

THE LOUISE DA-COCODIA EDUCATION TRUST

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

Registered Charity No. 1085379

THE LOUISE DA-COCODIA EDUCATION TRUST

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THE LOUISE DA-COCODIA EDUCATION TRUST



“Making Education a Priority”

Report of the trustees for the year ended 31st December 2018

The trustees present their annual report and financial statements of the charity for the year ended 31st December 2018. 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 trust deed, the Charities Act 2011 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 published (FRS 102) (effective 1 January 2015).

Objectives and activities

The purposes of the charity are to support children and young people and adults particularly of African Caribbean heritage to identify gaps, access and barriers to education and to tackle a range of issues that affect their access, performance and progression into education, training and employment. To enable parents to access information and develop skills to increase their active involvement in the education of their children. To work in partnership with local colleges, universities and businesses, for the provision of mentors to help improve employment opportunities. The main activities are;

1.1. The Louise Da-Cocodia Supplementary School, which is based at St Mary's C of E Primary School (Moss Side). This programme aims to:

- *provide educational support to children and young people in a friendly caring and culturally aware environment*
- *assist in the improvement of school attainment by overcoming barriers to learning*
- *facilitate activities which increase confidence resilience and self-knowledge*
- *encourage positive regard towards self and others*

1.2 The following objectives have provided the framework, direction and impetus that has been used to drive forward the plans for the development of the Saturday School.

a) Recruitment and Retention - To increase the numbers of students regularly attending the Saturday School.

b) Procedures & Structures - To create, develop or modify the way the Saturday School is structured, facilitated and managed to enable it to grow, develop and flourish.

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c) Training and Development of Staff- To work with staff to help them to improve the way they work with regards to the Saturday School and its students. into place since January:

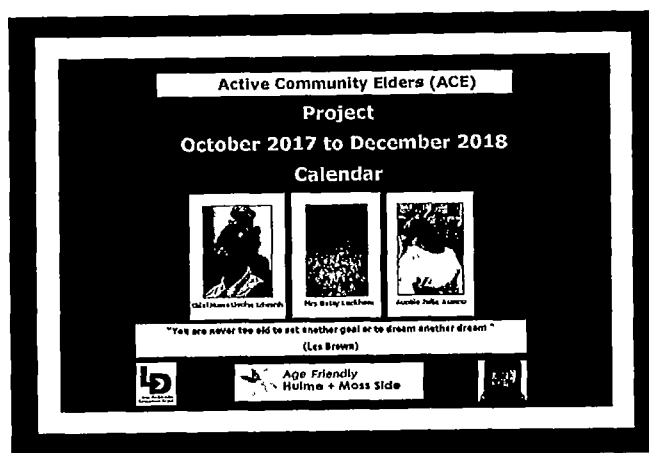
d) Partnership Work - To continue to work in partnership with both voluntary and statutory organisations such as Manchester Metropolitan University in the planning and delivery of the annual Community Learning Festival

2.1 Active Community Elders (ACE) Intergenerational project

The ACE project is informed by the South African concept of Ubuntu which refers to "human kindness", that which embodies the idea of connection, community and mutual caring for all. As an intergenerational history and storytelling project, ACE is building on the work of the Roots Oral History project which involved adults who are now community elders some of whom because of isolation is at risk of developing dementia. In 2013 there was an estimated 25,000 people with dementia from BAME communities in England and Wales. This number is expected to grow to nearly 50,000 by 2026 and over 172,000 by 2051. The University of Manchester report on Social Isolation among Older People in Urban Area stated that "Group interventions that have training/educational component are especially effective at reducing isolation".

2.2 Outcomes:

The ACE project is funded by Age Friendly, Hulme and Moss Side and in partnership with Mission In the City Care Group A Byte to Eat Project, the project has worked with a number of elders in the design and production of an 18 month calendar.



