Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2019 for Benefit Advice Shop

> Salisbury & Company Chartered Accountants Irish Square Upper Denbigh Road St Asaph Denbighshire LL17 0RN

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Report of the Trustees for the year ended 31 March 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The aim of the Benefit Advice Shop is to ensure that no person loses out financially due to lack of information about, or understanding of, the social security system. This is achieved by providing free, independent, professional advice on all aspects of the benefit system to the general public.

The basic philosophy is that everyone is entitled to high quality, comprehensive, free advice, information and assistance regarding their entitlements through the benefit system. This allows clients to maximise their income and in turn circulates money into the local economy.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

In 2018 to 2019 the Benefit Advice Shop received funding through a Service Level Agreement with Citizens Advice Denbighshire and Rhyl Town Council as well as Gwynt Y Mor. RWE, Colwyn Bay Town Council, Conwy Town Council and Abergele Town Council funding was secured to allow the Benefit Advice Shop to continue the outreaches in the Conwy County Borough Council area.

In summary, the Benefit Advice Shop's performance throughout 2018/19 has been good. The demand on the service and the restricted resources available mean that it is not always possible to increase output in all areas of service provision. The Benefit Advice Shop is however facing a serious threat to its current level of provision in the near future with cutbacks to its funding. Whilst the organisation is working hard to try to replace this funding, it is finding it difficult.

FINANCIAL REVIEW

Reserves policy

The Benefit Advice Shop has a policy of retaining reserves in order to maintain its services to the community whilst searching for grants and future donations for future periods.

Further financial review details

In 2018/19 we received funding from Gwynt Y Mor of £25,451.37, Denbighshire Citizens Advice Bureau SLA of £39,870.64, RWE Innogy of £8,475.50, Rhyl Town Council of £11,000, Denbighshire Families First of £1750, Conwy Families First of £4,401.58, Bay of Colwyn Town Council £3000, Prestatyn Town Council £1800, Conwy Town Council £500, Abergele Town Council £500, Department of Foreign Affairs and Trade: Irish Emigrant Programme £2000, Prestatyn Coastal Communities Partnership £5616, Communities for Work £60, Conwy Rhyl Flats of £9385, our clients made donations of £271, during the financial year ended 31st March 2018 the Benefit Advice Shop was awarded a grant of £2000 from Department of Foreign Affairs and Trade; Emigrant Support Programme, the grant awarded covers the period running to 30th August 2019 and was for the following activities: specialist Welfare Benefit advice given to Irish Emigrant families.

The grant of £2,000 awarded until the 31st March 2019 has all been spent during this period, and the remainder for the period to the end of August 2019 will be spent in the next financial year and so has not been recorded as income for the year ended 31st March 2019 but is carried forward as deferred income on the balance sheet.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Type of governing document: Memorandum and Articles of Association How the Charity is constituted: Company Limited by Guarantee Trustee selection methods: Elected at General Meeting

Recruitment and appointment of new trustees

The Trustees are appointed at the Annual General Meeting of the Benefit Advice Shop by the members present but can also be appointed during the year at the discretion of the Board of Trustees.

Organisational structure

The Board of Trustees meets monthly and delegates the daily decisions to the members of staff. Assessments and reviews of the achievements and objectives are constantly performed by the staff and the results are forwarded to the Trustees.

The daily management of the Benefit Advice Shop has been delegated by the Trustees to Barry Speake.

Report of the Trustees for the year ended 31 March 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

The induction and training is carried out with regard to the policies and procedures agreed by the Board of Trustees.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Additional Governance issues

The Benefit Advice Shop has a range of Policies and Procedures in place, including an Independence and Impartiality Policy and an Equality and Diversity Policy. The organisation will provide advice and assistance to any person who contacts them and places no geographical restrictions on its service provision, although this is coming under increasing pressure due to funding restrictions.

In 2018 to 2019 there were further cutbacks in grants from funders. The Third Sector is coming under increasing pressure due to cutbacks from central government as well as local authorities.

In order to be able to properly assist clients it is vital that the Benefit Advice Shop maintains a good professional relationship with other agencies in the area, such as Citizens Advice Bureaux, Shelter Cymru, Women's Aid and various community based and anti-poverty groups. The referral system in operation between local agencies and multi-agency take-up campaigns are two examples of local groups working constructively together to address the many difficulties faced by clients and to ensure the provision of high quality, comprehensive, accessible advice and assistance.

