

Company Registered Number  
01950221

Charity Number  
292807

Buckingham Old Gaol Trust

Report and Accounts

31 March 2018

**Buckingham Old Gaol Trust**  
**Legal & Administrative Information**

**Trustees**

Mr Terence Bloomfield  
Mr David Fell  
Mrs Helene Hill  
Ms Beverley Kelly  
Miss Kay Meadows  
Mr Matthew Parker  
Mr Michael Smith  
Ms Natasha Thiebaut (part year as "Trustee in waiting")  
Mr Michael Wisbach  
Mr Warren Whyte

**Chairman**

Mrs Helene Hill

**Secretary**

Mr Michael Smith

**Treasurer**

Mr Terence Bloomfield

**Accountants**

BirchCooper Accounting Services Ltd  
Suite 6b, Newman House  
4 High Street  
Buckingham  
MK18 1NP

**Bankers**

Lloyds TSB  
19 Market Square  
Buckingham  
MK18 1NP

**Registered Office**

The Old Gaol  
Market Hill  
Buckingham  
MK18 1JX

**Company Number**

01950221

**Charity Number**

292807

**Buckingham Old Gaol Trust**  
**Company Number:** 01950221  
**Charity Number:** 292807

## **Trustee's Report**

The Trustees present their Annual Report along with financial statements for the year ended 31 March 2018.

### **Structure, Governance and Management**

The organisation is a charitable company limited by guarantee, incorporated on 25 September 1985 and registered as a charity on 25 October 1985. The Charity changed its name from Buckingham Heritage Trust to Buckingham Old Gaol Trust on 29 February 2012.

The Charity was created with a Memorandum of Association which establishes the objects and powers of the company. It is governed by its Articles of Association. Under these Articles, one third of the Trustees shall retire by rotation at each Annual General Meeting, but shall be eligible for re-election.

Last year saw the retirement of Dr Susan Fern, Mr Matthew Parker and Mr Anthony Rundle, with Mr Parker offering himself for re-election.

This year it was the turn of Mr David Fell, Ms Beverley Kelly and Miss Kay Meadows, with Mr Fell and Miss Meadows offering themselves for re-election. Ms Kelly has decided to stand down in order to concentrate on her studies. During the year, Ms Natasha Thiebaut became a "Trustee in waiting" and now offers herself for election. There remain six Trustee vacancies.

The Trustees meet regularly to progress the formal work of the Charity, and in addition met on three specific occasions to consider the misappropriation of items referred to below. To help all Trustees play a part, Trust Board meetings alternate between morning and evening meetings, thereby giving all Trustees the opportunity to attend with reasonable frequency and contributing to the work of the Charity around their other commitments. Day to day management of the Charity and its assets between Trust Board meetings is undertaken by the Chairman, Secretary and Treasurer.

### **Related Parties**

There are no related parties.

### **Risk Management**

The Trustees examine the major risks that the Charity faces each financial year when reviewing their policies and updating their strategic plan. The Trust Board has developed systems to monitor and control all potential risks in order to mitigate any impact they may have on the Charity in the future.

### **Objectives and Activities**

The objectives of the Charity, as set out in the Memorandum of Association, are to restore and maintain the building known as Buckingham Old Gaol as a Grade 2\* listed building of historical interest; and develop the same as a heritage centre museum and gallery for the benefit of people of Buckingham and Buckinghamshire.

**Buckingham Old Gaol Trust**  
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## **Trustee's Report**

### **Achievements and Performance**

The Tourist Information Centre (TIC) ceased being managed by *Tourism South East* at the end of January 2018, and Buckingham Town Council (BTC) took over its control. This change has been very beneficial, and the TIC continues to enjoy a growing number of enquirers from the locality and further afield. The Memorandum of Agreement with BTC continues to provide the Trust with valuable administrative support, including the relaying of telephone messages and dealing with initial hire enquiries. The TIC is supervised by Ms Emma Churchill.

