reserves policy of Cornwall Music Service Trust has been reviewed by the Board of Trustees during the year. Free reserves are regarded as those unrestricted funds that have not been designated for any specific purpose. At 31 August 2017 the Company had free reserves of £224k.

The Board of Trustees have carefully considered the level of reserves appropriate to be held by Cornwall Music Service Trust necessary for contingencies and movements in working capital. Having regard to the likelihood of financial risks and mitigating factors including its group structure, it considers the maximum level of free reserves required to be the equivalent of 2 months of gross salary costs, approximately 17% of turnover.

The Board of Trustees have passed this proposal and Cornwall Music Service Trust is working towards accumulating the free reserves aforementioned.

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.



# **CORNWALL MUSIC SERVICE TRUST**

## **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)**

***FOR THE YEAR ENDED 31 AUGUST 2017***

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### **Principal risks and uncertainties**

Cornwall Music Service Trust through its Business Plan Development has undertaken a SWOT and PEST analysis. The 'threat' element which will be relevant to principal risks and uncertainties, has identified the following:

#### **Political**

- The general election in 2015 did not see change of national government, however change of policy (including funding to the Department of Education) may have a detrimental effect
- "The Importance of Music Education: A National Plan for Music Education" is a long term vision until 2020, but funding has only been allocated until 2016
- Possible perception amongst other CMEH providers of bias towards CMST
- Lack of tangible support from Cornwall Council

#### **Economic**

- Cornwall is a deprived area according to the European Union definition
- Cornwall has a high reliance on self-employment, leading to non-entitlement to benefits and financial hardship
- Delayed or non-payment by parents/carers and/or schools
- Delayed or non-payment by Cornwall Music Education Hub
- Failure to win business from schools, CMEH or parents
- Removal of national funding for Music Education Hub programme
- Central government cuts to budgets may require schools/other establishments to stop goodwill use of facilities
- Cherry-picking of business by other providers
- Lack of available teaching staff

#### **Social**

- Loss of goodwill due to incident or accident
- The peripherality and geography of Cornwall (distance to conservatoires etc)

#### **Technological**

- Technological failure (e.g. of the new client management system)
- Cost of equipment for digital music provision
- Cost of buying and maintaining instruments
- Lack of ownership of suitable instruments for specialist ensembles

# CORNWALL MUSIC SERVICE TRUST

## TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

**FOR THE YEAR ENDED 31 AUGUST 2017**

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### *Plans for Future Periods*

Cornwall Music Service Trusts "Potential Future Activities" (detailed in its Business Plan), as drawn up by the Senior Management Team, after consultation with the key stakeholders, and as approved by the Board of Trustees, provides the focus for the future development of Cornwall Music Service Trust. In particular, the future activities embrace the aspirations of Cornwall Music Service Trust for teaching developments, the growth of marketing, pupil numbers, enhanced staffing and the development of its delivery.

- Expand current delivery to outreach to further educational establishments and other organisations
- Create a strong cohesion with Truro School thus providing a Music Centre for Cornwall
- Explore & develop Music Technology education and digital music provision
- Create an internal assessment programme for students
- Provide a highly professional service to schools, Further Education and Higher Education and the wider community
- Work closely with national and international musicians, educators, conductors and clinicians to provide the highest quality masterclasses and holiday music schools
- Explore funding for bespoke programmes of work
- Create an e-learning environment to support the initial stages of music education
- Develop Early Years Music Provision and Training for Early Years practitioners
- Nationwide consultancy on Music Service Trust Formation
- Online delivery via Skype and Online Orchestra software in collaboration with Falmouth University to provide delivery to the hardest to reach areas and connect musicians that are isolated
- Bespoke workshops and projects for schools and the wider community.
- Weekend and evening workshops, etc – ie – Saturday morning theory classes
- Summer school and holiday courses
- Digital technology projects
- Performance opportunities at all levels; large scale and smaller settings - CMST cluster performances - bring groups of schools together for a massed performance.
- CMST Schools Prom - An annual performance to all primary schools using CMST ensembles giving an educational experience and demonstration encouraging new young people to learn
- Advice on purchase of musical instruments and resources in school
- One off supply days - music cover
- Write new performance and teaching material - this could be for individual instruments or for small ensembles. It could then be sold to pupils both in Cornwall and elsewhere as CMST Publications.
- Twilight training sessions for teachers on a whole variety of musical techniques, skills and tasks. This might include setting up an ensemble, conducting skills, composition starting points, working towards a performance

