### ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS [A Company Limited by Guarantee]

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MARCH 1997



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### GENERAL INFORMATION

PRESIDENT:

Lord Ashley of Stoke

VICE PRESIDENTS:

Michael Faulkner Barry Norman

Mrs Ray Michie, MP, MRCSLT Professor David Crystal Sir Sigmund Sternberg,

O.St.J., KCSG, Hon. FCST, JP Dr. S. Horner, O.St.J., MB, ChB Mrs Christine Skinner, Reg. MRCSLT

COUNCIL MEMBERS:

Chairman

Deputy Chairman Hon. Treasurer Mrs Mary Smith, Reg. MRCSLT Ms Gillian Montgomery Reg. MRCSLT Mrs Elizabeth Rolt Reg. MRCSLT

Councillors:

Wales
Scotland
Ireland
Central
Northern
Western
Eastern
Education

Public Relations Student Affairs Service Management

SECRETARY:

REGISTERED OFFICE:

AUDITORS:

**BANKERS:** 

INVESTMENT ADVISORS:

Mrs Mair Humphreys Reg. MRCSLT
Mrs Irene Miller, Reg. MRCSLT
Ms Elizabeth Lavery Reg. MRCSLT
Ms Deborah Onslow Reg. MRCSLT
Mrs Caroline Fraser, Reg. MRCSLT
Ms Sue Roulastone, Reg. MRCSLT
Ms Jayne Comins, Reg. MRCSLT
Mrs Aileen Patterson, Reg. MRCSLT
Ms Elizabeth Jepson, Reg. MRCSLT
Mrs Vida Saunders, Reg. MRCSLT
Ms Joanna Dent, Reg. MRCSLT

Mrs Pamela Evans, Reg. MRCSLT

7 Bath Place Rivington Street London EC2A 3DR

Ashdens

106-114 Borough High Street

London SE1 1LB

National Westminster Bank Plc 180 Shoreditch High Street

London E1 6HN

National Westminster Bank Plc

Grove House 55 Lowlands Road

Harrow

Middlesex HA1 3AD

COMPANY REGISTERED NUMBER:

518344

CHARITY NUMBER:

273724

### REPORT OF THE COUNCIL

The Members of the Council present their report and financial statements for the year ended 31st March 1997.

### CONSTITUTION

The Charity is a company limited by guarantee and therefore has no share capital. In the event of a winding up the members liability is limited to £1 each. It is governed by the Memorandum and Articles of Association.

### APPOINTMENT OF MEMBERS OF COUNCIL

Members of Council are elected for a three year period by the membership at the annual general meeting. They may be re-elected for one further period of three years.

### OBJECTIVES

The objectives of the Charity are the promotion of professional standards for members working as speech and language therapists, research into the field of speech and language therapy, the accreditation of courses for the education and training of students and the issuing of practising certificates and information to the general public about speech and language therapy.

### **POLICIES**

The policies of the Charity are formulated by the Council and its sub-committees. There have been no changes in policies since the last report.

### DEVELOPMENT

During the year under review the Charity has seen a continued growth in membership together with increased public awareness.

### REVIEW OF FINANCIAL ACTIVITIES

We have again seen an increase in membership during this year which has resulted in a healthy increase in subscription income.

Due to the current uncertainty in the National Health Service the trading Company has seen a decrease in the level of advertising, the first time this has happened for a number of years, which has resulted in a reduction of £84,733 in the surplus from this Company paid over by way of deed of covenant.

In addition Council has increased expenditure on both Support and Membership costs in order to improve these areas. This expenditure will improve the service provided by the Royal College of Speech and Language Therapists in the long term.

At the time of making the investments it was agreed that monies allocated to the Appeals Fund would be separated from the General Fund to clearly identify these sums. This year 3% of members subscriptions have been transferred to the Appeal Fund, compared with 2% previously, and it is Councils intention that it will continue at this rate.

### REPORT OF THE COUNCIL

### MEMBERS OF THE COUNCIL

The members of the Council, who are also directors are as shown under General Information on page 1.

### **AUDITORS**

The Auditors, Messrs Ashdens, will be proposed for re-appointment under Section 385 of the Companies Act 1985.