3.1 Women of the Soil Project:

This project Heritage Lottery Fund (HLF) is in partnership with First Cut Media and the Ahmed Ullah Education Trust. The project is aimed at celebrating the achievements and activism of African- Caribbean heritage women in Manchester. The project will also involve 15 young people, mainly from the Louise Da-Cocodia Supplementary School to work with First Cut Media and Metaceptive Media to build a digital archive for the

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Louise Da-Cocodia Education Trust. The digital archive will be based on 7 inter-related themes that encompass Louise Da-Cocodia's community development work in Manchester. The project includes oral history interviews with around 25 women. The digital archive will also include visual, audio and written copies of source materials relevant to the seven themes. Ultimately the WOS project is aimed at inspiring the next generation(s), especially young women; to not only empower themselves but also think of the wider community.

Financial review

Trustees are now actively fundraising to enable the continuation of the Saturday School and the Getting Ahead Programme (GAP)

Investment powers and policy

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for any longer term investment.

Reserves policy and going concern

The balance held in unrestricted reserves at 31st December 2018 was £19,460 of which £19,459 are free reserves, after allowing for funds tied up in tangible fixed assets. The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 5 months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

The main source of income is grant funding and member's income. The directors consider that it is appropriate to prepare the accounts on a going concern basis and consequently the accounts do not include any adjustments that would be necessary if the funding should cease.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

Plans for Future Periods

We will continue to run and develop the Getting Ahead Programme, The Women of the Soil project and the Louise Da-Cocodia Supplementary School

Structure, governance and management

The Charity is a registered charity and is constituted under a trust deed dated October 2008.

Appointment of trustees

New trustees are appointed by existing trustees and serve for 4 years after which they may put themselves forward for re-appointment. The Trust Deed provides for a minimum of 7 trustees, to a maximum of 11 trustees, with no more than 4 trustees due for re-appointment in any one year.

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At the quarterly trustee meetings, the trustees agree the broad strategy and areas of activity for the Charity, including investment, reserves and risk management policies and performance. The day to day administration of the Charity is delegated to subgroup of Chair, Treasurer and Secretary

Trustee induction and training

Most trustees are already familiar with the work of the charity as a result of either their work within a member organisation or as a volunteer. Additionally, new trustees familiarise themselves with the roles and responsibilities of trustees as set out by the Charity Commission.

Reference and administrative information

Charity Name: The Louise Da-Cocodia Educational Trust.

Charity Number: 1085379

Trustees

Diane Watt	Chair
Lorna Roberts	Secretary
Veronica Henry	Treasurer
Tom Nelson	Deputy Chair
Paul Okojie	
Alicia Nkondi	

Principal Office

Millennium Powerhouse
Raby St
Moss Side
Manchester
M14 4SS

Independent Examiners

Community Accountancy Service Limited
The Grange
Pilgrim Drive
Beswick
Manchester
M11 3TQ

Bankers

The Cooperative Bank plc
PO Box 250
Delf House
Southway
Skelmersdale
WN8 6WT

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Trustees responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provision of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 24th July 2019 and signed on their behalf by:

Tom Nelson
DEPUTY CHAIR of TRUSTEES

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF
THE LOUISE DA-COCODIA EDUCATION TRUST
REGISTERED CHARITY NO. 1085379**

I report on the accounts of the charity, for the Year Ended 31st December 2018 which are set out on pages 7 to 16.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity 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. The charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- 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 Examiners 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 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 have in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act,
- 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.