# CORNWALL MUSIC SERVICE TRUST

## TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

**FOR THE YEAR ENDED 31 AUGUST 2017**

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- CPD presentations to Primary and Secondary Initial Teacher Training bodies - annual
- Secondary Head of Music Departments meetings and conferences
- Host and run the first ever Cornwall Youth Jazz Festival
- Host and run the first ever Cornwall Horn Festival
- Develop and expand Music Therapy provision
- Longer term; to look for funding to establish 'Music Centres' in the West and North & East of Cornwall along with collaborating with Truro School to find a central Music Centre
- After establishment of Music Centres appoint Area Managers to coordinate delivery in these areas
- Review management structure of CMST
- Review business plan and 5 year financial forecast in line with the above future plans

### **Structure, governance and management**

#### *Governing Document*

The organisation is a charitable company limited by guarantee, incorporated on the 16 October 2014 and registered as a charity on 15 December 2014. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the Event of the company being wound up members are required to contribute an amount not exceeding £1.

#### *Governing Body*

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Board of Trustees are elected to serve for a period of three years after which they must be re-elected at the next General Meeting. All members of the Board of Trustees give their time voluntarily and received no benefits from the charity. As Cornwall Music Service Trust has many roles to play in the educational sector the Trustees have been selected for the wide and diverse skill base they have to offer. In an effort to maintain this broad skill mix, members of the Board of Trustees are requested to provide a list of their skills (and update it each year) and in the event of particular skill being lost due to retirements, individuals are approached to offer themselves for election to the Board of Trustees.

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

D Fryer

A Gordon-Brown

R Thomas

WR Pierce

A Retallack

P Kneebone

J Bailey

W Walker

J Sargent

J Conboye

(Appointed 5 December 2016)

# **CORNWALL MUSIC SERVICE TRUST**

## **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)**

***FOR THE YEAR ENDED 31 AUGUST 2017***

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### *Recruitment and Training of Trustees*

Trustees are nominated and appointed by the Board of Trustees. Appointments are for a period of three years which is renewable. The induction of new Trustees is the responsibility of the Chair and the Head of Service. All trustees, due to the nature of the work of Cornwall Music Service Trust, have enhanced Disclosure & Barring Service checks and are routinely updated on Safeguarding for Children and Vulnerable Adults.

One new Trustee was appointed during the year.

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

### *Organisational Structure*

The Board of Trustees for Cornwall Music Service Trust, which meets at least three times a year, are responsible for the general policy and strategic direction of Cornwall Music Service Trust. In addition the Board of Trustees are legally responsible for the overall management and control of Cornwall Music Service Trust. The work of implementing most of their policies and day to day management is delegated to the Head of Service, supported by his Senior Team Managers. At present there are 10 Trustees from a variety of professional backgrounds relevant to the work of Cornwall Music Service Trust who form the Board of Trustees. A Clerk to the Board of Trustees, who is not a Trustee, is responsible for ensuring timely agendas and accurate minutes for all Trustee meetings under the guidance of the Chair of Trustees and Head of Service.

No preference dividends were paid. The directors do not recommend payment of a final dividend.

### *Related Parties*

CMST will partner with a number of local organisations. These include the following:

Cornwall Music Education Hub for curriculum leadership, ensemble leadership, ensemble coordination, ensemble staffing, first access management and liaison, first access provision and minority instrument scheme delivery. Cornwall Council Local Authority for SEN delivery and inclusion delivery (disadvantaged families remissions funded). Cornwall's Schools for ensemble support, classroom support and curriculum delivery. Further Education Colleges & Higher Education Institutions for strategic links for service development and training of music teachers

### **Employee involvement**

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the charity continues and that the appropriate training is arranged. It is the policy of the charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

# **CORNWALL MUSIC SERVICE TRUST**

## **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)**

***FOR THE YEAR ENDED 31 AUGUST 2017***

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### **Disabled persons**

The charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings, matters likely to affect employees' interests.

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the group's performance.