Signed on behalf of the Council

MRS PAMELA EVANS

Secretary

Approved by the Council on: 8th July 1997

### COUNCIL'S STATEMENT OF RESPONSIBILITIES

Company law requires the Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the group and the company, and of the profit or loss of the group for that period. In preparing those financial statements the Council is required to:

- (a) select suitable accounting policies and then apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Council is responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the group and the company, and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the group and the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### REPORT OF THE AUDITORS

### TO THE MEMBERS OF

### ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

We have audited the financial statements on pages 6 to 18 which have been prepared under the historical cost convention, other than investments which are at market value, and the accounting policies set out on page 13.

### Respective responsibilities of council and auditors

As described on page 4 the Council are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

### Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council in the preparation of the financial statements, and of whether the accounting policies are appropriate to the group and company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material mis-statement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### Opinion

In our opinion the financial statements give a true and fair view of the state of the group and the company's affairs at 31st March 1997 and of the group's surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

ASHDENS

Registered Auditor and Chartered Accountants

106-114 Borough High Street London SE1 1LB

8th July 1997

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ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

# CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

NCOMING RESOURCES	Un- restricted Notes General Fund £	Appeal Fund	Jansson Si Lecture Fund W	1 Shirley Davis Welfare Fund £	1997 £	1996 £
Members:						
Subscriptions Practice Certificate fee Academic Accreditation Overseas Licences	639,704 14,792 6,275 18,750	.	1 1 1 1 1	1 1 1 1 1 1	639,704 14,792 6,275 18,750	565,606 26,988 6,190
Grants and Awards Receivable:			 			
BT Bursary NHS reforms project NHSME funding for guidelines Sir Sigmund Sternberg Award Winslow Award	25,000 14,600 1,000 750 41,350		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		25,000 14,600 1,000 750 41,350	25,000 7,988 12,522 - - 45,510
Donations	4,963	12,500		228	17,691	1,830
Investment Income:						
COIF Deposit account interest Quoted securities	26,927 2,521 10,083 39,531	1,978 5,421 7,399	98   86		26,927 4,585 15,504 47,016	23,495 11,846 6,672 42,013
Carried forward	765,365	19,899	98	228	785,578	688,137

ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

# CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

The second secon	Notes	IIn-	;	Restricted			
		restricted General Fund £	Appeal Fund £	Jansson Shirley Davi Lecture Fund Welfare Fund	Shirley Davis Welfare Fund £	1997 £	1996 £
Brought forward		765,365	19,899	86	228	785,578	688,137
Consultancy Income		1	1	'	i	1	1,700
Trading Income	C4	311,943	t		 	311,943	477,727
Sundry Income:			1 1 1 1 1	8 8 8 8 6	0 2 5 6 6 6	1 1 1 1 1	 
Publications Books		5,060	1 1			5,060	6,288
Hire of conference room		11.654	i 1	1 1	1 1	997	485 485 3,807
Other income		4,731	i	1	1	4,731	
		27,375		1	1	27,375	12,654
Total Incoming Resources RESOURCES EXPENDED:		1,104,683	19,899	86	228	1,124,896	1,180,218
Grants and Awards:							
Area and other grants Student committee and conf. NHS reforms research NHSME guidelines		32,051 1,756 8,706 14,600		1 1 1 1	1 1 1 1	32,051 1,756 8,706 14,600	34,302 1,379 11,990 12,522
Carried forward		57,113				57,113	60,193

# CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Un- nestmicted			d		
		General Fund	Fund	Jansson Sairtey Lecture Fund Welfare £	Shiriey Davis Welfare Fund £	1997 £	1996 £
Brought forward		57,113	1	1	ı	57,113	60,193
Information:			 	# # ! !		1	!
Public relations and information		14,913	I	t	•	14,913	9,219
Support Costs:			! ! ! !	[       	• • • •	!	 
Manuals and leaflets		5,406	ı	t	ı	5,406	9,673
book costs Salaries and employees NIC	ന	13,957 $107,463$	1 1		1 1	13,957 $107.463$	86.078
Consultancy Council and Committee expenses		14,055	1 1	1 1		14.055	(1,750)
		140 881				110 001	1000
Membershin:			!	1 1 1		140,001	119,505
Salaries and NIC Professional bodies membership	8	130,731	, I I	1 1	1 1	130,731	105,407
Professional insurance		31,061	1	1	1	31,061	28.507
Register printing		16,415	ı	ı	1	16,415	10,036
Membership printing		11,322	1	1	1	11,322	13,406
Directories printing		1 [	ı	1	1	1	2,776
ana committee		10,777	ı		1	10,777	5,889
Journal Printing and Editing		7.47	ı	ľ	1	6,747	5,643
Printing Communicating Onelit:		44,009	ı	1	1	44,069	i
i trictiig communicactiig enalley		716,17	'   	1	1	21,917	ı
		281,177	1	1	'	281,177	183,149
Carried forward		480,464	1 1 1 1	1 1	; 1 ; ;	480,464	372,146

# CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Un-		ਾਰ	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
		restricted General Fund £	Appeal Fund £	Jansson Lecture Fund £	Shirley Davis Welfare Fund £	1997 £	1996 £
Brought forward		494,084	ı	1		494,084	366,503
Administration Expenses:							
Cost of sales - Trading	2	194,586	ı	t	1	194,586	278,625
Salaries and employees NIC	m	132,171	ı	ı	ı	•	127,479
Staff pension scheme		17,804	ı	ı	ı	17,804	15,770
Rates		4,520	1	1	1	4,520	4.579
Light and heat		2,725	1	•	ı	2,725	2,469
Insurance		4,047	ı	1	ı	4,047	3,715
Repairs and renewals		11,280	1	ı	ı	11,280	8,188
Telephone and Internet charges		12,419	1		1	12,419	7,225
Printing, postage and stationery		28,049	ı	ı	t	28,049	36,189
Hire of equipment		10,967	i	ı	ı	10,967	8,060
Legal and professional fees		14,614	1	ı	1	14,614	8,113
Auditors remuneration		3,517	i	ı	ı	3,517	3,350
Sundry expenses		5,553		P	t	5,553	4,808
Depreciation		34,826	i	•	t	34,826	24,275
Cleaning		1,471	ı	•	ı	1,471	1,901
Bank charges		30	i	1	•	30	7,935
Publications		2,257	ı	•	•	2,257	6,746
Staff Council training		2,097	1		1	2,097	1,947
Computer expenses		9,961	ı	ı	•	9,961	3,262
Annual General Meeting		8,768	1	•	1	8,768	2,662
Council and Committee expenses		36,755	1	•	ı	36,755	27,708
Bad debts		2,019	1	1	1	2,019	301
History of C.S.L.T.			ı	•	•		18,513
Investment fees		4,601	1	i	ı	4,601	4,220
		545,037	t	•	ı	545,037	608,040
		1   1   1   1   1   1   1   1   1   1	! ! !	1 1	1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	 
Total Resources Expenses		1,039,121	1	1	1	1,039,121	974.543

ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

# CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

Notes	Un- restricted General Fund £	Appeal Fund	Jansson Shirle Lecture Fund Welfar	Restricted Jansson Shirley Davis Lecture Fund Welfare Fund	1997	1996 £
NET INCOMING RESOURCES before transfers	65,562	19,899	98	228	85,775	205,675
Transfer between funds:						
To disclose Shirley Davis Welfare Fund separately		(100)	I	100	ı	1
3% (1996 2%) members subscriptions	(20,386)	20,386	1	1	1	•
NET INCOMING RESOURCES	45,176	40,185	98	328	85,775	205,675
Gains on Investments:						
Realised Unrealised	2,051 3,581	- 677	1 1	1 1	2,051 4,258	6,700
NET MOVEMENTS IN FUNDS	50,808	40,862	86	328	92,084	212,375
Brought forward	1,114,132	110,017	2,094	1	1,226,243	1,013,868
Carried forward	1,164,940	150,879	2,180	328	1,318,327	1,226,243

### ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS CONSOLIDATED BALANCE SHEET AT 31ST MARCH 1997

	Notes	1997 £	1996 £
FIXED ASSETS:		•	~
Tangible fixed assets Investments	4 5	430,923 807,676	413,281 700,729
		1,238,599	1,114,010
CURRENT ASSETS:			
Stock Debtors Cash at bank and in hand	6 7	13,500 139,891 69,110	146,788 152,225
		222,501	299,013
CREDITORS: amounts due within one year	8	142,773	186,780
NET CURRENT ASSETS		79,728	112,233
TOTAL ASSETS LESS CURRENT LIABILITIES		1,318,327	1,226,243
FUNDS:			
Unrestricted funds Restricted funds	9	1,164,940 153,387	1,114,132 112,111
	10	1,318,327	1,226,243

