

Charity Registration No: 1104405

Company No: 5048163 (England & Wales)

**BILLINGLEY VILLAGE COMMUNITY ASSOCIATION LIMITED**

**REPORT AND ACCOUNTS**

**YEAR ENDED 31 DECEMBER 2017**

CHARITY COMMISSION  
FIRST CONTACT

18 SEP 2018

ACCOUNTS  
RECEIVED

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**BILLINGLEY VILLAGE COMMUNITY ASSOCIATION LIMITED**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**YEAR ENDED 31 DECEMBER 2017**

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**Full name:** Billingley Village Community Association Limited

**Registered charity number:** 1104405

**Registered company number:** 5048163

**Registered office & principal address:** The Dipping Well  
Back Lane  
Billingley  
Barnsley  
S72 0JF

**Trustees & Directors:**

Mrs L Bembridge  
Mr J Brice - *appointed 20.09.17*  
Mrs P A Faulkner - *resigned 20.09.17*  
Mrs S Hepworth  
Mrs R K Morrill-Stevenson - *appointed 24.02.18*  
Mrs J A Oates - *resigned 20.09.17*  
Mrs J Stenton - *resigned 24.02.18*  
Mr R Stenton - *resigned 24.02.18*  
Mr R Toulson  
Mrs P M Watters  
Mrs L Zammito - *appointed 20.09.17*

**Chairperson:** Mr R Stenton - *to 20.09.17*  
Mrs P Watters - *from 20.09.17*

**Company Secretary:** Mrs J Oates - *to 20.09.17*  
Mrs P Watters - *from 20.09.17*

**Treasurer:** Mrs L Bembridge

**Bankers:** Yorkshire Bank  
1A Peel Square  
Barnsley  
S70 2PL

**Independent Examiner:** Angela Hayes  
Community Accountant  
Voluntary Action Barnsley  
The Core  
County Way  
Barnsley  
S70 2JW

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2017

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**Structure, governance and management**

The Billingley Village Community Association is a company limited by guarantee and a charity registered with the Charity Commission. The affairs of the charity are governed by its memorandum and articles of association. Under the articles, election to the Board of Directors is undertaken at the Annual General Meeting. The company has no share capital and the liability of each member in the event of winding-up is limited to a sum not exceeding £1. The affairs of the charity are managed on a day to day basis by the Board of Trustees.

**Appointment of trustees**

The trustees are also the directors of the charity for the purpose of company law and are appointed at the Annual General Meeting to stand for a term of 3 years. All trustees are unpaid volunteers and the Association has no paid employees. The trustees who served during the period, to the date of signing this report, are listed on page 3.

**Trustee training & induction**

All newly appointed trustees are given a copy of the Charity Commission document "The Essential Trustee: what you need to know, what you need to do" which they are expected to read. They are also given a copy of the Articles and Memorandum of the registered charitable company. Any questions and points of clarification should be raised with the officers of the charity. Their role and the expectations made of them are discussed in the first committee meeting.

**Related parties**

The trustees consider that there are no related parties to the charity.

**Risk Management**

The main risks to the charity are:

1. Failure to bring in sufficient income to cover the outgoing costs of running the village hall. This is managed by careful accounting with a clear understanding of the costs, close financial scrutiny throughout the year and event planning to raise sufficient income.
2. Insufficient volunteers to run the charity. Members of the village are encouraged to put themselves forward as trustees at the AGM.
3. Significant or unexpected maintenance costs. The charity has a sinking fund of £500 per annum to cover maintenance costs over and above the day to day running of the hall. The village hall and contents are also fully insured.
4. Risks to the public from using the village hall. The hall has a regularly checked fire alarm system. The hall is regularly checked for any potential hazards. The charity has public liability insurance.

**Charitable aims and objectives**

The objectives of the charity are to:

- Promote the benefit of the inhabitants of Billingley and the neighbourhood together defined by the boundary of the area administered by Billingley Parish Council without distinction of sex, sexual orientation, race or political, religious or other options, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
- To manage and maintain a community centre (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.
- Promote such other charitable purposes as may from time to time be determined.

The Association is non-party in politics and non-sectarian in religion.