Signed: *A M. King*

AM King FCCA
Date: 24th July 2019

Community Accountancy Service Ltd
The Grange, Pilgrim Drive, Beswick,
Manchester, M11 3TQ

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED
31 DECEMBER 2018

	Further Details	Unrestricted Funds £	Restricted Funds £	Total Funds Year Ended 31 December 2018 £	Total Funds Year Ended 31 December 2017 £
Income from:					
Donations and legacies	(3)	2,437	-	2,437	1,088
Charitable Activities	(4)	2,501	37,900	40,401	28,097
Investment Income		2	-	2	-
Total		4,940	37,900	42,840	29,185
Expenditure on:					
Raising Funds	(5)	610	606	1,216	(6)
Charitable Activities	(5)	(747)	40,838	40,091	39,647
Total		(137)	41,444	41,307	39,641
Net movement in funds		5,077	(3,544)	1,533	(10,456)
Reconciliation of funds					
Total funds brought forward	(14)	14,383	19,496	33,879	44,335
Total funds carried forward	(14)	19,460	15,952	35,412	33,879

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 16 form part of these accounts.

BALANCE SHEET AS AT 31 DECEMBER 2018

	Notes	2018 £	2017 £
Fixed assets:			
Tangible assets	(10)	1	1
Total fixed assets		<u>1</u>	<u>1</u>
Current assets:			
Debtors	(11)	731	3,244
Cash at Bank & in Hand		40,273	34,511
Total current assets		<u>41,004</u>	<u>37,755</u>
Liabilities:			
Creditors Amounts falling due within one year	(12)	5,593	3,877
Net current assets or liabilities		<u>35,411</u>	<u>33,878</u>
Total assets less current liabilities		35,412	33,879
Total net assets or liabilities		<u><u>35,412</u></u>	<u><u>33,879</u></u>
The funds of the charity:			
Restricted income funds	(14)	15,952	19,496
Unrestricted income funds	(14)	19,460	14,383
Total charity funds		<u><u>35,412</u></u>	<u><u>33,879</u></u>

Approved on behalf of the Trustees Management Committee

Tom Nelson

Veronica Henry

Date 24th July 2019

The notes on pages 10 to 16 form part of these accounts

Statement of Cash Flows for the year ending 31st December 2018

	Year Ended 31 December 2018 £	Year Ended 31 December 2017 £
Net cash used in operating activities	5,760	(10,130)
Cash flows from investment activities:		
Interest	2	-
Purchase of fixed assets	-	-
Net cash provided by investing activities	<u>2</u>	<u>-</u>
 Increase/(decrease) in cash and cash equivalents during the year	 5,762	 (10,130)
 Cash and cash equivalents brought forward	 34,511	 44,641
Cash and cash equivalents carried forward	<u><u>40,273</u></u>	<u><u>34,511</u></u>

Notes to the accounts

1. Accounting policies**(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16th July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There are 6 restricted funds.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Further details of each fund are disclosed in note 14.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity, this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on type of expense. The allocation of support and governance costs is analysed in note 7.

(g) Costs of raising funds

The costs of raising funds consists of the costs of events and activities.

(h) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in note 5.

(i) Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised and valued at historical cost. Depreciation is charged on the following basis:

Computer Equipment

33 33% on cost

(j) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their varying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

(k) Pensions

The charity currently does not administer contributions to a pension scheme on behalf of individuals but is providing for historic pensions liabilities.

2. Related party transactions and trustees' expenses and remuneration

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2017 £nil). Expenses paid to the trustees in the year totalled £nil (2017 £nil).

3. Donations and Legacies

	Unrestricted Year Ended 31 December 2018 £	Restricted Year Ended 31 December 2018 £	Total Funds Year Ended 31 December 2018 £	Total Funds Year Ended 31 December 2017 £
Donations	2,437	-	2,437	1,088
	<u>2,437</u>	<u>-</u>	<u>2,437</u>	<u>1,088</u>

4. Income from charitable activities

	Unrestricted Year Ended 31 December 2018 £	Restricted Year Ended 31 December 2018 £	Total Funds Year Ended 31 December 2018 £	Total Funds Year Ended 31 December 2017 £
Workshop/Fees	2,501	-	2,501	3,202
Restricted grants				
John Grant Davies	-	-	-	1,500
Heritage Lottery Fund	-	18,400	18,400	18,400
Big Lottery	-	10,000	10,000	-
BBC Children in Need	-	9,500	9,500	3,000
MMU	-	-	-	1,995
	<u>2,501</u>	<u>37,900</u>	<u>40,401</u>	<u>28,097</u>