The relationship with *Giltswan* (Mr Russell Cross), who continues to occupy the rear shop, continues to be of great benefit to the Trust. Mr Cross provides valuable assistance to those requiring access to the building via the wheelchair lift, and adds to the overall building security by being an additional person on the premises during opening hours.

The lower ground floor front office vacated by the departure of *Thames Valley Police* (TVP) was let to *Skyline Taxis* who, although paying rent, have yet to take up their occupancy. The departure of *Western Power* during 2017 has left a large un-serviced space suitable for storage at the rear of the building, and efforts continued during the year to let this to a suitable tenant.

The fabric of the building inevitably requires on-going maintenance. This year, work was undertaken to prevent water ingress along the edges of the Exercise Yard glazed roof, together with other some minor repairs throughout the building. These included servicing the Exercise Yard roof blinds, an investigation into the condition of the Exercise Yard door lintel, and cleaning of the roof void over Keepers Cottage (the curved front area) and minor roof repairs. The TIC was closed for a few days to allow BTC to re-floor and decorate.

Following the misappropriation of some artefacts in July 2017, Trustees have been heavily engaged in the recovery of all misappropriated items, liaising with TVP and others in order to effect a prosecution, and conducting a complete audit of the Museum's objects and artefacts to both establish the extent and methodology of the attempted theft and to correct and update our records on the *Modes* database. It is particularly due to the efforts of Trustee Matthew Parker that the misappropriated items were traced through dealers, recovered, evidence suitable for TVP to recommend prosecution was assembled, and the Trust's good name with those loaning the items to the Museum (including the Bucks County Museum) was preserved.

Private hire bookings of the Exercise Yard continue to supplement Trust income, but could be improved. Trustees have, however, continued to secure an almost permanent presence of temporary exhibitions (with free admission), and we continue to offer it as a venue for short-notice *ad hoc* meetings etc.

Similarly, occasional talks, usually with guest speakers, have continued..

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### **Trustee's Report**

The Trust continues to support local charitable events, usually by provision of a Family admission ticket and a copy of the booklet *Buckingham Old Gaol – Its Place in Buckingham Then and Now* as a raffle prize.

Trust membership remains disappointingly low, however, despite every opportunity being taken to encourage people to join.

### **Museum Report**

The year started with the award of Accreditation status for the museum from Arts Council England. This was particularly welcome news after the considerable amount of time and effort contributed by many Trustees. We now have three years to work on a few incomplete tasks before we are re-assessed.

The celebration of MK50 in Campbell Park in Milton Keynes on 17 and 18 June by Milton Keynes Heritage Association (MKHA) was on a very hot and sunny weekend. Attended by Kay Meadows, Helene Hill, and Jean Summers and other *Friends of Buckingham Old Gaol Museum* (the Friends), we "manned" a publicity stand and handed out lots of leaflets on both the Museum and events in Buckingham. MKHA provided us with a free pop-up banner, which will be useful at other events.

As indicated above, following the theft of coins in July, a full audit of the coin collection was undertaken which included photographing both sides of each identifiable coin. The audit was then extended to the entire collection. The audit information and photographs are being entered into the Modes data base on the computer and will then be checked against the original paper entry records. This has taken up considerable time of many of the volunteers, intensively during August, September and October and on a weekly basis since. The work continues.

This has left very little time available for routine work on the permanent displays other than dusting and changing the small display of new acquisitions in the case at the top of the stairs. Luckily, the planned courtyard exhibitions for the second half of the year were brought in by outside organisations and only needed a little help from our display team.

The exhibitions in the courtyard throughout the year were as follows:

5 April to 17 June - The Dukes of Buckingham

23 June to 5 July - Flora Thompson

15 July to 9 September - Treasure from the Soil

15 September to end of November - Bucks Battalions at Passchendaele

10 January to 9 March - The Indian Army in the First World War

**Buckingham Old Gaol Trust**  
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## **Trustee's Report**

12 March to 12 May - Fringford Village

A grant of £2,000.00 was received via the *Destination Buckingham Group*, funded by AVDC, towards the cost of a high security case, ordered from Click Netherfield and delivered and installed in October. The nine Buckingham minted coins from the Lenborough Hoard were transferred to this case along with 42 other Anglo Saxon pennies from the hoard. Also displayed in the case are the best of Celtic, Roman and Anglo Saxon coins from our collection or on loan to us.