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2017

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For many years the Association has worked to achieve these aims by putting on events for the village and raising funds. A lottery grant in 1999 enabled a marquee to be purchased allowing more varied events to be put on. In 2000 the Wentworth estate gifted a piece of freehold land and a piece of leasehold land (freehold held by Langtree estates plc) to the community association. The freehold land had a derelict barn sited upon it and the land and barn were gifted to enable the construction of a village hall. Between 2005 and 2009 funds were used to undertake care and maintenance on the barn to prevent it from falling further into disrepair. In 2009 the association successfully applied for a BIG Lottery Community Buildings grant for a total sum of £248,738 to be used to "complete the renovation of a disused barn into a community facility for the residents of Billingley, South Yorkshire". Funded through the BIG Lottery Fund's Community Buildings Programme, the facility provides a fit-for-purpose venue of an appropriate size for residents of all ages to participate in the activities and services that have been identified through the consultation process.

These include: lunch club, coffee mornings, play groups, uniformed groups, dance classes, computer classes, councillor's surgery and youth club. Building commenced in September 2009 and was completed in April 2010. In 2012 an additional stone built store room was added to the side of the building using the remainder of the BIG Lottery grant and an additional grant from the South Yorkshire Community Fund.

**Activities undertaken for the public benefit**

In shaping the objectives for the year the trustees have paid due regard to the public benefit guidance published by the Charity Commission.

This has been the seventh year of full use of the hall and we have been able to establish some regular activities for village residents. A weekly coffee morning has been established and this includes an exercise class aimed at the residents of the village and surrounding area. Evening Pilates and yoga classes have also been started. There is now a regular walking club starting from the hall each week. A Saturday evening supper club is now well established which has been particularly valued by some of the older residents of the village. There is a regular monthly Saturday morning breakfast club and a regular craft club. The hall is hired on a regular basis by the Dearne Valley Camera Club to hold their meetings. We have also used the year to continue the events that we have traditionally provided and to develop new uses for the hall. We are holding regular music evenings including folk and jazz evenings. For the first year a theatre group put on a performance of two short plays in the hall which was very successful. There continues to be a regular Irish dance class and the Billingley Ladies group holds its monthly meetings in the hall. We have a licence to show films in the hall, both for adults and children. The Billingley history group has now been running for a few years and a village archive has been commenced. This group meets on a regular basis at the hall and arranges excursions and educational meetings about Billingley and the surrounding area. They are currently researching the history of the village and the history of the older houses in the village. The committee have put on varied events to cater for all the different groups within the village. These events included:

- Harvest supper and auction
- Halloween cafe for children
- Lupercalia with Wath Morris
- Christmas carols and Children's Christmas party
- Several music nights
- Fashion show and sale
- Theatrical production

The village hall has been designated as the local polling station and parish council meetings are held in the hall.

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2017

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**Achievements and performance during the period**

This year has been the seventh year of full use of the hall. It has been used to increase and develop activities in the hall that will appeal to all ages. We have also been developing the hiring potential of the hall in order to maximise income generation. In 2017 the hall has been hired for weddings, funerals and parties. A website has been developed that advertises the hall and we have had some good feedback about the facilities from people who have hired the venue. We continue to work towards the objectives set out in the lottery application and are on track to achieve these. We continue to work on our goal of increasing the number of educational activities taking place in the hall although opportunities for this have been limited by the current economic climate. This is a nationwide issue that has been identified in other BIG lottery funded projects. We have aimed to put on events allowing access to a range of activities for all age groups both within and outside the village. The committee has had to move from a predominantly fund raising role to that of managing and developing a new building. It has been a steep learning curve for the voluntary trustees but everyone has risen to the challenge and we continue to have healthy finances. The community association are very grateful to the BIG lottery fund for making all this possible.

The work carried out by the Association would not be possible but for the support given to it by its unpaid members, volunteers and funders.

**Plans for the future**

In 2018 the objectives of the Association are to continue to develop activities within the hall to the benefit of the village and its surrounding neighbours. We hope to be able to increase community use during the daytime at little expense to users, including a luncheon club and toddlers group. Any profit generated will be put back into maintenance of the hall. The association will seek to reach out to all members of the community and encourage participation and involvement.

**The charity's policy on reserves**

There are no minimum levels set by the trustees for reserves. It is felt that at the present time the funds of the Association are sufficient for the Association to continue to operate in the future. In the future one of the milestones of the lottery grant is to aim to generate an excess of income over expenditure of at least £1,000 per annum and to contribute £500 per annum into a sinking fund to contribute to the maintenance of the hall.

During the current year, the charity contributed £500 to the sinking fund in accordance with the reserves policy. At the year end unrestricted reserves stand at £16,916 (2016: £13,933) which includes the sinking fund of £4,000 (2016: £3,500).