The company does not distribute any monies to the trustees, who are all unpaid volunteers. Any surplus made from the accounts is retained within the reserves of the company.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03828857 (England and Wales)

Registered Charity number

1086003

Registered office

19 Bedford Street Rhyl Denbighshire LL18 1SY

Trustees

Mrs A C Renshaw-Buckley director Mrs H Stoker director C L Hughes director G A Jones director Mrs M G Roberts director Miss M A Jones director Mrs P Keating director Mrs C Holliday director Mr J A Ball director

Company Secretary

Mrs A C Renshaw-Buckley

Independent examiner

Salisbury & Company Chartered Accountants Irish Square Upper Denbigh Road St Asaph Denbighshire LL17 0RN

OTHER OPTIONAL INFORMATION

The Benefit Advice Shop would like to thank all those organisations which provide funding for their continued support and to extend thanks to those organisations which provided one-off grants.

Report of the Trustees for the year ended 31 March 2019

The decrease in core funding has continued over the last 5-10 years whilst Welfare Reform changes are having a massive impact on the service, particularly in relation to those clients being taken off sickness benefits and Disability Living Allowance and with the roll out of Universal Credit.

In 2018 to 2019 the Benefit Advice Shop assisted 6050 people with 7469 enquiries, plus 2589 telephone clients with 2908 enquiries, £3,676,443.77 confirmed gains were obtained for clients, money that is circulated back into the local economy. 306 referrals were received from other local organisations. The Benefit Advice Shop represented at 180 appeal Tribunals. The organisation has outreaches in Colwyn Bay, Prestatyn, Llandudno and Abergele, 423 people visited these outreaches in 2018/19 for advice and assistance. In 2018/19 the Benefit Advice Shop assisted 232 people out of poverty.

Finally, it is appropriate to thanks both the paid and unpaid staff for the last 12 months. The service provided by unpaid volunteers increases the level of service that can be provided to the public, without the assistance of the volunteers of the Benefit Advice Shop the paid members of staff would be unable to provide the same level of service.

Approved by order of the board of trustees on .01/10/2019 and signed on its behalf by:

Miss M A Jones - Trustee

Independent Examiner's Report to the Trustees of Benefit Advice Shop

Independent examiner's report to the trustees of Benefit Advice Shop ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2. the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Aled Roberts
BA (Hons) FCA

Salisbury & Company Chartered Accountants

Irish Square

Upper Denbigh Road

St Asaph Denbighshire LL17 0RN

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Statement of Financial Activities for the year ended 31 March 2019

Unrestricted Restricted Total fund funds funds Notes £ £ £	Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies 2 6,646 98,129 104,775	145,898
Total 6,646 98,129 104,775	145,898
EXPENDITURE ON Charitable activities Operating costs 29,596 98,128 127,724	153,919
NET INCOME/(EXPENDITURE) (22,950) 1 (22,949)	(8,021)
RECONCILIATION OF FUNDS	
Total funds brought forward 33,112 27,092 60,204	68,225
TOTAL FUNDS CARRIED FORWARD 10,162 27,093 37,255	60,204

Balance Sheet At 31 March 2019

FIXED ASSETS	Notes	Unrestricted fund £	Restricted funds £	2019 Total funds £	2018 Total funds £
Tangible assets	7	5,669	650	6,319	7,671
CURRENT ASSETS Debtors Cash at bank and in hand	8	2,282 3,973 6,255	56,059	2,282 60,032 62,314	5,151 68,608 73,759
CREDITORS Amounts falling due within one year	9	(1,761)	(28,974)	(30,735)	(20,369)
NET CURRENT ASSETS		4,494	27,085	31,579	53,390
TOTAL ASSETS LESS CURRENT LIABILITIES		10,163	27,735	37,898	61,061
ACCRUALS AND DEFERRED INCOME	10	-	(643)	(643)	(857)
NET ASSETS		10,163	27,092	37,255	60,204
FUNDS Unrestricted funds Restricted funds	11			10,163 27,092	33,112 27,092
TOTAL FUNDS				37,255	60,204

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

Miss M A Jones -Trustee

Notes to the Financial Statements for the year ended 31 March 2019

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 15% on reducing balance
Computer equipment - 25% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued for the year ended 31 March 2019

2. DONATIONS AND LEGACIES

Donations Grants	2019 £ 346 104,429	2018 £ 184 145,714
	104,775	145,898
Grants received, included in the above, are as follows:	2019 £	2018 £
Rhyl Town Council Colwyn Bay Town Council Conwy Town Council Mostyn Community Council Reaching Justice Wales	11,000 3,500 500 -	11,000 6,000 500 150 3,000
Oakdale Trust Government of Ireland; Emigrant Support Programme Conwy Families First Denbighshire Families First Prestatyn Town Council Santander	2,000 4,402 1,750 1,800	1,500 2,959 16,250 5,250 1,850
RWE Coastal Partnership Denbighshire Coastal Partnership CAB Sub Contract Gwynt Y Mor Abergele Town Council	214 6,178 5,616 39,871 24,598 500	288 15,079 5,616 42,862 24,160 200
Prestatyn & Meliden Partnership Allen Lane Foundation Communities for Work	2,500	3,000 5,850 200
	104,429	145,714
NET INCOME/(EXPENDITURE)		
Net income/(expenditure) is stated after charging/(crediting):		
Depreciation - owned assets Hire of plant and machinery	2019 £ 1,352 3,198	2018 £ 1,674 9,817

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018.