Visitor numbers continue to climb slowly despite the bad winter weather. Comments in the visitor book also continue to be very complimentary. Over 500 people came through the museum for the Heritage Open day in September. Trustees Matthew Parker and Natasha Thiebaut have continued to expand our presence on social media, and the benefits of this are beginning to show in Museum attendances and wider interest in our activities.

The Old Gaol again supported the Maids Moreton Conservation Group with their third excavation of the Maids Moreton Mound by allowing their volunteers to use the terrace for their pot washing and marking. We then provide storage for their finds.

As always, the Trust is very grateful to the Friends for the Christmas Tree Festival and Father Christmas's Grotto and for arranging a variety of events and museum quizzes for children throughout the year. Their support is much appreciated.

### **Staffing**

The building, Museum and Museum shop continue to be looked after on a wholly volunteer basis by the Trustees and the Friends, with valuable day-to-day assistance being provided by the TIC staff. Although more help would always be welcomed, Trustees are pleased to report that this arrangement continues to work well.

### **Financial Review**

The net (outgoing) resources for the year amounted to £10730 after depreciation. The balance of unrestricted funds (those monies which were not donated for a specific purpose) at 31 March 2018 stood at £65012 as detailed herein.

### **Trustee Responsibilities in Relation to Financial Statements**

The Trustees remain resolved to:

- Maintain our accreditation status, including fulfilling all outstanding items identified by the accreditation body
- Continue to make improvements to the Museum, including extending or improving displays as time and resources allow; such improvements to include replacing display cases as appropriate to better protect and preserve existing artefacts and objects and to allow more to be added
- Continue careful management of the Museum shop stock, to both reflect the historic building and the Museum content, and to maximise income

**Buckingham Old Gaol Trust**  
**Company Number: 01950221**  
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**Trustee's Report**

- Encourage more effective deployment of volunteers
- Grow the Buckingham Old Gaol Trust membership
- Work to fill Trustee vacancies

The Trustees are responsible for maintaining proper accounting records which 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. The Trustees 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 regularities.

**Accounts**

A resolution proposing the re-appointment of *BirchCooper Accounting Services Ltd* as Buckingham Old Gaol Trust's accountants will be tabled at the Annual General Meeting.

This report was presented to the Trustees at its Trust Board meeting on Wednesday 12 September 2018, in draft form, and formally approved by them on that date.

(Signed)  .....  
Mrs Helene M N Hill (Chairman)

**Buckingham Old Gaol Trust  
Accountants' Report**

**Accountants' report to the trustees'  
Buckingham Old Gaol Trust**

You consider that the company is exempt from an audit for the year ended 31 March 2018. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

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

Based on our work, nothing has come to our attention to refute the trustees' confirmation that in accordance with the Companies Act 2006 the accounts give a true and fair view of the state of the Company's affairs as at the above date.