**Statement of trustees' responsibilities**

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 company at the end of the year and of the surplus or deficiency for the year then ended. In preparing those financial statements, the trustees are required to: select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, 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 company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

INDEPENDENT EXAMINER'S REPORT

YEAR ENDED 31 DECEMBER 2017

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**Financial Position**

The financial statements are set out in pages 9 -16. The Statement of Financial Activities shows net outgoing resources for the year of £1,699 which includes a depreciation charge of £5,325.

The total cash at bank and in hand at the end of the year was £17,671 (2016: £14,322) and total fixed assets were £200,752 (2015: £205,434).

Total funds of the association at the end of the year were £217,668 (2016: £219,367). The general reserves of the charity at the year end, represented by unrestricted funds, stand at £16,916 (2016: £13,933) this includes £4,000 designated to the sinking fund for essential future maintenance.

**Small company provisions:**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the trustee's report above.

Signed on behalf of the charity's trustees:

Signed Patricia M Watters

Date: 05 September 2018

**P M Watters, Chair/ Director**



**BILLINGLEY VILLAGE COMMUNITY ASSOCIATION LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(Incorporating an Income & Expenditure Account)**

**YEAR ENDED 31 DECEMBER 2017**

		Unrestricted Funds	Designated Funds	Restricted Funds	2017 Total Funds	2016
	Note	£	£	£	£	£
<b>Incoming resources</b>						
Gifts & donations		-	-	-	-	142
Hire income	2	7,006	-	-	7,006	8,044
Grants received	3	-	-	972	972	2,290
Fundraising & events	5	4,341	-	-	4,341	5,152
Coffee morning		656	-	-	656	679
Bacon Butty mornings		75	-	-	75	186
Bank interest		7	-	-	7	5
Other income (sale of assets)		122	-	-	122	-
<b>Total incoming resources</b>		<b>12,207</b>	<b>-</b>	<b>972</b>	<b>13,179</b>	<b>16,498</b>
<b>Resources expended</b>						
Village Hall ground rent & services		1,339	-	-	1,339	2,178
Insurance		595	-	-	595	561
Cleaning		720	-	-	720	520
History Group		3	-	400	403	-
Website & internet costs		40	-	-	40	40
Equipment, maintenance & repairs		1,202	-	50	1,252	1,203
Cost of fundraising/events	5	2,858	-	-	2,858	3,605
Licences		431	-	-	431	424
Training		-	-	522	522	-
Accountancy fee		425	-	-	425	425
Depreciation		-	5,325	-	5,325	5,431
Sundries/other expenditure		968	-	-	968	1,121
		<b>8,581</b>	<b>5,325</b>	<b>972</b>	<b>14,878</b>	<b>15,508</b>
<b>Net income/(expenditure)</b>		<b>3,626</b>	<b>(5,325)</b>	<b>-</b>	<b>(1,699)</b>	<b>990</b>
Total funds brought forward		13,933	205,434	-	219,367	218,377
Transfers between funds	16	(643)	643	-	-	-
<b>Total funds carried forward</b>	<b>14</b>	<b>16,916</b>	<b>200,752</b>	<b>-</b>	<b>217,668</b>	<b>219,367</b>

All the activities of the charity are classed as continuing.

Prior year income includes restricted grants of £2,290. All other prior year income was unrestricted.

Prior year expenditure includes £5,431 depreciation charged to the designated fund and £450 cost of events charged to restricted funds, all other prior year expenditure was unrestricted.

**BILLINGLEY VILLAGE COMMUNITY ASSOCIATION LIMITED**

**BALANCE SHEET**

**AS @ 31 DECEMBER 2017**

	Note	£	2017 £	2016 £
<b>Fixed assets</b>				
Tangible assets	6	200,752	205,434	
Total fixed assets		<u>200,752</u>	<u>205,434</u>	205,434
<b>Current assets</b>				
Stock		-	-	
Debtors & prepayments	7	459	442	
Cash at bank and in hand		17,671	14,322	
Total current assets		<u>18,130</u>	<u>14,764</u>	
<b>Liabilities</b>				
Creditors & accruals amounts falling due within one year	8	<u>(1,214)</u>	<u>(831)</u>	
Net current assets			16,916	13,933
<b>Net assets</b>			<u><b>217,668</b></u>	<u><b>219,367</b></u>
<b>Funds of the charity</b>				
Unrestricted funds	14		16,916	13,933
Designated funds - Fixed Assets			200,752	205,434
Restricted funds			-	-
<b>Total funds</b>			<u><b>217,668</b></u>	<u><b>219,367</b></u>

**Exemption from audit**

*For the year ending 31 December 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.*

**Directors' responsibilities:**

- *The members have not required the company to obtain an 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 the small companies regime.*

The trustees declare that they have approved the accounts above.  
Signed on behalf of the charity's trustees:

Signed *Patricia M Watters*

Dated: 05 September 2018

**P M Watters, Chair/ Director**

## 1. Accounting Policies

### Basis of the preparation of the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)) and the Companies Act 2006.

Billingley Village Community Association Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value, unless otherwise stated in the relevant accounting policy note(s).