5. STAFF COSTS

3.

The average monthly number of employees during the year was as follows:

Charity activities Other	2019 6 1	2018 5 1
	-	
	7	6
	No. of the Control of	

No employees received emoluments in excess of £60,000.

Notes to the Financial Statements - continued for the year ended 31 March 2019

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	INCOME AND ENDOWMENTS FROM	Unrestricted fund £	Restricted funds £	Total funds £
	Donations and legacies	11,735	134,163	145,898
	Total	11,735	134,163	145,898
	EXPENDITURE ON Charitable activities Operating costs	22,056	131,863	153,919
	Total	22,056	131,863	153,919
	NET INCOME/(EXPENDITURE)	(10,321)	2,300	(8,021)
	RECONCILIATION OF FUNDS			
	Total funds brought forward	43,433	24,792	68,225
	TOTAL FUNDS CARRIED FORWARD	33,112	27,092	60,204
7.	TANGIBLE FIXED ASSETS	Fixtures and fittings	Computer equipment £	Totals £
	COST At 1 April 2018 and 31 March 2019	30,781	9,144	39,925
	DEPRECIATION At 1 April 2018 Charge for year At 31 March 2019	25,151 844 25,995	7,103 508 7,611	32,254 1,352 33,606
	NET BOOK VALUE At 31 March 2019	4,786	1,533	6,319
	At 31 March 2018	5,630	2,041	7,671
8.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	Trade debtors Prepayments		2019 £ 2,282 2,282	2018 £ 2,300 2,851 5,151

Notes to the Financial Statements - continued for the year ended 31 March 2019

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

40	Other creditors Accruals and deferred income Accrued expenses		2019 £ 173 28,974 1,588 30,735	2018 £ 18,735 1,634 20,369
10.	ACCRUALS AND DEFERRED INCOME			
			2019	2018
	Deferred grants - Santander		£ 643 ———	£ 857 =====
11.	MOVEMENT IN FUNDS			
		At 1/4/18 £	Net movement in funds £	At 31/3/19 £
	Unrestricted funds General fund	33,112	(22,949)	10,163
	Restricted funds Conwy Families First Denbighshire Families First Santander voucher account RWE Coastal Partnership CAB Communities First CAB Sub Contract	5,000 5,250 7 4,600 1,500 10,735 27,092	-	5,000 5,250 7 4,600 1,500 10,735 27,092
	TOTAL FUNDS	60,204	(22,949)	37,255
	Net movement in funds, included in the above are as follows:			
	Unrestricted funds	Incoming resources £	Resources expended £	Movement in funds £
	General fund	6,646	(29,595)	(22,949)
	Restricted funds Government of Ireland; Emigrant Support Programme Conwy Families First Denbighshire Families First Santander voucher account Rhyl Town Council RWE Coastal Partnership CAB Sub Contract Gwynt Y Mor Prestatyn & Meliden Partnership Denbighshire Coastal Partnership	2,000 4,402 1,750 214 11,000 6,178 39,871 24,598 2,500 5,616	(2,000) (4,402) (1,750) (214) (11,000) (6,178) (39,871) (24,598) (2,500) (5,616) (98,129)	-
	TOTAL FUNDS	104,775	(127,724)	(22,949)

Notes to the Financial Statements - continued for the year ended 31 March 2019

11. MOVEMENT IN FUNDS - continued

Comparatives	for	movement	in	funds
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Comparatives for movement in funds			
	At 1/4/17 £	Net movement in funds £	At 31/3/18
Unrestricted Funds	2	L	£
General fund	43,433	(10,321)	22 112
Restricted Funds	40,400	(10,321)	33,112
Conwy Families First	5,000		F 000
Denbighshire Families First	5,250	-	5,000 5,250
Santander voucher account RWE Coastal Partnership	7		7
CAB Communities First	2,300 1,500	2,300	4,600 1,500
CAB Sub Contract	10,735	-	10,735
	24.702		
	24,792	2,300	27,092
TOTAL FUNDS			
TOTALTONDS	68,225	(8,021)	60,204
Comparative net movement in funds, included in the above are as	follows:		
	Incoming	Resources	Movement in
	resources	expended	funds
Unrestricted funds	£	£	£
General fund	11,735	(22,056)	(10,321)
Restricted funds			
Government of Ireland; Emigrant Support Programme	2,959	(2,959)	_
Conwy Families First Denbighshire Families First	16,250	(16,250)	-
Santander voucher account	5,250	(5,250)	=
Rhyl Town Council	288	(288)	=
RWE Coastal Partnership	11,000 15,079	(11,000) (12,779)	2 200
CAB Sub Contract	42,861	(42,861)	2,300
Gwynt Y Mor	24,160	(24,160)	
Prestatyn & Meliden Partnership	3,000	(3,000)	_
Denbighshire Coastal Partnership Allen Lane Foundation	5,616	(5,616)	_
Prestatyn Town Council	5,850	(5,850)	-
restatyn rown Gouncii	1,850	(1,850)	-
	134,163	(131,863)	2,300
TOTAL FUNDS	-		
TO TAL FUNDS	145,898	(153,919)	(8,021)

