## FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31 DECEMBER 2017

# **COMPANY REGISTRATION NUMBER 05651247**

# **CHARITY REGISTRATION NUMBER 1116694**

LOCAL ACCOUNTANCY PROJECT SOJOURNER TRUTH CENTRE 161 SUMNER ROAD LONDON SE15 6JL

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#### **ADMINISTRATIVE INFORMATION**

**GOVERNING DOCUMENT** The organisation is governed by its Memorandum and Articles of Association and 2006 Companies Act.

The company is registered as a company limited by guarantee with the Companies House in England & Wales.

## COMPANY REGISTRATION NUMBER:

CHARITY REGISTRATION 1116694 NUMBER:

BOARD OF DIRECTORS:

Rev. Edward Collier Conrad Law Roy Hampden Isabelle Gregory Stella Cardew Bob Simrick Peter Collumbell Sean O'Hagan Gerry Burden

05651247

#### FORMAL ADDRESS

Copleston Centre Copleston Road, Peckham, London SE15 4AN

BANKERS

HSBC Bank Plc. 28 Borough High Street London SE1 1YB

INDEPENDENT EXAMINER LOCAL ACCOUNTANCY PROJECT SOJOURNER TRUTH CENTRE 161 SUMNER ROAD, LONDON SE 15 6JL

## **REPORT OF THE BOARD OF DIRECTORS (TRUSTEES)**

The Board of Directors (Trustees) is pleased to present its Annual Report and the financial statements for the year ended 31 December 2017.

#### **REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS**

#### **Governing Document**

The organisation is a company limited by guarantee, incorporated on 12 December 2005, and registered as charity number 1116694. The company was established under a Memorandum of Association setting out the objects and powers of the charitable company, and is governed by its Articles of Association. In the event of the company being wound up its members may be required to contribute an amount not exceeding £5.

#### **Relation to Copleston Centre and Copleston Centre Church**

On 1 April 2006 the company took over the operations of the Copleston Centre (charity registration number 1044054), an unincorporated organisation formed under the terms of a Licence dated 9 May 1978, and registered as a charity in 1995. On the expiry of the Licence in 2006 responsibility for remaining business of the unincorporated organisation reverted to the Parochial Church Council (PCC) of St. Saviour's Peckham (Copleston Centre Church Local Ecumenical Project – see below). The directors of the company are also members of the Copleston Centre Management Committee which is a sub-committee of the PCC.

#### **Board of Directors**

The directors of the company are also charity trustees for the purpose of charity law.

Not less than one-third of the directors shall be members of the Copleston Centre Church (see Related Parties below) and be approved as directors by the Church. The Licenced Minister(s) of the Copleston Centre Church is/are *ex officio* director(s).

#### **Related Parties**

Copleston Centre as an organisation inhabits the building also known as the Copleston Centre, situated on Copleston Road, London SE15. The building is owned by the Church of England, and the joint Church of England/United Reformed Church congregation worshipping there is known as the Copleston Centre Church.

The objectives and activities of Copleston Centre are consistent with the aims of the Church, but are not necessarily wholly an extension of them.

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#### **Objectives and Activities**

The mission statement of Copleston Centre:

**Aims:** Copleston Centre is a dynamic organisation that, in partnership with the Church, aims to:

- Work with the community to enable it to develop in a way that improves the quality of life of its members; and
- Enable people to develop their physical, mental and spiritual capacities so that they may grow to full maturity, self-respect and dignity as individuals and members of society.

#### **Objectives**

- To provide facilities in accordance with the agreed policies of the Centre for a wide range of groups and in particular for those whose needs are greatest. These include:
  - specific services to meet needs identified by the local community
  - facilities for youth work
  - facilities and support for local community groups and activities
  - provision of a Christian ecumenical worship centre;
- To encourage the involvement of the community in the organisation of the Centre's activities;
- To foster a sense of community among local people;
- To identify the needs of the local community and attempt to meet them through the use of the Centre's resources or by other means;
- To encourage and act as a support for new initiatives arising in the local community;
- To provide, where possible, support for individual members of the community;
- To contribute to a more equal and just society by encouraging each group in the Centre to develop an Equal Opportunities policy, looking particularly at discrimination on the grounds of age, class, disability, marital status, race, religion, sex or sexuality.

