

REGISTERED COMPANY NUMBER: 03388671 (England and Wales)
REGISTERED CHARITY NUMBER: 1064524

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2021
for
Oakleaf Enterprise

A J Bennewith FCA, FCPA, FFA, FFTA,
FIPA, DChA, FRSA
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Mary Road
Guildford
Surrey
GU1 4QU

**Contents of the Financial Statements
for the Year Ended 31 March 2021**

	Page
Chair's Statement	1
Chief Executive's Report	2 to 3
Report of the Trustees	4 to 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10 to 11
Cash Flow Statement	12
Notes to the Cash Flow Statement	13
Notes to the Financial Statements	14 to 28
Detailed Statement of Financial Activities	29 to 30

Chair's Statement
for the Year Ended 31 March 2021

As I wrote last year's statement the full impact of the pandemic was just starting to emerge. Oakleaf had switched fully to an online service delivery mechanism across all of its client facing activities and training activities had to be suspended as face-to-face contact had to be stopped for a while. This was a huge achievement and over a very short period the creativity and commitment of the staff saw clients receive the support they needed and in a way that suited them. Feedback from our clients has been amazing with many commenting on how the 1-2-1 catch-up phone calls were keeping them going in what for them was a highly anxious and isolating time. Online activities provided a much needed positive distraction from what was an otherwise pretty lonely existence for many of our clients. Our online activities were also accessed by people beyond our normal reach. Word spread and people who lived outside of Oakleaf's normal catchment area started to access our online activities. Something that could not have been achieved using normal methods.

Our fundraising team has been amazing as have our regular financial supporters. The financial year saw the highest level of fundraising in Oakleaf's history. This was in spite of fundraising events being cancelled, many of our regular corporate supporters were able to donate. Many donors recognised the importance of supporting the mental health of the vulnerable members of our society as well as giving support to those more acutely impacted by the pandemic and this enabled Oakleaf's fundraisers to secure significant grants.

The board has been working closely with the CEO and his management team during this time to assess how best these increased funds can be invested to deliver the benefits to the increasing client base needs and to meet the intentions of our donors. The results have been an increase in counselling provision; the design and implementation of a new social enterprise that utilises the creativity of our many talented artistic clients and supports our clients as they look to return to the workplace; and the emergence of a new project to prepare our clients for future employment.

Our technology platform has also been significantly improved so that as we move forward we can offer a broader mix of online and face-to-face services. Many of our clients sit in the part of society that could potentially be excluded from the online world. Oakleaf has been able to provide them with the means to stay connected and thereby access the services they need.

I have been immensely proud of Oakleaf staff over this past year. The client base has increased significantly but so has the ability of the team to respond. They have worked tirelessly to support clients and ensure that no one is left isolated. Despite having been virtual for much of the year the Oakleaf community is stronger than ever and this is entirely due to the dedication of our staff. Oakleaf is emerging from the pandemic with a broader range of services for our clients delivered across both virtual and physical channels and whilst the pandemic is something that none of us wish to see repeated it has given rise to changes that have made Oakleaf stronger. I look forward to seeing Oakleaf build on these changes as we move through 2021 and into 2022.

Lorraine Andrews
Chairman

Chief Executive's Report
for the Year Ended 31 March 2021

Perhaps like every organisation across the world, it is appropriate first to recognise the overall impact of the global pandemic. I am proud that as an organisation Oakleaf has fared remarkably well; we reacted quickly and effectively to safeguard all our clients, volunteers and staff. All who could work from home did so immediately and many activities and opportunities for client engagement were transferred online. Thanks to the dedication of our staff this happened swiftly. Alongside this, we launched strategies to ensure that all clients were supported and contacted regularly by our committed Client Services team. This proved crucial for many clients who were isolated, scared, depressed, anxious, and lonely. The team delivered exceptional levels of support with many hundreds of calls being made every month, vital lifelines for Oakleaf clients.

Following the first lockdown our referrals increased dramatically, at one point seeing a rise of over 60% on the previous year. Eventually this did slow down, with averages levelling out. We saw many people in crisis, needing support, but as a 'new normal' emerged and referral agencies returned to standard practices we ended the year with over 380 clients on our books, our highest level yet.

To help clients without IT connectivity, we raised funds for new laptops and secured donations for refurbished units. Recognising that Events, Corporate and Community funding were all being severely impacted by Covid, our fundraising staff undertook a massive effort over many months, repeatedly burning the midnight oil to secure vital core funds.

Clients were supported by our wellbeing activity programme, plus one-to-one support through counselling and, where possible, vocational training. Due to social distancing requirements, our three training departments had to cease delivering in person activities for varying lengths of time, with our Upholstery department being closed for the longest period. We were pleased that we could continue IT training remotely. Although having to restrict numbers, we were able to provide training and support throughout most of the lockdown periods for our gardening clients, which I know was hugely appreciated.

Despite transforming the way we supported our clients, we still saw a substantial increase in engagement. We delivered 144 additional activities from the previous year and increased individual client engagement from 5,006 to 7,642 attendances. Given the heightened levels of stress, anxiety and adaptation to new ways of working, I feel this is an incredible achievement and one of which I am proud.