Signed on behalf of the Council

MRS MARY SMITH REG. MRCSLT

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CHAIRMAN

MRS ELIZABETH ROLT REG.MRCSLT TREASURER

Approved by the Council on: 8th July 1997

### ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS INDIVIDUAL BALANCE SHEET AT 31ST MARCH 1997

	Notes	1997 <b>£</b>	1996 £
FIXED ASSETS:			
Tangible fixed assets Investments	4 5	430,923 807,678	413,281 700,731
		1,238,601	1,114,012
CURRENT ASSETS:			
Stocks Debtors Cash at bank and in hand	6 7	13,500 126,009 34,175	191,529 79,143
CREDITORS: amounts due within one year	8	173,684 93,958	270,672 158,441
NET CURRENT ASSETS		79,726	112,231
TOTAL ASSETS LESS CURRENT LIABILITIES		1,318,327	1,226,243
FUNDS:			•
Unrestricted funds Restricted funds	9	1,164,940 153,387	1,114,132
	10	1,318,327	1,226,243

Signed on behalf of the Council

MRS MARY SMITH REG.MRCSLT

CHAIRMAN

MRS ELIZABETH ROLT REG. MRCSLT TREASURER

Approved by the Council on: 8th July 1997

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH 1997

### 1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with applicable accounting standards and the following policies have been used consistently.

### Accounting Conventions

The financial statements have been prepared under the historical cost convention, other than investments which are at market value, and in accordance with the Statement of Recommended Practice No. 2 (Accounting for Charities). In applying this Statement the Members of the Council have availed themselves of Paragraph 3(3) of Schedule 4 to the Companies Act 1985 in order to vary the format of the financial statements.

### Consolidation

The consolidated financial statements incorporate the financial statements of C.S.L.T. (Trading) Ltd to 31st March 1997.

### Income

Income is shown net of VAT, where applicable.

### Fixed Assets

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

Leasehold building	2% straight line
Office furniture and equipment	20% reducing balance
Computer equipment	25% straight line

### Stock

Stock and work in progress are valued at the lower of cost or net realisable value, after making due allowance for obsolete or slow moving items. Cost includes all direct expenses and an appropriate proportion of fixed and variable overheads.

### Cash Flow Statement

The company is a small company as defined by the Companies Act 1985 and has taken advantage of the exemption allowed by Financial Reporting Standard 1 in not producing a Cash Flow Statement.

### Pension Costs

The cost of providing pension benefits in the form of a defined contribution scheme is charged to the profit and loss account when paid.

### Operating Leases

Rentals applicable to operating leases where substantially all of the benefits and risk of ownership remain with the lessor are charged against profit as incurred.

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH 1997

### 2. TRADING INCOME

The subsidiary company C.S.L.T. (Trading) Limited undertakes the trading activities of the Charity. As required by the Companies Act and Financial Reporting Standard Number 2 the subsidiary has been consolidated on a line-by-line basis. This has the effect of distorting the costs of Management and Administration of the group. Included in this heading are the following costs that were incurred by the subsidiary:-

	1997 £	1996 £
Cost of Sales Salaries Other Costs	194,586 45,172 11,582	278,625 41,222 14,006
	251,340	333,853

### 3. STAFF COSTS AND COUNCIL MEMBERS

Neither the Chairman nor the Council members received any remuneration during the year.

No employee earned over £40,000 per annum.

The average weekly numbers of employees during the year was made up as follows:

	No.	NO.
Support Members Administration Trading	5 6 5 2	4 5 5 2
	18 —	16 —
Staff costs during the year amounted to:	£	£
Wages and salaries Social security costs Pension costs	331,233 32,858 17,804	290,472 28,492 15,770
	381,895	334,734

### ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS NOTES TO THE FINANCIAL STATEMENTS

4.	TANGIBLE FIXED ASSETS		0001			
	Group and Company	Leasehold Property £	Office I Furniture & Equipmen £	t Compute £	rs Tota £	1
	COST: At 1st April 1996 Additions	404,341 -	61,329 23,441	73,286 29,027		
	At 31st March 1997	404,341	84,770	102,313	591,4	<u> </u>
	DEPRECIATION: At 1st April 1996 Charge for the year	32,348 8,087	45,462 7,861	47,865 18,878		
	At 31st March 1997	40,435	53,323	66,743	160,5	 01
	NET BOOK VALUE					
	At 31st March 1997	363,906	31,447	35,570	430,9	23
	At 31st March 1996	371,993	15,867	25,421	413,2	81
	The leasehold property have elapsed.  Capital Commitments Authorised and contract		n a 999 year 1	ease of wh	nich 5 year 1997 £ Nil	1996 £
5.	FIXED ASSET INVESTMENT	'S				<del></del>
<i>)</i> •			Group 1997 £	1996 £	Com 1995 £	pany 1996 £
	Market value at 1st Ar Less Disposals at oper	book	700,729	385,000	700,731	385,002
	value (proceeds £25,2 profit £2,051) Add: Acquisitions at	cost	( 23,225) 125,914	309,029	(23,225) 125,914	309 <b>,</b> 029
	Net gains on revaluat 31st March 1997	TOII at	4,258	6,700	4,258	6,700
	Market Value at 31st M	farch 1997	807,676	700,729	807,678	700,731