#### **Achievements and Performance**

2017 has been a challenging year as we have attempted to continue to maintain our community activities with fewer resources. In April we took a decision to change our staffing structure and recruited for two permanent half-time posts, a half-time Centre Administrator and a half-time Projects Co-ordinator. This has proved an effective way to cope with our reduced circumstances, and we continue to seek funding for a Centre Manager.

Our work with people with mental health concerns has continued with money allocated from grants from the City Bridge Trust and the Monday Trust received in 2016 for Creative Therapies, which has been used to maintain the Wednesday Drop-in, and to offer a small Counselling Service, with support sourced from the Arts of Change, a well-established company with evidence-based expertise in the areas of personal therapy and counselling, educational and creative workshops. Additionally we have been fortunate to continue to receive funding for our Art Therapy work from Accuscript, a specialist HE & OR and medical writing consultancy.

A grant from the Catchpole Fund has also enabled us to expand our work with older people to include a Craft Group, and Pilates and Tai Chi classes, which sit alongside the well-established book group and music appreciation class. We continue to seek additional sources of funding to be able to maintain and expand this strand of our work.

Our work with young people has also gone from strength to strength through the continued flourishing of the Parent & Toddler Group, and from the end of April the start of a new scout group, 3rd Southwark, providing weekly activities for beavers (6-8 y.o) and Cubs (8-10 y.o)

A huge plus in 2017 was the completion of the refurbishment of our toilets and reception area, funded by a grant from the Veolia Environmental Trust together with funds from the City Bridge Trust grant, and the installation of a new boiler and heating system paid for from a donation to Copleston Church. Together these developments provided a significant upgrade to our facilities and we are now working on a new marketing and advertising strategy with the aim of increasing our lettings to the point where our core costs are wholly met from the income we are able to generate for ourselves.

In this way we have been able to continue to provide our impressive and now well-established range of activities for the local community such as our Street Party, and Community Christmas Dinner.

As ever we are grateful to the dedication and commitment of all our volunteers, without whom the Centre could not continue to operate in the way that it does. In particular 2017 has seen a new injection of energy and vision from a number of new Trustees who have joined this year.

Although we recognise that we face an increasingly challenging funding environment, combined with rising levels of support needs among the most vulnerable in our communities, Copleston Centre is now preparing for its 40<sup>th</sup> Anniversary with confidence and determination to provide a more sustainable foundation to serve the local community for another 40 years.

## The main groups using the centre this period have been:

- Copleston Creative Therapies
- Southwark Day Centre for Asylum Seekers
- Silver Linings Craft Group and Tai Chi (for older people)
- Pilates, and Yoga and Classes
- Music appreciation group
- Copleston Together
- Destiny Kids Nursery
- Church based groups
- Parent & Toddler group
- Future Players Boxercise
- The Looking at Books Group
- Peckham Rye Sings
- Top Choice Tuition (Saturday School)
- Slam Art Group
- Winners Fitness Circuit Training
- Begue Begue Drumming Group
- Little Rackets (Tennis classes for young children)
- Magic Football (Football classes for Primary School children)
- 3rd Southwark Scout Group
- Higher Praise Christian Fellowship
- Christ Consolation Church
- Salvation Parish Church

#### FINANCIAL REVIEW

The results of the year's operation are set out in the attached financial statements. The net deficit in funds for the year amounted to £24,168 and (surplus for year ended 31 December 2016: £13,044). The retained reserves at 31 December 2017 amounted to £96,276 and (year ended 31 December 2016: £120,444).

#### **RESERVE POLICY**

The company is required to determine and explain its policy for free reserves. The trustees have reviewed its free reserve policy and have turned its entire unrestricted fund into an emergency reserve to enable Copleston Centre Ltd to meet its obligations in the event of a shortfall in income or sudden upturn in expenditure. The organisation is aiming at reserves to cover at least 3 months' expenditure, which is in the range of £13,000. This money would be used to maintain services for a short while in the event that income was lost or could be used to pay redundancy and other costs of closure if the centre was no longer viable and had to be closed.