Many lessons have been learnt over the past year, most of which were positive, particularly regarding the way our wellbeing services have been delivered. We have switched many activities to online formats enabling greater flexibility for client attendance, particularly for people with transport issues or caring responsibilities. We were mindful that we did not want to create greater isolation for individuals through remote engagement, but saw that with other elements of support we could help overcome this. Taking this learning forward to a post pandemic world, we will continue with a "blended approach", combining both in-person and remote training and wellbeing activities. We have invested in technology to enable groups to run in-person, whilst simultaneously streaming live through video conferencing facilities, alongside remote real-time engagement.

Coinciding with the start of the first lockdown, we launched our enhanced counselling project. This new service (built from a relatively small team of eight, working Monday to Friday), increased to 22 counsellors, with additional appointments being offered five evenings a week and Saturday mornings. We recruited a dedicated Counselling Co-ordinator who now oversees the project, managing the team, liaising with training providers and external supervisors and recruiting new counsellors. Our timing was fortuitous as cases of anxiety and depression rose dramatically alongside Covid. This need for counselling is unlikely to decrease in the future and we are pleased to have expanded our provision just as it is needed most.

In many ways it has been an extraordinary year, one which has changed the way we will work forever and much of this can be seen to be a positive. The potential for more clients to engage with our service has grown considerably, with the majority adopting new ways of working through technology. We remain, of course, mindful that face-to-face contact will always be preferable whenever possible, but we embrace these new opportunities.

Chief Executive's Report
for the Year Ended 31 March 2021

2021 and Beyond

We are confident that the expansion and development of our counselling service will continue. We aim to build upon our success adding further counsellors with more experience, enabling us to allocate more complex cases more easily. We will continue to measure success of the client journey through our entry and exit questionnaires, illustrating positive progress and development. We are also exploring accreditation with the British Association of Counselling and Psychotherapy which would be a positive progression for Oakleaf.

We have been investigating how to expand our social enterprise activities, to diversify our income streams and provide meaningful employment for more clients. The outcome of our research is the imminent launch of a new enterprise called "Oakleaf at Home". This new project will focus on soft furnishings and homeware, featuring designs by our clients. The range will include cushions, coasters, make-up bags, tea towels etc. with many being produced in-house by our existing upholstery trainers and clients who will ultimately be employed by the project.

We are delighted that we commenced a new project in May 2021, entitled 'Pathways to Work' which is funded by the National Lottery Community Fund. It focuses on providing our clients with the key skills and support required to gain mainstream employment. In addition to enabling clients to find work, we also provide ongoing support (if required) ensuring their employment is maintained. We recruited two new specialist employment workers for this project and early signs are that clients are starting to benefit from this specialist intervention. I shall look forward to reporting further on this in next year's report.

Looking slightly further ahead into 2022, we are very excited that we will be celebrating our 25th anniversary. We have already started developing plans to mark this momentous occasion and value the opportunity to bring Oakleaf to the attention of many more individuals and organisations.

So much of the work we undertake and the programmes we deliver would not be possible without the enormous generosity of so many individuals and organisations. Without their financial support, we would not be able to work with the high number of some of the most disadvantaged individuals in Surrey. Likewise, we are reliant on the valuable input which so many volunteers give to Oakleaf, helping across all our departments and wellbeing activities. We are extremely grateful for everything they do. I would like to give a heartfelt thank you to everyone who has made our vital work possible, especially over the past challenging year.

At the point of writing this report it is impossible to know how much longer the direct impact of Covid will last, but it is abundantly clear that the negative impact on mental health will be felt well into the future. We have already seen an increase in our referrals and overall attendance, but the raised levels of anxiety, stress, depression, and decreased entry level employment opportunities are going to be felt for the foreseeable future. This leads me to conclude that the need for our service is possibly more important now than it has ever been.

Clive Stone, Chief Executive Officer

Report of the Trustees
for the Year Ended 31 March 2021

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 2021. 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 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal objects of the charity are to support people with mental health problems, physical disabilities and special needs. The main activities undertaken in relation to these objectives are:

- to offer a range of occupational based activities leading to increased confidence and the potential to acquire and sustain employment.
- to provide the opportunity to participate in a supportive work environment with a variety of vocational training applications.
- to devise with each client a personal development program.
- the provision of a wide range of Wellbeing activities which encompass physical and mental health needs
- to provide advice and support for those accessing further educational opportunities and/or work placement training. Teaching CV writing, job search skills, personal presentation, interview techniques and the development of employment applications.

The Trustees are satisfied that these activities are carried out for public benefit, having due regard for the guidance given by the Charity Commission.

Objectives and Outcomes

Oakleaf's primary objective is worded within the context of their mission statement i.e. "We work to foster confidence and reduce social isolation by actively training, engaging and supporting individuals with mental ill-health to empower them to participate as active members of society."

Public benefit

Oakleaf as a charity registered with the Charity Commission, gives due regard to public benefit and considers that the range and volume of activities it provides and reflected in this report meet the requirements of Public Benefit. Such activities and training are accessible and available, especially for those who may be considered as living within poverty or suffering from a disability (specifically poor mental health).