### NOTES TO THE FINANCIAL STATEMENTS

5.	FIXED ASSET INVESTMENTS (Continued at MARKET VALUE:	() Gro 1997 £	oup 1996 £	Com 1997 £	pany 1996 £
	Unlisted Investments: Subsidiary undertaking Charities Official	-	-	2	2
	Investment fund Listed Investments: General fund Appeal fund	385,000	485,000	385,000	485,000
		330,403 92,273	154,145 61,584	330,403 92,273	154,145 61,584
		807,676	700,729	807,678	700,731
	AT HISTORICAL COST	796,718	694,029	796,720	694,031
6.	issued share capital of C.S.L.T. ( STOCKS  Books for resale Stationery	13,500	- - -	13,500	- - -
7.	DEBTORS				
	Trade debtors Amount owed by group undertaking Other debtors Taxation recoverable Prepayments	65,843 - 59,577 1,570 12,901 	82,736 54,248 108 9,696 146,788	38,698 59,577 16,115 11,619	91,426 54,248 36,442 9,413 ————————————————————————————————————
8.	CREDITORS: AMOUNTS DUE WITHIN ONE		<del></del>	-	
0.	Bank overdraft Trade creditors Social security & other taxes Accruals & deferred income	3,338 48,985 23,053 67,397 142,773	30,356 22,512 133,912 186,780	3,338 15,816 9,657 65,147 93,958	17,387 9,142 131,912 158,441

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH 1997

### 9. RESTRICTED FUNDS

Group and Company	Balance 1.4.96	Movemen Incoming Resources	t in Funds Expenditure/ Gains	Balance 31.3.97
	£	£	£	£
Appeal Fund Jansson Lecture Fund Shirley Davis Welfare Fund	110,017 2,094 -	40,185 86 328	677 - -	150,879 2,180 328
	112,111	40,599	677	153,387

The Appeal Fund was separated from the General Fund in order to clearly identify its position as a provider of specific grants.

The Jansson Lecture Fund was set up in order to provide funds which would cover the costs incurred by the lecturer at the Jansson Memorial Lecture.

The Shirley Davis Welfare Fund was set up in order to provide funds to assist members who are in hardship.

### 10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Group	Tangible Fixed Assets £	Investments	Net Current Assets £	Total £
Restricted Funds: Appeal Fund	_	92,273	58,606	150,879
Jansson Lecture Fund	-	92,213	2,180	2,180
Shirley Davis Welfare Fund	-	-	328	328
Unrestricted funds	430,923	92,273 715,403	61,114 18,614	153,387 1,164,940
	430,923	807,676	79,728	1,318,327
Company	<del></del>			
Restricted Funds: Appeal Fund Jansson Lecture Fund Shirley Davis Welfare Fund	- - -	92,273	58,606 2,180 328	150,879 2,180 328
Unrestricted funds	430,923	92,273 715,405	61,114 18,612	153,387 1,164,940
	430,923	807,678	79,726	1,318,327

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH 1997

### 11. OTHER FINANCIAL COMMITMENTS

At 31st March 1997 there were the following commitments under operating leases.

operating icases.	Grou	p	Company	
	1997 £	1996 £	1997 £	1996 £
Due within one year	8,833	8,833	5,448	5,448

### 12. SHARE CAPITAL

The company is a company with no share capital, being limited by guarantee. In the event of a winding up the members liability is limited to £1 each.

### 13. INCOME AND EXPENDITURE ACCOUNT OF PARENT COMPANY

As permitted by Section 230 of the Companies Act 1985, the Income and Expenditure Account of the Parent Company is not presented as part of these financial statements. The Consolidated Surplus for the year includes a surplus of £85,775 (1996: £205,675) which is dealt with in the financial statements of the parent company.