5. Expenditure

	Activities	Year Ended 31 December 2018	Year Ended 31 December 2017
	£	£	£
Expenditure on raising funds:			
Event costs	1,010	1,010	350
Website	56	56	(6)
Publicity	150	150	(350)
	<u>1,216</u>	<u>1,216</u>	<u>(6)</u>
Expenditure on charitable activities:			
Employment Costs	20,587	20,587	22,482
Freelance Costs	855	855	-
Payroll Bureau Charges	908	908	817
Consultancy	-	-	2,463
Printing & Stationery	75	75	404
Resources	978	978	132
Travel	130	130	-
Miscellaneous Costs	320	320	100
Fines	400	400	-
Minor Equipment	477	477	280
Bank Charges	5	5	7
Refreshments	125	125	(3)
Workshops	7,832	7,832	7,750
Volunteer Expenses	603	603	1,459
Telephone	607	607	749
Rent	4,967	4,967	1,850
Insurance	688	688	677
Governance Costs	534	534	480
	<u>40,091</u>	<u>40,091</u>	<u>39,647</u>
	<u>41,307</u>	<u>41,307</u>	<u>39,641</u>

6. Analysis of expenditure on charitable activities

	Mrs D's £	Getting Ahead Project £	Total 2018 £
Event costs	-	1,010	1,010
Website	-	56	56
Publicity	-	150	150
Employment Costs	-	20,587	20,587
Freelance Costs	-	855	855
Payroll Bureau Charges	-	908	908
Consultancy	-	-	-
Printing & Stationery	-	75	75
Resources	978	-	978
Travel	130	-	130
Miscellaneous Costs	320	-	320
Fines	-	400	400
Minor Equipment	47	430	477
Bank Charges	-	5	5
Refreshments	125	-	125
Workshops	-	7,832	7,832
Volunteer Expenses	603	-	603
Telephone	40	567	607
Rent	30	4,937	4,967
Insurance	-	688	688
Governance Costs	-	534	534
	<u>2,273</u>	<u>39,034</u>	<u>41,307</u>

7. Allocation of governance costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown below:

	Support	Governance	Total	Basis of apportionment
Accountancy Fees	-	534	534	all costs relate to governance
	-	534	534	

8. Analysis of staff costs

	Year Ended 31 December 2018 £	Year Ended 31 December 2017 £
Wages and Salaries	20,436	22,482
Pension costs	151	-
	<u>20,587</u>	<u>22,482</u>

The average number of employees during the year was 8 (previous year 7)

The charity considers its key management personnel comprises the trustees. The total employment benefits, including employer pension contributions of the key management personnel were £nil (previous year £nil), No employees has benefits in excess of £60,000 (previous year none)

9 Independent Examiner Fees

	Year Ended 31 December 2018 £	Year Ended 31 December 2017 £
Independent examination fees	534	480
	<u>534</u>	<u>480</u>

10. Tangible Fixed Assets

	Computer Equipment	Total
Cost	£	£
At 1st January 2018	2,672	2,672
Additions	-	-
At 31st December 2018	<u>2,672</u>	<u>2,672</u>
Depreciation		
At 1st January 2018	2,671	2,671
Charge for Year	-	-
At 31st December 2018	<u>2,671</u>	<u>2,671</u>
NET BOOK VALUE		
At 31st December 2018	<u>1</u>	<u>1</u>
At 31st December 2017	<u>1</u>	<u>1</u>

11. Analysis of debtors

	2018	2017
	£	£
Prepayments	519	749
Other debtors	212	2,495
	<u>731</u>	<u>3,244</u>