**BirchCooper Accounting Services Limited  
Incorporated Accountants**

**Suite 6b Newman House  
4 High Street  
Buckingham**

**MK18 1NT**

**12 September 2018**



**Buckingham Old Gaol Trust**  
**Statement of Financial Activities**  
**for the year ended 31 March 2018**

	Notes	Unrestricted funds £	Restricted funds £	2018 Total £	2017 £
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	3	2,538	-	2,538	1,999
Activities for generating funds	4	20,678	-	20,678	22,503
Investment income	5	398	-	398	317
Incoming resources from charitable activities	6	3,942	-	3,942	2,617
Other incoming resources	7	2,100	-	2,100	1,599
<b>Total incoming resources</b>		<b>29,656</b>	<b>-</b>	<b>29,656</b>	<b>29,035</b>
<b>Resources expended</b>					
Costs of generating funds					
Costs of generating voluntary income	8	1,030	-	1,030	2,162
Fundraising trading:					
Cost of goods sold and other costs	9	3,032	-	3,032	1,565
Charitable activities	10	26,688	8,068	34,756	42,649
Governance costs	11	1,568	-	1,568	896
<b>Total resources expended</b>		<b>32,318</b>	<b>8,068</b>	<b>40,386</b>	<b>47,272</b>
<b>Net outgoing resources before transfers</b>		<b>(2,662)</b>	<b>(8,068)</b>	<b>(10,730)</b>	<b>(18,237)</b>
<b>Gross transfers</b>	18	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net outgoing resources</b>		<b>(2,662)</b>	<b>(8,068)</b>	<b>(10,730)</b>	<b>(18,237)</b>
<b>Fund balances brought forward</b>		<b>67,674</b>	<b>225,925</b>	<b>293,599</b>	<b>311,836</b>
<b>Fund balances carried forward</b>		<b>65,012</b>	<b>217,857</b>	<b>282,869</b>	<b>293,599</b>

**Buckingham Old Gaol Trust**  
**Balance Sheet**  
**as at 31 March 2018**


	Notes	2018 £	2017 £
<b>Fixed assets</b>			
Tangible assets	13	207,648	217,665
<b>Investments</b>			
Investments	15	-	-
<b>Current assets</b>			
Stocks		4,025	4,737
Debtors	16	-	-
Cash at bank and in hand		71,892	71,881
		75,917	76,618
<b>Creditors: amounts falling due within one year</b>	17	(696)	(684)
<b>Net current assets</b>		75,221	75,934
<b>Total assets less current liabilities</b>		282,869	293,599
<b>The funds of the charity</b>			
<b>Restricted funds</b>	18		
Fixed assets			
Contingency and building repair		217,857	225,925
<b>Unrestricted funds</b>	18		
Designated funds			
Fixed assets		-	-
General fund		65,012	67,674
		282,869	293,599

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.



Trustee

Approved by the board of trustees on 12 September 2018

**Buckingham Old Gaol Trust**  
**Notes to the Accounts**  
**for the year ended 31 March 2018**

**1 Accounting policies**

***Basis of preparation***

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and the Companies Act 2006. In common with many other businesses of our size and nature we use our accountants to assist us with the preparation of the financial statements.

***Cashflow***

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

***Incoming resources***

Charitable Trading Activities

Income from museum admissions, lettings and rents is included in incoming resources in the period to which it relates.

Commercial Trading Activities

Income from commercial activities (museum shop and tourist information centre) is included in the period in which the group is entitled to receipt.

Donations and Grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:-

- When donors specify that donations and grants given to the charity must be used in future accounting periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions are met.
- When donors specify that donations and grants, including capital grants, are for particular restricted purposes, this income is included in incoming resources of restricted funds when receivable.

Interest Receivable

Interest is included when receivable by the charity.

***Resources expended***

Resources expended are included in the Statement of Financial Activities on an accruals basis.

***Tangible fixed assets***

Tangible Fixed Assets are depreciated on a straight-line basis over their estimated useful lives as follows:

Freehold Buildings Restoration and Refurbishment (	2%
Fixtures and Fittings	5%-50%
Furniture and Equipment	20%

**Buckingham Old Gaol Trust**  
**Notes to the Accounts**  
**for the year ended 31 March 2018**

**Stocks**

Stock is valued at the lower of cost and net realisable value.

**Fund accounting**

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated Funds

These are funds set aside by the trustees out of unrestricted general funds for specific future projects.

Restricted Funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**2 Legal status of the charity**

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

**3 Voluntary income**

	Unrestricted funds £	Restricted funds £	2018 Total £	2017 £
Donations & gifts - Friends	1,300	-	1,300	-
Donations & gifts - Other	396	-	396	1,202
Membership subscription	842	-	842	797
	<u>2,538</u>	<u>-</u>	<u>2,538</u>	<u>1,999</u>