ACHIEVEMENT AND PERFORMANCE

Financial Headlines including overview of Fundraising

With so many rising costs around us and the desire to provide greater level of support for our clients across an ever growing range of activities, I am delighted to report that we have managed to secure a comfortable surplus for the financial year. Generally, our costs are very well managed and pretty much track accurate forecasting, the challenge often lies in predicting income. We of course have history to look back upon and this proves to be beneficial in the income generated through our social enterprise activities, the greater challenge lies with predicting fundraising income. Nonetheless, with increased resources this income stream proved to be very successful.

Incoming resources for the year rose to £968,232 (2020 - 802,295) as a result of an increase in income from all sources.

A full breakdown of costs is provided later in this report but the headline net expenditure figure for the year was £729,395 (2020 - £706,228). This increase is a result of higher levels of activity which the additional income has allowed us to provide for clients. However, we have been successful in securing additional funding and controlling costs thereby resulting in a surplus for the year of £239,188 (2020 - £96,067).

Report of the Trustees
for the Year Ended 31 March 2021

FINANCIAL REVIEW

Reserves policy

The charity operates a reserves policy which aims to meet six months of running costs. Any capital requirements are always met through grants and as such would be delayed until ring fenced funds were identified. The fund at the end of the year stood at £457,965 (2020: £218,777).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Oakleaf Enterprise is registered as a company limited by guarantee (Company No. 03388671) and with the Charities Commission (Registration No. 1064524). The charity initially adopted its Memorandum and Articles of Association in accordance with the Companies Act 1985, as its governing document, when it was incorporated on 18 June 1997. The most recent Articles of Association were adopted by special resolutions on 23 May 2016. In the event of the charity being wound up, members will be required to contribute a sum not exceeding £1 per member.

Recruitment and appointment of new trustees

All new trustees are welcomed into the organisation and an induction programme is facilitated where they spend time with each department lead, to gain a greater understanding of how front-line services are delivered. Further insight is provided into all back-office facilities including fundraising and marketing. Training is, by necessity, tailored to individual needs depending on the knowledge gaps and experience of the individual involved.

Organisational structure

The charity is managed by its board of trustees. The trustees are also members of the charitable company. The maximum number of members of the charitable company is one hundred.

The trustees of the charity are also directors for the purpose of company law. At each Annual General Meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third must retire from office. The directors to retire by rotation shall be those who have been longest in the office since their last appointment. If any directors became or were appointed directors on the same those to retire shall (unless otherwise agreed among themselves) be determined by lot.

The board of trustees seeks to recruit its members to balance various skills required to manage the charity. All prospective Trustees are recruited through the organisation's Trustee Recruitment Policy. Traditional business skills are required as well as an understanding of disability and the effects it can have on those trying to gain an equal and valued place in society.

The board has the power at any time to appoint any person to be a trustee, either to fill a casual vacancy or in addition to the existing trustees, but so that the total number of Trustees shall not at any time exceed fifteen, being the number fixed in accordance with the Articles of the charitable company.

Risk management

The trustees are aware of their responsibilities under SORP 2015 (FRS102). They maintain a risk register for the charity and regularly review (at least annually) the risks that the charity faces. The trustees have put in place a number of policies and procedures for the charity's activities. These policies and procedures are reviewed on an annual basis.

At the time of this report, the trustees perceive the principal risks and uncertainties that the charity faces are:

(1) Funding: the trustees aim to ensure that the charity has at least six months' work of financial reserves in order to finance its activities. Management accounts are considered at each board meeting, in addition they also review a funding report of donations and grants received, applications for grants made and anticipated donations to be received and the likelihood of them being received.

Report of the Trustees
for the Year Ended 31 March 2021

Risk management Continued

(2) Guildford site: a significant part of the charity's activities are conducted from its Guildford site (Walnut Tree Close), although this has been lessened by making some activities online. This site is leased and, as from 1 October 2021, either the landlord or the charity can give nine months' notice to terminate the lease. The duration of the lease has recently been extended until 30 June 2026, so the charity can take some comfort that the landlord's current intention is not to terminate the lease for the foreseeable future. However, there still remains a risk that the charity may need to seek alternative premises for its activities. The trustees keep under review the property needs for the charity and keep a watching brief of new properties becoming available in the Guildford area.

(3) Key staff: the charity is dependent on key staff, in particular the CEO. The trustees have created a schedule listing the principal responsibilities and activities of the CEO and assigning them amongst themselves who will oversee such responsibilities and activities in the event that the CEO becomes unable to perform his duties for a significant period. With the recent appointment of the new Business Manager, whose remit is to act as the CEO's deputy in time, this risk is reducing.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03388671 (England and Wales)

Registered Charity number

1064524

Registered office

101 Walnut Tree Close
Guildford
Surrey
GU1 4UQ

Trustees

Lorraine Andrews: Chair
Philip Bevan
Azam Cullasy: Treasurer
Aileen Feeney
Mark Harrison
James Kindell
Angela Goodwin (appointed 18.05.20)
Richard Maybury (appointed 18.05.20)
Nicola Bartlett (resigned 20.09.21)
David Wright (resigned 03.08.21)

CEO

Clive Stone

Company Secretary

James Kindell

Independent Examiner

A J Bennewith FCA, FCPA, FFA, FFTA,
FIPA, DChA, FRSA
3 Wey Court
Mary Road
Guildford
Surrey, GU1 4QU

**Report of the Trustees
for the Year Ended 31 March 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Solicitors

Moore Barlow LLP
The Oriel
Sydenham Road
Guildford
Surrey, GU1 3SR

Bankers

Metro Bank Plc
1 Southampton Row
London
WC1B 5HA

Approved by order of the board of trustees on14.10.21..... and signed on its behalf by:

 14.10.21
Lorraine Andrews - Trustee

**Independent Examiner's Report to the Trustees of
Oakleaf Enterprise**

Independent examiner's report to the trustees of Oakleaf Enterprise ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

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

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

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
3. 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.