Debtors and prepayments related to unrestricted funds both in 2018 and 2017

12. Creditors: amounts falling due within one year

	2018	2017
	£	£
Creditors	2,101	-
Other creditors and accruals	3,139	3,169
Deferred income	-	-
Taxation and social security costs	353	708
	<u>5,593</u>	<u>3,877</u>

13. Deferred income

Balance as at 1st January 2018	-
Amount released to income earned from charitable activities	-
Amount deferred in year	-
Balance at 31st December 2018	<u>-</u>

14. Analysis of charitable funds

Analysis of movements in unrestricted funds

	Balance at 1 January 2018	Incoming Resources	Resources Expended	Transfers	Balance at 31 December 2018
	£	£	£	£	£
General Fund	14,383	4,940	137	-	19,460
	14,383	4,940	137	-	19,460

Name of unrestricted fund:

General Fund

Description, nature and purpose of the fund

The "free reserves" after allowing for all designated funds

Analysis of movements in restricted funds

	Balance at 1 January 2018	Incoming Resources	Resources Expended	Transfers	Balance at 31 December 2018
	£	£	£	£	£
John Grant Davies	41	-	(41)	-	-
Heritage Lottery Fund	4,235	18,400	(22,635)	-	-
Big Lottery	-	10,000	-	-	10,000
BBC Children in Need	3,000	9,500	(12,500)	-	-
MMU	1,645	-	(1,645)	-	-
Paul Hamlyn Fund	10,575	-	(4,623)	-	5,952
	19,496	37,900	(41,444)	-	15,952

Name of restricted fund.

John Grant Davies

Heritage Lottery Fund

Big Lottery

BBC Children in Need

MMU

Paul Hamlyn Fund

Description, nature and purpose of the fund

for the Saturday school and projects costs

for the "Women of the Soil" project

in Manchester

to meet the costs of the "Getting Ahead" project

for the Saturday school costs

for the Age Friendly Hulme and Moss Side Partnership

for the Getting Ahead Project, a personal development and mentoring programme

15. Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Tangible fixed assets	1	-	-	1
Cash at bank and in hand	24,321	-	15,952	40,273
Other net current assets/(liabilities)	(4,862)	-	-	(4,862)
Total	19,460	-	15,952	35,412

16. Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised on a transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at an amortised cost using the effective interest method.

17. Reconciliation of net movement in funds to net cash flow from operating activities

	Year Ended 31 December 2018 £	Year Ended 31 December 2017 £
Net movement in funds	1,533	(10,456)
Deduct investment income	(2)	-
Decrease/(increase) in debtors	2,513	745
Increase/(decrease) in creditors	1,716	(419)
Net cash used in operating activities	5,760	(10,130)

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Traditional Income and Expenditure Account

	Year Ended 31 December 2018 £	Year Ended 31 December 2017 £
Income		
Donations	2,437	1,088
Workshop/Fees	2,501	3,202
Restricted grants:		
John Grant Davies	-	1,500
Heritage Lottery Fund	18,400	18,400
Big Lottery	10,000	-
BBC Children in Need	9,500	3,000
MMU	-	1,995
Investment Income	2	-
Total Income	42,840	29,185
Expenditure		
Event costs	1,010	350
Website	56	(6)
Publicity	150	(350)
Employment Costs	20,587	22,482
Freelance Costs	855	-
Payroll Bureau Charges	908	817
Consultancy	-	2,463
Printing & Stationery	75	404
Resources	978	132
Travel	130	-
Miscellaneous Costs	320	100
Fines	400	-
Minor Equipment	477	280
Bank Charges	5	7
Refreshments	125	(3)
Workshops	7,832	7,750
Volunteer Expenses	603	1,459
Telephone	607	749
Rent	4,967	1,850
Insurance	688	677
Governance Costs	534	480
Total Expenditure	41,307	39,641
Surplus/(deficit for year)	1,533	(10,456)