### **Statement of Trustees responsibilities**

The Trustees, who are also the directors of Cornwall Music Service Trust for the purpose of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these 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 judgements 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and 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 hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Auditor**

In accordance with the company's articles, a resolution proposing that Robinson Reed Layton be reappointed as auditor of the company will be put at a General Meeting.

# **CORNWALL MUSIC SERVICE TRUST**

## **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)**

***FOR THE YEAR ENDED 31 AUGUST 2017***

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### **Disclosure of information to auditor**

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees report, including the strategic report, was approved by the Board of Trustees.

**D Fryer**

Trustee

Dated: 6 November 2017

# CORNWALL MUSIC SERVICE TRUST

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF CORNWALL MUSIC SERVICE TRUST

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#### Opinion

We have audited the financial statements of Cornwall Music Service Trust (the 'charity') for the year ended 31 August 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Strategic Report and the Trustees Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic Report and the Trustees Report have been prepared in accordance with applicable legal requirements.

# **CORNWALL MUSIC SERVICE TRUST**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE MEMBERS OF CORNWALL MUSIC SERVICE TRUST**

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#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Trustees and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic Report and the Trustees Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of Trustees**

As explained more fully in the Statement of Trustees Responsibilities, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and regulations made under that Act. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

**Simon Reed (Senior Statutory Auditor)**  
**for and on behalf of Robinson Reed Layton**

6 November 2017

**Chartered Accountants**  
**Statutory Auditor**

Peat House  
Newham Road  
TRURO  
Cornwall  
TR1 2DP



# CORNWALL MUSIC SERVICE TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<b><u>Income from:</u></b>					
Donations and legacies	3	28,838	12,762	41,600	12,035
Charitable activities	4	1,387,639	-	1,387,639	1,306,223
<b>Total income</b>		<b>1,416,477</b>	<b>12,762</b>	<b>1,429,239</b>	<b>1,318,258</b>
<b><u>Expenditure on:</u></b>					
Raising funds	5	-	-	-	1,837
Charitable activities	6	1,386,506	12,762	1,399,268	1,224,896
<b>Total resources expended</b>		<b>1,386,506</b>	<b>12,762</b>	<b>1,399,268</b>	<b>1,226,733</b>
<b>Net income for the year/ Net movement in funds</b>		<b>29,971</b>	<b>-</b>	<b>29,971</b>	<b>91,525</b>
Fund balances at 1 September 2016		193,807	-	193,807	102,282
<b>Fund balances at 31 August 2017</b>		<b>223,778</b>	<b>-</b>	<b>223,778</b>	<b>193,807</b>

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.

# CORNWALL MUSIC SERVICE TRUST

## BALANCE SHEET

AS AT 31 AUGUST 2017

	Notes	2017 £	£	2016 £	£
<b>Fixed assets</b>					
Intangible assets	11		2,240		-
Tangible assets	12		489		978
			<u>2,729</u>		<u>978</u>
<b>Current assets</b>					
Debtors	14	347,150		139,108	
Cash at bank and in hand		84,804		84,308	
		<u>431,954</u>		<u>223,416</u>	
<b>Creditors: amounts falling due within one year</b>	15	(210,905)		(30,587)	
Net current assets			221,049		192,829
<b>Total assets less current liabilities</b>			<u>223,778</u>		<u>193,807</u>
<b>Income funds</b>					
<u>Unrestricted funds</u>					
Designated funds	19	150,000		100,000	
General unrestricted funds		73,778		93,807	
		<u>223,778</u>		<u>193,807</u>	
			<u>223,778</u>		<u>193,807</u>

The financial statements were approved by the Trustees on 6 November 2017

D Fryer  
Trustee

Company Registration No. 09268124

# CORNWALL MUSIC SERVICE TRUST

## STATEMENT OF CASH FLOWS

**FOR THE YEAR ENDED 31 AUGUST 2017**

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	Notes	2017 £	£	2016 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	22		3,856		66,209
<b>Investing activities</b>					
Purchase of intangible assets		(3,360)		-	
Purchase of tangible fixed assets		-		(1,467)	
		<hr/>		<hr/>	
<b>Net cash used in investing activities</b>			(3,360)		(1,467)
<b>Net cash used in financing activities</b>			-		-
			<hr/>		<hr/>
<b>Net increase in cash and cash equivalents</b>			496		64,742
Cash and cash equivalents at beginning of year			84,308		19,566
			<hr/>		<hr/>
<b>Cash and cash equivalents at end of year</b>			84,804		84,308
			<hr/> <hr/>		<hr/> <hr/>