Notes to the Financial Statements - continued for the year ended 31 March 2019

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/17 £	Net movement in funds £	At 31/3/19 £
Unrestricted funds			
General fund	43,433	(33,270)	10,163
Restricted funds			
Conwy Families First	5,000	-	5,000
Denbighshire Families First	5,250	-	5,250
Santander voucher account	7	-	7
RWE Coastal Partnership	2,300	2,300	4,600
CAB Communities First	1,500	-	1,500
CAB Sub Contract	10,735	-	10,735
	-	-	
	24,792	2,300	27,092
TOTAL FUNDS	68,225	(30,970)	37,255

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds			-
General fund	18,381	(51,651)	(33,270)
Restricted funds			
Government of Ireland; Emigrant Support Programme	4,959	(4,959)	=
Conwy Families First	20,652	(20,652)	-
Denbighshire Families First	7,000	(7,000)	-
Santander voucher account	502	(502)	=
Rhyl Town Council	22,000	(22,000)	-
RWE Coastal Partnership	21,257	(18,957)	2,300
CAB Sub Contract	82,732	(82,732)	-
Gwynt Y Mor	48,758	(48,758)	-
Prestatyn & Meliden Partnership	5,500	(5,500)	-
Denbighshire Coastal Partnership	11,232	(11,232)	-
Allen Lane Foundation	5,850	(5,850)	-
Prestatyn Town Council	1,850	(1,850)	-
	232,292	(229,992)	2,300
TOTAL FUNDS	250,673	(281,643)	(30,970)

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.

Notes to the Financial Statements - continued for the year ended 31 March 2019

13. FUNDS

Gwynt Y Mor (£25,451.37) provide funds to for workers salaries and assists with home visit travel.

Denbighshire Citizens Advice Bureau SLA (£39,870.64) provide funds to run the main office in Rhyl to provide advice and assistance on all aspects of Welfare Benefit and Social Security Law to the residents of Denbighshire.

RWE Innogy (£8,475.50) is a grant to fund an advice worker for the Conwy area outreach offices.

Rhyl Town Council (£11,000) provides funding to employ an appeal worker and part-time Welfare Rights Trainee to assist with advice in the Rhyl Office.

Denbighshire Families First (£1,750) provides funding for an advice worker to assist families within Denbighshire.

Conwy Families First (£4,401.58) provides funding for an advice worker to assist families within Conwy.

Bay of Colwyn Town Council (£3,000), Communities for Work (£60), Conwy Town Council (£500), Abergele Town Council (£500) and Prestatyn Town Council (£1,800) provided funding to assist the residents of their communities to access Welfare Benefit advice.

Prestatyn Coastal Communities Partnership (£2,500) supports the outreach offices in Prestatyn as well as the residents of Prestatyn and Meliden.

Rhyl Coastal Communities Partnership (£5,616) provides funding for advice given within the Rhyl area.

Conwy Rhyl Flats (£9,385) is for project that starts in April 2019.

Department of Foreign Affairs and Trade; Emigrant Support Programme (£2,000) the grant awarded covers the period running to 30th August 2019 and was for the following activities: specialist Welfare Benefit advice given to Irish Emigrant families.

Clients kindly provided donations of £271.

Detailed Statement of Financial Activities for the year ended 31 March 2019

	2019 £	2018 £
INCOME AND ENDOWMENTS		
Donations and legacies Donations Grants	346 104,429	184 145,714
	104,775	145,898
Total incoming resources	104,775	145,898
EXPENDITURE		
Charitable activities Wages Pensions Hire of plant and machinery Service & maintenance charges Insurance Telephone Postage and stationery Advertising Sundries Staff training Repairs and maintenance Publications Computer costs Travelling expenses Room hire Fixtures and fittings Computer equipment	98,828 2,213 3,198 2,495 2,573 2,461 2,508 800 2,052 208 101 304 667 2,911 1,455 845 508 ——————————————————————————————————	122,388 500 9,817 2,495 2,427 2,858 1,507 250 581 837 453 449 1,817 1,995 980 994 680
Support costs Governance costs Accountancy fees Legal fees	2,134 1,463	1,941 950
Total resources expended	3,597 127,724	2,891 153,919
Net expenditure	(22,949)	(8,021)