A J Bennewith FCA, FCPA, FFA, FFTA,
FIPA, DChA, FRSA
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU



Date: 14 October 2021

**Statement of Financial Activities
for the Year Ended 31 March 2021**

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	398,500	231,798	630,298	410,275
Charitable activities					
Provision of training and activities	6	116,790	191,160	307,950	346,100
Other trading activities	4	16,151	-	16,151	25,444
Investment income	5	13,833	-	13,833	16,600
Other income		-	-	-	3,876
Total		545,274	422,958	968,232	802,295
EXPENDITURE ON					
Charitable activities					
Raising funds	7	76,264	12,929	89,193	118,937
Provision of training and activities		279,857	357,945	637,802	584,091
Other		2,400	-	2,400	3,200
Total		358,521	370,874	729,395	706,228
Net gains on investments		351	-	351	-
NET INCOME		187,104	52,084	239,188	96,067
Transfers between funds	18	<u>22,933</u>	<u>(22,933)</u>	-	-
Net movement in funds		210,037	29,151	239,188	96,067
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>161,236</u>	<u>57,541</u>	<u>218,777</u>	<u>122,710</u>
TOTAL FUNDS CARRIED FORWARD		<u>371,273</u>	<u>86,692</u>	<u>457,965</u>	<u>218,777</u>

The notes form part of these financial statements

Oakleaf Enterprise**Balance Sheet**
31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
FIXED ASSETS					
Tangible assets	13	13,756	-	13,756	12,931
Investments	14	<u>100,352</u>	-	<u>100,352</u>	<u>1</u>
		114,108	-	114,108	12,932
CURRENT ASSETS					
Debtors	15	39,245	-	39,245	44,204
Cash at bank		<u>267,565</u>	<u>86,691</u>	<u>354,256</u>	<u>207,438</u>
		306,810	86,691	393,501	251,642
CREDITORS					
Amounts falling due within one year	16	(49,644)	-	(49,644)	(45,797)
		<u>257,166</u>	<u>86,691</u>	<u>343,857</u>	<u>205,845</u>
NET CURRENT ASSETS					
		371,274	86,691	457,965	218,777
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>371,274</u>	<u>86,691</u>	<u>457,965</u>	<u>218,777</u>
NET ASSETS					
FUNDS					
	18			371,274	161,236
Unrestricted funds				<u>86,691</u>	<u>57,541</u>
Restricted funds					
TOTAL FUNDS					
				<u>457,965</u>	<u>218,777</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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.

The notes form part of these financial statements

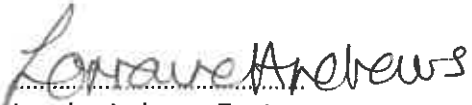
Oakleaf Enterprise

Balance Sheet - continued

31 March 2021

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

The financial statements were approved by the Board of Trustees and authorised for issue on14.10.21..... and were signed on its behalf by:


.....
Lorraine Andrews - Trustee

14.10.21

Oakleaf Enterprise**Cash Flow Statement
for the Year Ended 31 March 2021**

	Notes	31.3.21 £	31.3.20 £
Cash flows from operating activities			
Cash generated from operations	1	<u>260,089</u>	<u>104,679</u>
Net cash provided by operating activities		<u>260,089</u>	<u>104,679</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(13,374)	(14,522)
Purchase of fixed asset investments		(100,000)	-
Interest received		<u>103</u>	<u>513</u>
Net cash used in investing activities		<u>(113,271)</u>	<u>(14,009)</u>
		<hr/>	<hr/>
Change in cash and cash equivalents in the reporting period		146,818	90,670
Cash and cash equivalents at the beginning of the reporting period		<u>207,438</u>	<u>116,768</u>
Cash and cash equivalents at the end of the reporting period		<u>354,256</u>	<u>207,438</u>

The notes form part of these financial statements

**Notes to the Cash Flow Statement
for the Year Ended 31 March 2021**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES			
	31.3.21		31.3.20
	£		£
Net income for the reporting period (as per the Statement of Financial Activities)	239,188		96,067
Adjustments for:			
Depreciation charges	12,546		18,843
Losses on investments	(351)		-
Interest received	(103)		(513)
Decrease/(increase) in debtors	4,961		(5,994)
Increase/(decrease) in creditors	3,848		(3,724)
Net cash provided by operations	<u>260,089</u>		<u>104,679</u>
2. ANALYSIS OF CHANGES IN NET FUNDS			
	At 1.4.20	Cash flow	At 31.3.21
	£	£	£
Net cash			
Cash at bank	<u>207,438</u>	<u>146,818</u>	<u>354,256</u>
	<u>207,438</u>	<u>146,818</u>	<u>354,256</u>
Total	<u>207,438</u>	<u>146,818</u>	<u>354,256</u>

**Notes to the Financial Statements
for the Year Ended 31 March 2021**

1. COMPANY STATUS

The company is limited by guarantee and has no share capital. The company is incorporated in England and Wales. The company's directors are also its trustees for the purposes of charity law. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

2. 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 2019)', 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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Going concern

The accounts have been prepared on a going concern basis. However, the nature of the charity means that forecast future income cannot be determined with any certainty, as the charity is reliant upon applications for grant funding and the trustees are aware that such grant applications are not always successful. The trustees continue to monitor the application process and to seek alternatives, should any applications prove unsuccessful.