# CORNWALL MUSIC SERVICE TRUST

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 AUGUST 2017**

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### **1 Accounting policies**

#### **Company information**

The charitable company is incorporated in England and Wales and is limited by guarantee and does not have a share capital. In the event of the Company being wound up each member is liable to contribute a sum not exceeding £1. There were 10 members at 31 August 2017 (2016: 9).

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, 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). The charity is a Public Benefit Entity as defined by FRS 102.

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. The principal accounting policies adopted are set out below.

#### **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 unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

# CORNWALL MUSIC SERVICE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2017**

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### **1 Accounting policies**

**(Continued)**

#### **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.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

#### **1.5 Resources expended**

Resources expended are accounted for on an accruals basis, inclusive of irrecoverable VAT. Costs of generating funds are those costs incurred in attracting voluntary income. Charitable activities comprise expenditure associated with teaching and school activities and include both direct and support costs.

Governance costs are those incurred in the governance of the charity and its assets and are associated with constitutional and statutory requirements.

#### **1.6 Intangible fixed assets other than goodwill**

Intangible assets acquired separately from a business are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses. Intangible assets acquired on business combinations are recognised separately from goodwill at the acquisition date if the fair value can be measured reliably.

Amortisation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Website	33% straight line
---------	-------------------

#### **1.7 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.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computer equipment	33% straight line
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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.

# CORNWALL MUSIC SERVICE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2017**

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### **1 Accounting policies**

**(Continued)**

#### **1.8 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible 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).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ (expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

#### **1.9 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.

#### **1.10 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.

# CORNWALL MUSIC SERVICE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2017

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### 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 receipts 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.

#### 1.11 Taxation

As the company is a registered charity, it is exempt from corporation tax.

#### 1.12 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.

# CORNWALL MUSIC SERVICE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2017

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	£	£	£	£
Donations and gifts	23,333	-	23,333	12,035
Grants receivable	5,505	12,762	18,267	-
	<u>28,838</u>	<u>12,762</u>	<u>41,600</u>	<u>12,035</u>
<b>For the year ended 31 August 2016</b>	<u>12,035</u>	<u>-</u>		<u>12,035</u>

### 4 Charitable activities

	2017 £	2016 £
Music tuition fees	<u>1,387,639</u>	<u>1,306,223</u>

### 5 Raising funds

	2017 £	2016 £
<u>Fundraising and publicity</u>		
Other fundraising costs	-	1,837
	<u>-</u>	<u>1,837</u>



# CORNWALL MUSIC SERVICE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2017

### 6 Charitable activities

	2017 £	2016 £
Staff costs	1,253,009	1,139,785
Depreciation and impairment	489	489
Other teaching costs	34,630	13,404
Premises costs	18,923	19,674
Charitable publicity	3,511	225
Finance costs	2,843	1,458
Bad debts written off	48,338	25,725
Amortisation	1,120	-
	<u>1,362,863</u>	<u>1,200,760</u>
Share of support costs (see note 7)	32,685	21,136
Share of governance costs (see note 7)	3,720	3,000
	<u>1,399,268</u>	<u>1,224,896</u>
<b>Analysis by fund</b>		
Unrestricted funds	1,386,506	
Restricted funds	12,762	
	<u>1,399,268</u>	
<b>For the year ended 31 August 2016</b>		
Unrestricted funds		1,224,896
		<u>1,224,896</u>

### 7 Support costs

	Support costs £	Governance costs £	2017 £	2016 £	Basis of allocation
Support costs	32,685	-	32,685	21,136	
Audit fees	-	3,720	3,720	3,000	Governance
	<u>32,685</u>	<u>3,720</u>	<u>36,405</u>	<u>24,136</u>	
Analysed between Charitable activities	<u>32,685</u>	<u>3,720</u>	<u>36,405</u>	<u>24,136</u>	