In the Management Committee meeting held 21st November 2017, it was agreed that the Reserves Policy would be amended to include sufficient reserve funds to be accumulated over the next three financial years allow full settlement of the Centre's Trust pension liability in the event of Centre closure, either planned or unplanned. As of 31 December 2017, the obligation to contribute to the pensions liability is £55,384 (31 December 2016: £61,065).

#### **RISK MANAGEMENT**

The trustees have examined the major risk which Copleston Centre Ltd faces and believe that maintaining our free reserves at a reasonable level, combined with our annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which we face and confirm that they have established systems to mitigate the significant risks.

## TANGIBLE FIXED ASSETS

The fixed assets comprise of computers, photocopier, kitchen equipment, nursery equipment and other equipment.

## FUNDS AVAILABLE

The present level of funding is adequate to support the continuation of the company operations for the medium term, and the trustees consider the financial position of the company to be satisfactory.

#### VOLUNTEERS

Copleston Centre recognises the significant contributions made by volunteers.

## STATEMENT OF BOARD OF TRUSTEES RESPONSIBILITIES

The Trustees who are also the directors are required under the Companies Act 2006 to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the organisation's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable standards and statement of recommended practice 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 company will continue in operation.

The board of trustees is responsible for keeping proper records which disclose at any time the financial position of the company. They are also responsible for safe guarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

.....Director

## APPROVAL

This report was approved by the board of trustees on:

epenser 2018

and signed on its behalf by

Signed .....

**Edward Collier** 

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#### INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the company for the year ended 31<sup>st</sup> December 2017, which are set out on pages 10 to 11.

#### Respective responsibilities of trustees and examiner

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

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

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

#### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

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Ade Adebambo, MBA, ACIS, ACMA Local Accountancy Project 161 Sumner Road London SE15 6JL

Date 16th July 2018

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2017

Incoming Resources Incoming Resources from generated	Unrestricted Fund	Restricted Fund	2017 Dec Total	2016 Dec Total
funds:	£	£	£	£
Donations, Grants and Legacies Investment Income Incoming resources from charitable	14,398 38	33,004 -	47,402 38	200,306 74
activities	60,523	-	60,523	47,537
Total Incoming Resources	74,959	33,004	107,963	247,917
Costs of generating funds				
Charitable activities	74,231	57,500	131,731	234,181
Governance costs	400	-	400	692
Total Resources Expended	74,631	57,500	132,131	234,873
Net Incoming Resources	328	(24,496)	(24,168)	13,044
Fund balances brought forward	74,247	46,197	120,444	107,400
Transfer from unrestricted funds to cover deficit	(21,994)	21,994	÷	-
Fund balances carried forward	52,581	43,695	96,276	120,444

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# BALANCE SHEET

## AS AT 31 DECEMBER 2017

AS AT ST DECEMBER 2017				
		2017		2016
		Dec		Dec
	522	Total	323	Total
FIXED ASSETS	£	£	£	£
Computers		-		369
Nursery Equipment				11 <del>11</del> 11
Other Equipment	÷10	216		491
		216		860
CURRENT ASSETS				
Debtors	4,993		3,769	
Prepayments and Deposits	9,594		2,551	
Cash at Bank	90,976		147,540	
Cash at Hand	375		540	
	105,938		154,400	8
	1965 A.M. 199		0.000	
CURRENT LIABILITIES				
Creditors and Accruals	9,878		34,816	
		96,060		119,584
		50,000		110,004
	13 <del>-</del>	96,276		120,444
REPRESENTED BY:				
FUNDA				
FUNDS:				
Unrestricted		52,581		74,247
Restricted		43,695		46,197
		96,276		120,444
	10-			

This report was approved by the board of trustees on:

25th September 2018

and signed on its behalf by

......Director Signed..... **Edward Collier** 

# BALANCE SHEET (Continued) as at 31 December 2017

The directors who are also the trustees consider that for the year ended 31<sup>st</sup> December 2017 the Company was entitled to exemption under subsection 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain the audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts,
- These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The financial statements on pages 9–11 were approved by the board of directors on 2018 and signed on its behalf by:

... Director/Chair Edward Collier ....Director/Treasurer

Conrad Law

#### NOTES TO THE ACCOUNTS

#### **1. ACCOUNTING POLICIES**

#### 1.1 Basis of preparation of Financial Statements

The financial statements are prepared under the historic cost convention and include the results of the company's operations which are described in the Board of trustees' Report and all of which are continuing.