**4 Activities for generating income**

	Unrestricted funds £	Restricted funds £	2018 Total £	2017 £
Collection & Entry Fees	9,689	-	9,689	9,467
Events	2,523	-	2,523	3,557
Cell income rent	3,000	-	3,000	3,000
Shop income	3,150	-	3,150	4,586
Museum Shop & TIC sales	2,316	-	2,316	1,893
	<u>20,678</u>	<u>-</u>	<u>20,678</u>	<u>22,503</u>

**Buckingham Old Gaol Trust**  
**Notes to the Accounts**  
**for the year ended 31 March 2018**

**5 Investment income**

	Unrestricted funds £	Restricted funds £	2018 Total £	2017 £
Interest	398	-	398	317
Dividend	-	-	-	-
	<u>398</u>	<u>-</u>	<u>398</u>	<u>317</u>

**6 Incoming resources from charitable activities**

	Unrestricted funds £	Restricted funds £	2018 Total £	2017 £
Rent receivable	3,942	-	3,942	2,617
	<u>3,942</u>	<u>-</u>	<u>3,942</u>	<u>2,617</u>

**7 Other incoming resources**

	Unrestricted funds £	Restricted funds £	2018 Total £	2017 £
Drapers grant	-	-	-	-
Other income	-	-	-	-
Buckingham Town Council	-	-	-	-
Lenborough hoard	-	-	-	1,599
Coin case	2,100	-	2,100	-
Lighting project	-	-	-	-
Milton Keynes Heritage Assocn.	-	-	-	-
	<u>2,100</u>	<u>-</u>	<u>2,100</u>	<u>1,599</u>

The grant from Buckingham Town Council was awarded to assist with the running of the Trust.

**8 Costs of generating voluntary income**

	Unrestricted funds £	Restricted funds £	2018 Total £	2017 £
Advertising and Promotion	-	-	-	-
Event and Volunteer Expenses	922	-	922	1,937
Sundries	108	-	108	225
	<u>1,030</u>	<u>-</u>	<u>1,030</u>	<u>2,162</u>

**Buckingham Old Gaol Trust**  
**Notes to the Accounts**  
**for the year ended 31 March 2018**

**9 Fundraising trading: Cost of goods sold and other costs**

	Unrestricted funds £	Restricted funds £	2018 Total £	2017 £
Museum shop & TIC Cost of sales	3,032	-	3,032	1,565
Museum shop & TIC Admin costs	-	-	-	-
	<u>3,032</u>	<u>-</u>	<u>3,032</u>	<u>1,565</u>

**10 Charitable activities**

	Unrestricted funds £	Restricted funds £	2018 Total £	2017 £
Bank Charges	-	-	-	-
Cleaning	1,438	-	1,438	1,076
Consumables	-	-	-	-
Depreciation : Fixtures & Fittings	842	1,885	2,727	8,292
Depreciation : Furniture & Equipment	-	-	-	-
Depreciation : Restoration	1,105	6,183	7,288	7,288
Graphic design	-	-	-	-
Modes input	930	-	930	-
Insurance	4,809	-	4,809	3,633
Printing, Postage & Stationery	1,573	-	1,573	2,170
Rates and utilities	4,362	-	4,362	4,490
Repairs (including conservation)	8,464	-	8,464	13,091
Software	887	-	887	372
Subscriptions	147	-	147	194
Telephone	2,131	-	2,131	2,043
	<u>26,688</u>	<u>8,068</u>	<u>34,756</u>	<u>42,649</u>

**11 Governance costs**

	Unrestricted funds £	Restricted funds £	2018 Total £	2017 £
Accountancy	908	-	908	896
Consultancy	-	-	-	-
Legal & profesional	660	-	660	-
	<u>1,568</u>	<u>-</u>	<u>1,568</u>	<u>896</u>

**Buckingham Old Gaol Trust**  
**Notes to the Accounts**  
**for the year ended 31 March 2018**

**12 Movement in total funds for the year**

	2018 £	2017 £
This is stated after charging:		
Depreciation: Restoration & refurbishment costs	7,288	7,288
Depreciation: Furniture & equipment	-	-
Depreciation: Fixtures & fittings	2,729	8,292
Accountants remuneration	<u>908</u>	<u>896</u>

During the year no trustee received any remuneration (2017 : £Nil)