Critical accounting judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities which are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors which are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Income

Donations represent income from general donations. These are accounted for when received or when there is certainty that they will be received.

Grants represent income from government, other statutory bodies and charities. Grants are accounted for on an accruals basis.

Rental income is accounted for on an accruals basis.

Event income is accounted for in the year in which the event is held.

Interest receivable is accounted for on an accruals basis.

Expenditure

All expenditure is accounted for on an accruals basis and is inclusive of irrecoverable VAT. Expenditure is recognised when there is a legal or constructive obligation to make payments to third parties, it is probable that settlement will be required and the obligation can be measured reliably.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

2. ACCOUNTING POLICIES - continued

Expenditure

As described in the Report of the Trustees, the charity's principal activity is the support of people with mental and physical health difficulties, including those with special needs, through the development of skills and work placement training. All costs incurred in the training and development of these skills are allocated between cost of raising funds, direct charitable expenditure and support costs.

Expenditure is classified under the following activity headings:

- Costs of raising funds, comprising the costs relating to donations, grants and their associated support costs.
- Expenditure on charitable activities, comprising the costs of delivering services and other activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure, comprising those items not falling into any other heading.

Allocation of support costs

Support costs are those costs which assist the work of the charity but are not directly related to charitable activities. Support costs include general property maintenance, insurance, salaries and administrative expenses. These costs are allocated between costs of raising funds and charitable activities on the following basis:

	Basis of allocation:
Property and general maintenance	Square footage
Insurance	Payroll
General salaries, recruitment and pension costs	Payroll
Administrative costs	Payroll
Depreciation	Payroll

Tangible fixed assets

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

- | | | |
|---------------------|---|---|
| Plant and machinery | - | Straight line over 3 years, Straight line over 4 years and Straight line over 5 years |
| Motor vehicles | - | Straight line over 5 years |

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.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

3. DONATIONS AND LEGACIES

	31.3.21	31.3.20
	£	£
Donations	157,145	204,435
Grants	<u>473,153</u>	<u>205,840</u>
	<u>630,298</u>	<u>410,275</u>

Grant income is as follows:

	Unrestricted	Restricted	Total 31.12.21	Total 31.3.20
	£	£	£	£
Grants received - donations and legacies (as above)	253,541	219,612	473,153	205,840
Grants received - charitable activities (note 6)	<u>2,400</u>	<u>134,660</u>	<u>137,060</u>	<u>114,319</u>
	<u>£255,941</u>	<u>£354,272</u>	<u>£610,213</u>	<u>£320,159</u>

Details of restricted grant income are given in note 18 to these accounts.

Details of unrestricted grant income are as follows:

	31.3.21	31.3.20
	£	£
Four Acre Trust	25,000	20,000
Garfield Weston Foundation	30,000	20,000
The Edward Gostling Foundation	10,000	-
Surrey County Council	50,000	-
Guildford Borough Council	25,000	-
Job Retention Scheme Grant	15,161	-
Other < £10,000	<u>100,780</u>	<u>39,100</u>
	<u>£255,941</u>	<u>£79,100</u>

4. OTHER TRADING ACTIVITIES

	31.3.21	31.3.20
	£	£
Miscellaneous income	768	2,989
Training and counsellor supervision fees	<u>15,383</u>	<u>22,455</u>
	<u>16,151</u>	<u>25,444</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

5. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Rents received	13,730	16,087
Deposit account interest	<u>103</u>	<u>513</u>
	<u>13,833</u>	<u>16,600</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	31.3.21	31.3.20
	£	£
Development and training projects	170,890	231,781
Grants	<u>137,060</u>	<u>114,319</u>
	<u>307,950</u>	<u>346,100</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 8)	Totals
	£	£	£
Raising funds	89,193	-	89,193
Provision of training and activities	<u>346,766</u>	<u>291,036</u>	<u>637,802</u>
	<u>435,959</u>	<u>291,036</u>	<u>726,995</u>

8. SUPPORT COSTS

	Management
	£
Provision of training and activities	<u>291,036</u>

Support costs, included in the above, are as follows:

	31.3.21	31.3.20
	Provision of training and activities	Total activities
	£	£
General salaries, recruitment and pension costs	132,190	91,426
Property and general maintenance	99,561	90,121
Insurance	5,644	6,393
Advertising	74	-
Administrative costs	<u>53,567</u>	<u>47,733</u>
	<u>291,036</u>	<u>235,673</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.21	31.3.20
	£	£
Depreciation - owned assets	<u>12,549</u>	<u>18,843</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

The total remuneration paid to Key Management Personnel, including Employer's National Insurance, was £59,113 (2020: £57,546). Retirement benefits are accruing for one member of Key Management Personnel (2020: one).