The accounts have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

#### **1.2 Incoming Resources**

- 1.2.1 Revenue grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.
- 1.2.2 Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

#### **1.3 Restricted Funds**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

#### **1.4 Unrestricted Funds**

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further specified purpose and are available for general funds.

#### **1.5 Tangible Fixed Assets**

All fixed assets are stated at cost, with a lower limit of £1,000 for capitalisation. Depreciation is calculated so as to write off the cost of the asset, less any estimated residual value over the useful economic life of the asset, as follows:

Computers	3 Years
Photocopier	3 Years
Kitchen Equipment	5 Years
Other Equipment	3 Years

#### **1.6 Resources Expended**

Expenditure is recognised on accruals basis as liabilities are incurred. VAT cannot be recovered, and is included within expenditure to which it relates.

#### 2 Debtors

	2017	2016
	Dec	Dec
	£	£
Debtors	4,993	3,769

## 3 Creditors & Accruals

Creditors & Accruais	2017 Dec	2016 Dec £
Creditore folling due within 1 year	~	~
Creditors – falling due within 1 year:	400	400
Accountancy fee	400	400
Hire Deposits received	3,280	2685
Accruals	8,665	1,374
Accounts Payable – Other	(2,467)	30,356
	9,878	34,816

# 4 Tangible Fixed Assets

	Computers	Kitchen Equipment	Nursery Equipment	Other Equipment	Total
	£	£	£	£	£
Cost At 1 January 2017	4,419	8,138	1,788	2,445	16,790
Additions				-	
At 31 December 2017	4,419	8,138	1,788	2,445	16,790
Accumulated Depreciation At 1 January 2017 Charge for the year	4,050 369	8,138	1,788	1,954 275	15,930 644
At 31 December 2017	4,419	8,138	1,788	2,229	16,574
Net Book Value At 31 December 2017		•	-	216	216
At 31 December 2016	369			491	860

#### 5. Movement in Funds

	At 1 January 2017	Incoming Resources	Outgoing Resources	Transfers	At 31 December 2017
	£	£	£	£	£
Youth Work	5,663	-		<u> </u>	5,663
Children's Work	25,530	-	-	(3 <del>5</del> 7)	25,530
Art Therapies	17,500	7,500	(22,586)		2,414
<b>Creative Therapies</b>		-	(1,650)	-	(1,650)
Lambeth & Southwark Happiness & Well- being Fund	4,870	-	(5,075)	205	-
Neighbourhood Fund	<u> </u>				
Veolia Trust	(7, 366)	4,018	(18,441)	21,789	59
Awards for All		9,986	(5,079)		4,907
Catchpole Fund	-	6,500	(1,500)	-	5,000
Silver Lining		5,000	(3,169)		1,831
	46,197	33,004	(57,500)	21,994	43,695
General Funds	74,247	75,102	(74,774)	(21,994)	52,581
Total Funds	120,444	108,106	(132,274)	-	96,276

## **Purpose of Restricted Funds**

Youth Work: For work with young people

**Children's Work:** Formerly termed Copleston Children's Centre, the remainder of the fund will be used for work with and for the development of children and younger teenagers following the cessation of the operation.

**Creative Therapies Project:** Project funded by the Big Lottery Fund (started 1<sup>st</sup> November 2008) to provide free counselling and culturally sensitive therapeutic interventions to residents of the London Borough of Southwark. Big Lottery Fund terminated its funding as of 1<sup>st</sup> July 2016. The Centre is actively looking for, and has been successful, in securing additional funding to continue certain activities at a reduced scale.

Lambeth & Southwark Happiness & Well-Being Fund: support Creative Therapies Project to run a well-being hour once a week.

Neighbourhood Fund: for logo design and Taster Day event

Veolia Trust: for refurbishment of the facilities of the Copleston Centre

Awards For All (Furniture Grant): for purchase of furniture for the Copleston Centre

Catchpole Fund: for cost of improving the website of the Copleston Centre

**Silver Lining**: for activities to promote the health and welfare of the older generation in the community

## 6. Trustee Remuneration and Related Party Transactions

No directors of the company received any remuneration for their service as directors during the period, and no expenses were reimbursed.