# CORNWALL MUSIC SERVICE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2017

### 8 Auditor's remuneration

The analysis of auditor's remuneration is as follows:

	2017 £	2016 £
Audit of the annual accounts	3,720	3,000
<b>Non-audit services</b>		
All other non-audit services	15,847	6,612

### 9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 10 Employees

#### Number of employees

The average monthly number employees during the year was:

	2017 Number	2016 Number
Teaching	113	82
Administration	3	3
	116	85

#### Employment costs

	2017 £	2016 £
Wages and salaries	1,144,416	841,337
Social security costs	72,059	236,142
Other pension costs	36,534	62,306
	1,253,009	1,139,785

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

# CORNWALL MUSIC SERVICE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2017

### 11 Intangible fixed assets

	Website £
<b>Cost</b>	
At 1 September 2016	-
Additions - separately acquired	3,360
	<hr/>
At 31 August 2017	3,360
	<hr/>
<b>Amortisation and impairment</b>	
At 1 September 2016	-
Amortisation charged for the year	1,120
	<hr/>
At 31 August 2017	1,120
	<hr/>
<b>Carrying amount</b>	
At 31 August 2017	2,240
	<hr/> <hr/>
At 31 August 2016	-
	<hr/> <hr/>

### 12 Tangible fixed assets

	Computer equipment £
<b>Cost</b>	
At 1 September 2016	1,467
	<hr/>
At 31 August 2017	1,467
	<hr/>
<b>Depreciation and impairment</b>	
At 1 September 2016	489
Depreciation charged in the year	489
	<hr/>
At 31 August 2017	978
	<hr/>
<b>Carrying amount</b>	
At 31 August 2017	489
	<hr/> <hr/>
At 31 August 2016	978
	<hr/> <hr/>

### 13 Financial instruments

	2017 £	2016 £
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	347,150	139,108
	<hr/> <hr/>	<hr/> <hr/>
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	190,904	10,043
	<hr/> <hr/>	<hr/> <hr/>

# CORNWALL MUSIC SERVICE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2017

### 14 Debtors

	2017 £	2016 £
Amounts falling due within one year:		
Trade debtors	347,150	139,108
	<u>          </u>	<u>          </u>

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

	2017 £	2016 £
Other taxation and social security	20,001	20,544
Other creditors	190,904	10,043
	<u>          </u>	<u>          </u>
	210,905	30,587
	<u>          </u>	<u>          </u>

### 16 Retirement benefit schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £36,534 (2016 - £62,306).

Included in creditors at the year end was £6,761 (2016: £5,565) in respect of the defined contribution pension scheme.

### 17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 September 2016 £	Movement in funds Incoming resources £	Resources expended £	Balance at 31 August 2017 £
Open Schools Orchestra Project	-	12,762	(12,762)	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	-	12,762	(12,762)	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

# CORNWALL MUSIC SERVICE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2017

### 18 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 August 2017 are represented by:			
Intangible fixed assets	2,240	-	2,240
Tangible assets	489	-	489
Current assets/(liabilities)	221,049	-	221,049
	<u>223,778</u>	<u>-</u>	<u>223,778</u>

### 19 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 September 2016 £	Movement in funds			Balance at 31 August 2017 £
		Incoming resources £	Resources expended £	Transfers £	
Deficit reserve	100,000	-	-	50,000	150,000
	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>150,000</u>

The deficit reserve has been earmarked by the trustees to cover staff salaries for the period of a month should there be temporary drop in income.

### 20 Operating lease commitments

Payments in connection with operating leases during the year totalled £18,923 (2016: £19,674). At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2017 £	2016 £
Within one year	<u>19,674</u>	<u>19,674</u>

### 21 Related party transactions

There were no disclosable related party transactions during the year (2016- None).

# CORNWALL MUSIC SERVICE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2017

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22	Cash generated from operations	2017 £	2016 £
	Surplus for the year	29,971	91,525
	Adjustments for:		
	Amortisation and impairment of intangible assets	1,120	-
	Depreciation and impairment of tangible fixed assets	489	489
	Movements in working capital:		
	(Increase)/decrease in debtors	(208,042)	16,449
	Increase/(decrease) in creditors	180,318	(42,254)
	<b>Cash generated from operations</b>	<u>3,856</u>	<u>66,209</u>