**13 Tangible fixed assets**

	Restoration & refurb Costs	Fixtures & fittings	Furniture & equip	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2017	364,402	193,804	30,844	589,050
Additions	-	-	-	-
Surplus on revaluation	-	-	-	-
Disposals	-	-	-	-
At 31 March 2018	<u>364,402</u>	<u>193,804</u>	<u>30,844</u>	<u>589,050</u>
<b>Depreciation</b>				
At 1 April 2017	149,466	191,075	30,844	371,385
Charge for the year	7,288	2,729	-	10,017
Surplus on revaluation	-	-	-	-
On disposals	-	-	-	-
At 31 March 2018	<u>156,754</u>	<u>193,804</u>	<u>30,844</u>	<u>381,402</u>
<b>Net book value</b>				
At 31 March 2018	<u>207,648</u>	<u>-</u>	<u>-</u>	<u>207,648</u>
At 31 March 2017	<u>214,936</u>	<u>2,729</u>	<u>-</u>	<u>217,665</u>

**15 Investments**

	2018 £	2017 £
Investment in subsidiary undertaking	<u>-</u>	<u>-</u>

**Buckingham Old Gaol Trust**  
**Notes to the Accounts**  
**for the year ended 31 March 2018**

**16 Debtors**

	2018 £	2017 £
Amounts due from Buckingham Heritage Trust (Enterprises) Ltd.	-	-
Other debtors	-	-
	<u>-</u>	<u>-</u>

**17 Creditors**

	2018 £	2017 £
Amounts falling due within one year:		
Trade creditors	-	-
Other creditors	696	666
Other taxes and social security	-	-
	<u>696</u>	<u>666</u>

**18 Funds**

	Balance at 31.03.17 £	Movement £	Transfers £	Balance at 31.03.18 £
<b>Restricted funds</b>				
Fixed assets	225,925	(8,068)	-	217,857
Restoration & repairs contingency & building repair	-	-	-	-
	<u>225,925</u>	<u>(8,068)</u>	<u>-</u>	<u>217,857</u>
<b>Unrestricted funds</b>				
Designated funds - fixed assets	-	-	-	-
General fund	67,674	(2,662)	-	65,012
	<u>67,674</u>	<u>(2,662)</u>	<u>-</u>	<u>65,012</u>

**19 Related parties**

There were no related party transactions during the year



**Buckingham Old Gaol Trust**  
**Detailed profit and loss account**  
**for the year ended 31 March 2018**

	2018 £	2017 £
<b>Income</b>		
Bank interest	398	317
Bookshop	-	26
Cell income rent	3,000	3,000
Collections and entry fees	9,689	9,467
Coin case	2,100	-
Donations & gifts	1,696	1,202
Grants	-	-
Lenborough hoard	-	1,599
Lighting project	-	-
Other income	-	-
Rent received	3,942	2,617
Subscriptions	842	797
Shop income	3,150	4,586
Talks	390	919
Events	207	-
TIC	2,316	1,867
Venue hire	1,926	2,638
	<u>29,656</u>	<u>29,035</u>
<b>Expenditure</b>		
Audit & accountancy	908	896
Cleaning	1,438	1,076
Cost of sales	3,032	1,565
Event & volunteer expenses	922	1,937
Graphic design	-	-
Insurance	4,809	3,633
Legal & professional	660	-
Modes input	930	-
Printing, postage & stationary	1,573	2,170
Rates	265	51
Repairs & renewals	8,464	13,091
Subscriptions	147	194
Software	887	372
Sundries	108	225
Telephone	2,131	2,043
Utilities	4,097	4,439
	<u>30,371</u>	<u>31,692</u>
<b>Surplus before depreciation</b>	<u>(715)</u>	<u>(2,657)</u>
<b>Depreciation</b>		
Restoration	7,288	7,288
Furniture	-	-
Fixtures & fittings	2,727	8,292
	<u>10,015</u>	<u>15,580</u>
<b>(Deficit)/Surplus</b>	<u>(10,730)</u>	<u>(18,237)</u>