The Copleston Church paid £7,200 towards the cost of running the building, shown as part of the Hall and Room Hire income.

#### 7. Contingent Liability with respect to Pension Contribution

Copleston Centre Limited ("the Centre") participates in a multi-employer pension scheme entitled the Growth Plan and operated by The Pensions Trust, which provides benefits to some 1,300 non-associated participating employers ("the scheme"). The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

Although the Centre has ceased to offer this scheme to employees, and consequently none of its current employee participates in the scheme, the Centre continues to be liable on pension deficits arising from the scheme as explained below.

The scheme is subject to the funding legislation as outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the Centre is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2014. This valuation showed assets of  $\pounds$ 793m, liabilities of  $\pounds$ 970m and a deficit of  $\pounds$ 177m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

#### **Deficit contributions**

From 1 April 2016 to 30 September 2025: £12,945,440 per annum (payable monthly and increasing by 3% each on 1st April) From 1 April 2016 to 30 September 2028: £54,560 per annum (payable monthly and increasing by 3% each on 1st April)

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

While the scheme is in deficit and the Centre is obliged to accept a deficit funding arrangement, it has not recognise any future liability for its deficit reduction contributions obligation as permitted under the Financial Reporting Standard for Smaller Entities ("FRSSE"). The value of this obligation was estimated to be £55,384 as of 31<sup>st</sup> December 2017 (£61,065 as of 31<sup>st</sup> December 2016).

The total deficit funding contribution paid during the year amounted to £6,616.

As of 31<sup>st</sup> December 2017, the future deficit contribution schedule is expected to be:

	£
Year 1	6,814
Year 2	7,019
Year 3	7,229
Year 4	7,446
Year 5	7,670
Year 6	7,900
Year 7	8,137
Year 8	6,270

# DETAILED INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2017

Incoming Resources from generated Funds	Unrestricted Fund	Restricted Fund	2017 Dec Total	2016 Dec Total
Donations, Grants and Legacies:	£	£	£	£
Big Lottery Fund		-	-	51,550
People's Health Trust	_		-	854
Veolia Trust	1	4,018	4,018	76,342
Monday Charitable Trust	-	-	-	15,000
Accuscript Consult	-	5,000	5,000	2,500
Awards for All		9,986	9,986	-
Catchpole Fund	-	6,500	6,500	
Donations	14,399	7,500	21,899	54,060
Investment Income	38		38	74
	14,437	33,004	47,441	200,380
Incoming Resources from charitable activities				
Hall & Room Hire	42,560		42,560	33,524
Nursery Income	10,200		10,200	9,775
Copying Income	4,170	-	4,170	3,923
Event / Other Income	3,592		3,592	315
	60,522		60,522	46,537
Total Incoming Resources	74,959	33,004	107,963	247,917

# DETAILED INCOME AND EXPENDITUI FOR THE YEAR ENDED 31 DECEMBER 2016

	Unrestricted	Restricted	2017 Dec	2016 Dec
Outgoing Resources	Fund	Fund	Total	Total
Charitable Expenditure	£	£	£	£
Staff Costs	20,328	-	20,238	55,078
Volunteers & Travel	213	-	213	1,689
Recruitment	-	<u>1</u>	-	226
Staff Training	95	-	95	1,128
Total Staff Costs	20,636	*	20,636	58,121
Utilities	10,307		10,307	12,225
Cleaning/Materials & Wages	10,921	-	10,921	9,405
Repairs & Maintenance	12,266	18,441	30,707	95,865
Insurance	8,866	<u>-</u>	8,866	8,701
Total Building Costs	42,360	18,441	60,801	126,196
Programme Costs	2,469	22,996	25,465	28,099
Support Costs	16,349	6,579	22,928	20,989
Administration & Management Cost	(9,484)	9,484	0 <b>+</b> 3	
Fund Raising Cost	1,901		1,901	776
	11,235	39,059	50,294	49,864
Governance Cost				
Examiners Fees	400	(=)	400	400
AGM & Trustees' Meetings		2 2	72	292
u Nicholau vole in special parametrik menang sebagat 🔏 be	400	-	400	692
Total Resources Expended	74,631	57,500	132,131	234,873