Trustees' expenses

The charity purchased Directors and Officers Insurance for the benefit of the trustees at a cost of £1,020 (2020: £1,014). The charity also incurred expenses totalling £83 (2020: £65) for a trustees' away day.

11. STAFF COSTS

	2021	2020
	£	£
Salaries	463,365	420,494
Employer's National Insurance	30,022	27,193
Pension	8,820	7,765
Recruitment	<u>1,564</u>	<u>1,564</u>
	<u>£502,207</u>	<u>£457,016</u>

Staff costs are allocated between activities as follows:

	2021	2020
	£	£
Raising funds	78,627	77,744
Charitable activities	292,709	287,846
Support costs	<u>130,871</u>	<u>91,426</u>
	<u>£502,207</u>	<u>£457,016</u>

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

	31.3.21	31.3.20
Staff	<u>30</u>	<u>28</u>

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

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	283,535	126,740	410,275
Charitable activities			
Provision of training and activities	231,781	114,319	346,100
Other trading activities	25,444	-	25,444
Investment income	16,600	-	16,600
Other income	<u>3,876</u>	<u>-</u>	<u>3,876</u>
Total	561,236	241,059	802,295
EXPENDITURE ON			
Charitable activities			
Raising funds	88,912	30,025	118,937
Provision of training and activities	362,155	221,936	584,091
Other	<u>3,200</u>	<u>-</u>	<u>3,200</u>
Total	<u>454,267</u>	<u>251,961</u>	<u>706,228</u>
NET INCOME/(EXPENDITURE)	106,969	(10,902)	96,067
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>54,267</u>	<u>68,443</u>	<u>122,710</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>161,236</u></u>	<u><u>57,541</u></u>	<u><u>218,777</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

13. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 April 2020	101,393	67,270	168,663
Additions	<u>13,374</u>	<u>-</u>	<u>13,374</u>
At 31 March 2021	<u>114,767</u>	<u>67,270</u>	<u>182,037</u>
DEPRECIATION			
At 1 April 2020	88,462	67,270	155,732
Charge for year	<u>12,549</u>	<u>-</u>	<u>12,549</u>
At 31 March 2021	<u>101,011</u>	<u>67,270</u>	<u>168,281</u>
NET BOOK VALUE			
At 31 March 2021	<u>13,756</u>	<u>-</u>	<u>13,756</u>
At 31 March 2020	<u>12,931</u>	<u>-</u>	<u>12,931</u>

14. FIXED ASSET INVESTMENTS

	Shares in group undertakings £	Listed investments £	Totals £
MARKET VALUE			
At 1 April 2020	1	-	1
Additions	-	100,000	100,000
Revaluations	<u>-</u>	<u>351</u>	<u>351</u>
At 31 March 2021	<u>1</u>	<u>100,351</u>	<u>100,352</u>
NET BOOK VALUE			
At 31 March 2021	<u>1</u>	<u>100,351</u>	<u>100,352</u>
At 31 March 2020	<u>1</u>	<u>-</u>	<u>1</u>

There were no investment assets outside the UK.

Cost or valuation at 31 March 2021 is represented by:

	Shares in group undertakings £	Listed investments £	Totals £
Valuation in 2021	-	351	351
Cost	<u>1</u>	<u>100,000</u>	<u>100,001</u>
	<u>1</u>	<u>100,351</u>	<u>100,352</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021****14. FIXED ASSET INVESTMENTS - continued**

If the listed investments had not been revalued they would have been included at the following historical cost:

	31.3.21	31.3.20
	£	£
Cost	<u>100,000</u>	<u>-</u>

The listed investments were valued on an open market basis on 31 March 2021 by Charities Ethical Investment Fund.

The company's investments at the balance sheet date in the share capital of companies include the following:

Oakleaf Enterprise Trading Limited

Registered office: 101 Walnut Tree Close, Guildford, Surrey, England, GU1 4UQ

Nature of business: Dormant company

Class of share:	%		
	holding		
Ordinary £1	100		
		31.3.21	31.3.20
		£	£
Aggregate capital and reserves		1	1

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade debtors	8,913	12,851
Other debtors	-	3,790
VAT	2,086	-
Prepayments and accrued income	<u>28,246</u>	<u>27,563</u>
	<u>39,245</u>	<u>44,204</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade creditors	33,627	26,521
Social security and other taxes	9,613	9,742
VAT	-	1,129
Other creditors	-	500
Credit balances on trade debtors	1,803	3,206
Amounts owed to subsidiary	1	1
Accruals and deferred income	<u>4,600</u>	<u>4,698</u>
	<u>49,644</u>	<u>45,797</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

17. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.21	31.3.20
	£	£
Within one year	83,127	79,348
Between one and five years	<u>20,782</u>	<u>103,909</u>
	<u>103,909</u>	<u>183,257</u>

The operating lease commitments relate to a lease for the charity's premises. The lease began on 1 September 2018, with a non-cancellable period of 3 years, followed by a 9 month rolling break clause. The operating lease commitments shown above reflect the minimum payments due for the non-cancellable period of the lease.

The rent costs charged to the Statement of Financial Activities in the year ended 31 March 2021 were £75,540 (2020: £74,625).

18. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	Transfers between funds	At 31.3.21
	£	£	£	£
Unrestricted funds				
General fund	161,236	187,105	22,933	371,274
Restricted funds				
Jamma International	2,500	(2,500)	-	-
Lloyds Bank Foundation for England and Wales	16,181	619	-	16,800
Community Foundation for Surrey - Burnet Music Fund	8,797	(2,270)	-	6,527
Other < £10,000 each	30,063	40,554	(22,933)	47,684
Coronavirus Mental Health Response Fund	-	7,097	-	7,097
Community Foundation for Surrey - Business Manager	-	3,333	-	3,333
The Henry Smith Charity	-	5,250	-	5,250
	<u>57,541</u>	<u>52,083</u>	<u>(22,933)</u>	<u>86,691</u>
TOTAL FUNDS	<u>218,777</u>	<u>239,188</u>	<u>-</u>	<u>457,965</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

18. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	545,274	(358,520)	351	187,105
Restricted funds				
Jamma International	-	(2,500)	-	(2,500)
Lloyds Bank Foundation for England and Wales	22,400	(21,781)	-	619
Guildford Voluntary Grants Panel (Guildford Borough Council)	20,000	(20,000)	-	-
The Robert McAlpine Foundation	10,000	(10,000)	-	-
Community Foundation for Surrey - Burnet Music Fund	-	(2,270)	-	(2,270)
Catalyst - Safe Haven	56,500	(56,500)	-	-
The Community Foundation for Surrey	25,000	(25,000)	-	-
Other < £10,000 each	124,158	(83,604)	-	40,554
National Lottery Community Fund	26,500	(26,500)	-	-
Coronavirus Mental Health Response Fund	15,840	(8,743)	-	7,097
Community Foundation for Surrey - Business Manager	20,000	(16,667)	-	3,333
The Henry Smith Charity	10,500	(5,250)	-	5,250
Community Foundation for Surrey - Counselling	10,000	(10,000)	-	-
Catalyst - Community Connections	55,000	(55,000)	-	-
UnLtd - The Inclusive Recovery Fund grant	27,060	(27,060)	-	-
	<u>422,958</u>	<u>(370,875)</u>	<u>-</u>	<u>52,083</u>
TOTAL FUNDS	<u>968,232</u>	<u>(729,395)</u>	<u>351</u>	<u>239,188</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

18. MOVEMENT IN FUNDS - continued**Comparatives for movement in funds**

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	54,267	106,969	161,236
Restricted funds			
Jamma International	4,365	(1,865)	2,500
Lloyds Bank Foundation for England and Wales	15,180	1,001	16,181
Guildford Community Grants Scheme (Guildford Borough Council)	876	(876)	-
Lockwood Charitable Foundation	7,639	(7,639)	-
Community Foundation for Surrey - Burnet Music Fund	20,000	(11,203)	8,797
Other ___ < £10,000 each	<u>20,383</u>	<u>9,680</u>	<u>30,063</u>
	<u>68,443</u>	<u>(10,902)</u>	<u>57,541</u>
TOTAL FUNDS	<u>122,710</u>	<u>96,067</u>	<u>218,777</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	561,236	(454,267)	106,969
Restricted funds			
Community Connections - The Welcome Project	61,875	(61,875)	-
Jamma International	30,000	(31,865)	(1,865)
Lloyds Bank Foundation for England and Wales	21,312	(20,311)	1,001
Guildford Voluntary Grants Panel (Guildford Borough Council)	20,000	(20,000)	-
The Wates Foundation	10,000	(10,000)	-
The Robert McAlpine Foundation	10,000	(10,000)	-
Guildford Community Grants Scheme (Guildford Borough Council)	-	(876)	(876)
Lockwood Charitable Foundation	-	(7,639)	(7,639)
Community Foundation for Surrey - Burnet Music Fund	-	(11,203)	(11,203)
Other ___ < £10,000 each	<u>87,872</u>	<u>(78,192)</u>	<u>9,680</u>
	<u>241,059</u>	<u>(251,961)</u>	<u>(10,902)</u>
TOTAL FUNDS	<u>802,295</u>	<u>(706,228)</u>	<u>96,067</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

18. MOVEMENT IN FUNDS - continued

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

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	54,267	294,074	22,933	371,274
Restricted funds				
Jamma International	4,365	(4,365)	-	-
Lloyds Bank Foundation for England and Wales	15,180	1,620	-	16,800
Guildford Community Grants Scheme (Guildford Borough Council)	876	(876)	-	-
Lockwood Charitable Foundation	7,639	(7,639)	-	-
Community Foundation for Surrey - Burnet Music Fund	20,000	(13,473)	-	6,527
Other < £10,000 each	20,383	50,234	(22,933)	47,684
Coronavirus Mental Health Response Fund	-	7,097	-	7,097
Community Foundation for Surrey - Business Manager	-	3,333	-	3,333
The Henry Smith Charity	-	5,250	-	5,250
	<u>68,443</u>	<u>41,181</u>	<u>(22,933)</u>	<u>86,691</u>
TOTAL FUNDS	<u>122,710</u>	<u>335,255</u>	<u>-</u>	<u>457,965</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