Income and expenditure has been analysed in the accounts using natural classification, in accordance with the provisions of Section 4.6, SORP 2015 (charities below the audit threshold). The charity also meets the requirements for exemption for preparing a statement of cash flows.

### Going Concern Note

After reviewing the charity's forecasts and projections and its reserves, the trustees have reasonable expectation that the charity has adequate resources to continue in operation for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

### Incoming resources

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

### Donated goods and services

Donated facilities and services are recognised in the accounts, at the amount the charity would pay in the open market for a service equivalent to that being donated, when the charity would otherwise have purchased them and the value can be measured reliably.

Donated goods for the charity's own use are recognised as income, at their fair value.

The contribution of general volunteers is not recognised as income in the charity accounts.

### Resources Expended

All expenditure is included on an accruals basis and is recognised as a liability is incurred. The charity is not registered for VAT and accordingly resources expended are shown gross of irrecoverable VAT.

### Depreciation

Depreciation is calculated to write down the cost or valuation less estimated residual value of all tangible fixed assets, over their expected useful lives.

The rates applicable are:

Computer Equipment	- 33.333% on a straight line basis
Fixtures, Fittings & Equipment	- 20% on a straight line basis
Building improvements	- 2% on a straight line basis

## NOTES TO THE FINANCIAL STATEMENTS continued

YEAR ENDED 31 DECEMBER 2017

**Funds Structure**

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds have been provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding.

Funds relating to capital expenditure are transferred to a designated fund against which depreciation is charged.

**2. Income from Hall Letting**

	Unrestricted funds 2017 £	Unrestricted funds 2016 £
Supper club	490	554
Dearne Valley Camera Club	400	337
Pilates	645	105
Yoga	335	30
Irish dancing	180	238
Craft club	445	647
Keep fit	440	-
Ladies group	120	120
General/ Miscellaneous lettings	3,951	6,013
	<u>7,006</u>	<u>8,044</u>

**3. Grants Received**

	Restricted funds 2017 £	Restricted funds 2016 £
Barnsley MBC - Food Hygiene Training	522	-
Darfield Parish Fund - Kitchen Equipment	50	-
Darfield Ward Alliance - History Group	400	-
Barnsley MBC - Disabled Access	-	1,840
Barnsley MBC - Harvest Supper	-	450
	<u>972</u>	<u>2,290</u>

## NOTES TO THE FINANCIAL STATEMENTS continued

YEAR ENDED 31 DECEMBER 2017

**4. History Group**

	2017 £	2016 £
Income:		
Darfield Community Fund	<u>400</u>	<u>-</u>
Expenditure:		
Consumables	<u>403</u>	<u>-</u>

**5. Income from Fundraising & Events**

	2017		2016	
	Income £	Direct Expenditure £	Income £	Direct Expenditure £
Jan/Feb Lupercalia	207	165	781	262
Mar Jon Dean Event	-	-	208	100
Apr Dearne Valley Singers	-	-	595	217
May Bus Pass Buskers	-	-	515	313
Talking Heads	347	325	-	-
Dearne Valley Singers	247	160	-	-
Jun Queens Birthday Tea	-	-	446	230
Peter Alexander	-	-	356	-
Aug Fashion Show	165	-	195	-
Oct Harvest Supper	456	109	756	465
Dec Christmas Party	-	-	40	-
New Year's Eve Party	734	775	-	-
<b>Bar at Events &amp; Clubs</b>				
Income	2,185	-	1,260	-
Expenditure	-	1,324	-	2,018
	<u>4,341</u>	<u>2,858</u>	<u>5,152</u>	<u>3,605</u>
<b>Profit</b>		<u><b>1,483</b></u>		<u><b>1,547</b></u>

Income includes bar takings that arise from the sale of food and drink to members of the community during events held at the community hall. The bar is not open for business at any other time, or to members of the general public, the trading is therefore ancillary to primary charitable purposes and is exempt from tax.