18. MOVEMENT IN FUNDS - continued

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 £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,106,510	(812,787)	351	294,074
Restricted funds				
Community Connections - The Welcome Project	61,875	(61,875)	-	-
Jamma International	30,000	(34,365)	-	(4,365)
Lloyds Bank Foundation for England and Wales	43,712	(42,092)	-	1,620
Guildford Voluntary Grants Panel (Guildford Borough Council)	40,000	(40,000)	-	-
The Wates Foundation	10,000	(10,000)	-	-
The Robert McAlpine Foundation	20,000	(20,000)	-	-
Guildford Community Grants Scheme (Guildford Borough Council)	-	(876)	-	(876)
Lockwood Charitable Foundation	-	(7,639)	-	(7,639)
Community Foundation for Surrey - Burnet Music Fund	-	(13,473)	-	(13,473)
Catalyst - Safe Haven	56,500	(56,500)	-	-
The Community Foundation for Surrey	25,000	(25,000)	-	-
Other < £10,000 each	212,030	(161,796)	-	50,234
National Lottery Community Fund	26,500	(26,500)	-	-
Coronavirus Mental Health Response Fund	15,840	(8,743)	-	7,097
Community Foundation for Surrey - Business Manager	20,000	(16,667)	-	3,333
The Henry Smith Charity	10,500	(5,250)	-	5,250
Community Foundation for Surrey - Counselling	10,000	(10,000)	-	-
Catalyst - Community Connections	55,000	(55,000)	-	-
UnLtd - The Inclusive Recovery Fund grant	27,060	(27,060)	-	-
	<u>664,017</u>	<u>(622,836)</u>	-	<u>41,181</u>
TOTAL FUNDS	<u>1,770,527</u>	<u>(1,435,623)</u>	<u>351</u>	<u>335,255</u>

The purpose of each current year restricted fund is as follows:

Community Connections - The Welcome Project

Outreach activities.

Jamma International

Wellbeing Café (ended in quarter 1) and Marketing/Fundraising post.

Lloyds Bank Foundation for England & Wales

IT Manager post.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

18. MOVEMENT IN FUNDS - continued

Guildford Voluntary Grants Panel (Guildford Borough Council)

Client services salaries.

The Wates Foundation

Upholstery project.

The Robert McAlpine Foundation

IT project.

Guildford Community Grants Scheme (Guildford Borough Council)

Oakleaf choir.

Lockwood Charitable Foundation

Horticultural project.

Community Foundation for Surrey - Burnet Music Fund

Oakleaf choir.

Catalyst - Safe Haven

Safe Haven Project.

The Community Foundation for Surrey

Client services.

National Lottery Community Fund

Client services salary costs.

Coronavirus Mental Health Response Fund

Virtual Support Coordinator salary.

The Community Foundation for Surrey - Business Manager

Business Manager salary.

The Henry Smith Charity

Counselling Coordinator.

The Community Foundation for Surrey - Counselling

Counselling Coordinator.

Catalyst - Community Connections

Community Connections.

UnLtd- The Inclusive Recovery Fund grant

Upholstery social enterprise project.

Transfers between funds

The transfer from Restricted funds to Unrestricted funds is to account for fixed assets purchased with Restricted funds. The purchase of these assets was in line with the restriction. There is no restriction on the use of these assets, therefore they are shown as unrestricted in the accounts.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

19. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021 other than those concerning trustees and Key Management Personnel disclosed in note 10 to these accounts.

20. INDEPENDENT EXAMINER'S FEES

	31.3.21	31.3.20
	£	£
Independent Examiner's fees:		
For Independent Examination	1,200	1,200
For accountancy services	1,200	2,000
	<u>£2,400</u>	<u>£3,200</u>

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2021**

	31.3.21 £	31.3.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	157,145	204,435
Grants	<u>473,153</u>	<u>205,840</u>
	630,298	410,275
Other trading activities		
Miscellaneous income	768	2,989
Training and counsellor supervision fees	<u>15,383</u>	<u>22,455</u>
	16,151	25,444
Investment income		
Rents received	13,730	16,087
Deposit account interest	<u>103</u>	<u>513</u>
	13,833	16,600
Charitable activities		
Development and training projects	170,890	231,781
Grants	<u>137,060</u>	<u>114,319</u>
	307,950	346,100
Other income		
Other income	<u>-</u>	<u>3,876</u>
Total incoming resources	968,232	802,295
EXPENDITURE		
Charitable activities		
Salaries	376,644	365,591
Direct costs	17,008	53,418
Client activity costs	19,576	21,299
Marketing	10,185	8,203
Depreciation of tangible fixed assets	<u>12,546</u>	<u>18,844</u>
	435,959	467,355
Other		
Independent Examiner's fee	2,400	3,200
Support costs		
Management		
General salaries, recruitment and pension costs	132,190	91,426
Carried forward	132,190	91,426

This page does not form part of the statutory financial statements

Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

	31.3.21	31.3.20
	£	£
Management		
Brought forward	132,190	91,426
Property and general maintenance	99,561	90,121
Insurance	5,644	6,393
Advertising	74	-
Administrative costs	<u>53,567</u>	<u>47,733</u>
	<u>291,036</u>	<u>235,673</u>
Total resources expended	<u>729,395</u>	<u>706,228</u>
Net income before gains and losses	238,837	96,067
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	<u>351</u>	<u>-</u>
Net income	<u>239,188</u>	<u>96,067</u>