NOTES TO THE FINANCIAL STATEMENTS continued

YEAR ENDED 31 DECEMBER 2017

**6. Tangible Fixed Assets**

	Computer Equipment	Building Improvements	Fixtures, Fittings & Equipment	Total
	£	£	£	£
<b>Cost</b>				
as @ 01-Jan-2017	2,096	240,244	19,625	261,965
Additions			771	771
Disposals	-	-	(419)	(419)
as @ 31-Dec-2017	<u>2,096</u>	<u>240,244</u>	<u>19,977</u>	<u>262,317</u>
<b>Depreciation</b>				
as @ 01-Jan-2017	1,923	35,727	18,881	56,531
Disposals	-	-	(291)	(291)
Charge this period	86	4,805	434	5,325
as @ 31-Dec-2017	<u>2,009</u>	<u>40,532</u>	<u>19,024</u>	<u>61,565</u>
<b>Net book value</b>				
as @ 31-Dec-2017	<u>87</u>	<u>199,712</u>	<u>953</u>	<u>200,752</u>
as @ 31-Dec-2016	<u>173</u>	<u>204,517</u>	<u>744</u>	<u>205,434</u>

**7. Debtors & Prepayments**

	2017 £	2016 £
Insurance	459	442
	<u>459</u>	<u>442</u>

**8. Creditors**

	2017 £	2016 £
Hire income received in advance	110	133
Accountancy fee	425	425
Training	522	-
Gas & Electricity	157	273
	<u>1,214</u>	<u>831</u>

## NOTES TO THE FINANCIAL STATEMENTS continued

YEAR ENDED 31 DECEMBER 2017

**9. Analysis of Net Assets by Fund**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
<b>2017</b>				
Fixed assets	-	200,752	-	200,752
Current assets	18,130	-	-	18,130
Current liabilities	(1,214)	-	-	(1,214)
	<u>16,916</u>	<u>200,752</u>	<u>-</u>	<u>217,668</u>
<b>2016</b>				
Fixed assets	-	205,434	-	205,434
Current assets	14,764	-	-	14,764
Current liabilities	(831)	-	-	(831)
	<u>13,933</u>	<u>205,434</u>	<u>-</u>	<u>219,367</u>

**10. Trustees' Remuneration, Benefits and Expenses**

Other than reimbursement for items purchased on behalf of the charity, there were no payments, remuneration or benefits made to trustees in this period.

**11. Related Party Transactions**

There were no related party transactions.

**12. Independent Examination and Accountancy Services**

During the period, the cost of the examination and accountancy services was £425 (2016: £425).

**13. Tangible Assets – Land & Buildings**

A piece of leasehold land and a piece of freehold land were gifted to the Community Association from the Wentworth estate in the year 2000. Due to the restrictive conditions that apply to the land, no value has been assigned to the asset in the accounts.

## NOTES TO THE FINANCIAL STATEMENTS continued

YEAR ENDED 31 DECEMBER 2017

**14. Movements in Funds**

	Opening balance £	Incoming resources £	(Resources expended) £	Transfers £	Closing balance £
<b>Unrestricted funds</b>					
General Fund	10,433	12,207	(8,581)	(1,143)	12,916
Sinking Fund (Village Hall maintenance)	3,500	-	-	500	4,000
	<b>13,933</b>	<b>12,207</b>	<b>(8,581)</b>	<b>(643)</b>	<b>16,916</b>
<b>Designated funds</b>					
Fixed Assets	205,434	-	(5,325)	643	200,752
	<b>205,434</b>	<b>-</b>	<b>(5,325)</b>	<b>643</b>	<b>200,752</b>
<b>Restricted funds</b>					
BMBC Ward Alliance (Training)	-	522	(522)	-	-
BMBC Ward Alliance (History Group)	-	400	(400)	-	-
Darfield Parochial Fund	-	50	(50)	-	-
	<b>-</b>	<b>972</b>	<b>(972)</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUNDS</b>	<b>219,367</b>	<b>13,179</b>	<b>(14,878)</b>	<b>-</b>	<b>217,668</b>

**15. Restricted Funds**

- BMBC Ward Alliance Fund (Training) – a grant to provide Food Hygiene training for Village Hall personnel.
- BMBC Ward Alliance Fund (History Group) – a grant to support the History Group
- Darfield Parochial Fund – a grant to purchase a soup kettle

**16. Fund Transfers**

	General fund £	Fixed Assets £	Sinking fund £
Fixed asset purchases	(771)	771	-
Fixed asset disposals	128	(128)	
Transfers to sinking fund for essential future maintenance	(500)	-	500
	<b>(1,143)</b>	<b>643</b>	<b>500</b>

**17. Cash Account**

Sundries and other expenditure includes £121.40 which is the unidentified difference in the cash account for the financial year 2017.