

**COMMUNITY NORTH WEST  
FINANCIAL STATEMENTS  
FOR  
5TH APRIL 2006**

Charity Number 1112206



**K M** \*  
Chartered Accountants  
4 - 6 Grimshaw Street  
Burnley  
Lancs  
BB11 2AZ

**COMMUNITY NORTH WEST**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 5TH APRIL 2006**

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**COMMUNITY NORTH WEST**  
**TRUSTEES ANNUAL REPORT**  
**YEAR ENDED 5TH APRIL 2006**

The trustees, who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 5th April 2006.

**GOVERNING DOCUMENT**

The company was incorporated on 22nd August 2003, registration no. 04875074 and is governed by its Memorandum and Articles, as amended on 14th September 2005. The company is also a registered charity no. 1112206 and subject to the Charities Act 1993. Registration as a charity was obtained on 22nd November 2005.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is currently governed by a Board of 5 Trustees, including the Company Secretary. We plan to hold an Inaugural AGM in October 2006 to elect an Executive of 12 under our Charitable constitution.

**TRAINING AND INDUCTION**

In addition to our 5 Trustees, we have invited a number of individuals from the North West of England to join us in an advisory capacity until the AGM in October 2006. We will be inviting as many potential Trustees as possible to a one-day training event during the summer of 2006.

**OBJECTS OF COMMUNITY NORTH WEST**

To promote such purposes as are charitable according to the law of England and Wales for the benefit of the public in the North West of England (hereinafter referred to as the area of benefit) by:

Advancing the education of the public in the North West region by promoting the effective working of any public, charitable, voluntary and community groups which operate in the area of benefit;

Promoting or assisting in the promotion of and co-operation between groups and organisations in the area of benefit, and between themselves and others nationally in the United Kingdom;

Promoting or assisting in the promotion of and co-operation between such groups and organisations in the area of benefit and any local, regional and national development agencies within the United Kingdom;

Promoting or assisting in the promotion of community capacity building of community groups and voluntary organisations, particularly but not exclusively, in those areas of social and economic disadvantage, within the area of benefit;

Taking the lead and co-operating in the strategic planning and regional development of community and voluntary groups and organisations within the area of benefit;

Contributing to both the development and public awareness of a regional strategy and the active involvement of the community and voluntary sector in the promotion of such strategy within the area of benefit;

**COMMUNITY NORTH WEST**  
**TRUSTEES ANNUAL REPORT**  
**YEAR ENDED 5TH APRIL 2006**

**OBJECTS OF COMMUNITY NORTH WEST** *(CONTINUED)*

Liaising with governmental, regional and other organisations in order to co-ordinate the planning, work and marketing of the community and voluntary sector within the area of benefit;

Liaising with representatives of other related and or relevant groups and organisations and furthering integration and joint working where appropriate in the area of benefit.

**ACHIEVEMENTS AND PERFORMANCE**

CNW currently has 260 members and this number continues to increase steadily each quarter.

We currently have a small staff team that provides information, advice and capacity building support to over 1,500 community groups across the NW Region, via Newsletters, emails and websites. CNW is represented on the NWRA Social, Economic & Environmental Partners Group.

**RESERVES POLICY**

The trustees have reviewed the reserves of the charity. This review encompassed the nature of the income and expenditure streams, the need to match variable income with fixed commitments and the nature of the reserves. The review concluded that to allow the charity to continue the current activities a general reserve equivalent to 3 months of budgeted expenses. An amount of £7,777 is currently held, this is below the target amount of £19,500.

**RISK MANAGEMENT**

The trustees have introduced a risk management process to assess business risks and are implementing systems to mitigate these risks. Internal risks are minimised by the implementation of procedures or authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. Procedures are in place to ensure compliance with health and safety of staff, clients and visitors to the premises. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

**COMMUNITY NORTH WEST**  
**TRUSTEES ANNUAL REPORT**  
**YEAR ENDED 5TH APRIL 2006**

**RESULTS**

The results for the year, and the charity's financial position at the end of the year are shown in the attached financial statements.

**THE TRUSTEES**

The trustees who served the charity during the period were as follows:

R Cooper  
M A Crank M.B.E.  
M I Malik M.B.E.  
M A Williams  
A G Brown

A G Brown retired as a trustee on 29th July 2005.

**TRUSTEES' RESPONSIBILITIES**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

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

**ACCOUNTANTS**

A resolution to re-appoint K M as accountants for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

Registered office:  
1st Floor  
91 - 93 Manchester Road  
Nelson  
Lancs  
BB9 7HB

Signed on behalf of the trustees



**Dr M I Malik M.B.E.**  
Trustee

Approved by the trustees on 30<sup>th</sup> May 2006

**COMMUNITY NORTH WEST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 5TH APRIL 2006**

|   | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2006<br>£ | Total Funds<br>2005<br>£ |
|---|------|----------------------------|--------------------------|--------------------------|--------------------------|
| <b>INCOMING RESOURCES</b>                     |      |                            |                          |                          |                          |
| <b>Income resources from generated funds:</b> |      |                            |                          |                          |                          |
| Voluntary income                              | 2    | 80,000                     | —                        | 80,000                   | 75,250                   |
| Grants receivable                             | 3    | —                          | 4,900                    | 4,900                    | —                        |
| Activities for generating funds               | 4    | 3,348                      | —                        | 3,348                    | —                        |
| Investment income                             | 5    | 159                        | —                        | 159                      | —                        |
| <b>TOTAL INCOMING RESOURCES</b>               |      | <u>83,507</u>              | <u>4,900</u>             | <u>88,407</u>            | <u>75,250</u>            |
| <b>RESOURCES EXPENDED</b>                     |      |                            |                          |                          |                          |
| <b>Charitable activities</b>                  | 6    |                            |                          |                          |                          |
| Staff costs                                   |      | 50,475                     | —                        | 50,475                   | 49,314                   |
| Depreciation and other costs                  |      | 31,013                     | —                        | 31,013                   | 17,078                   |
| Governance costs                              | 7    | <u>1,899</u>               | <u>—</u>                 | <u>1,899</u>             | <u>2,254</u>             |
| <b>TOTAL RESOURCES EXPENDED</b>               | 8    | <u>83,387</u>              | <u>—</u>                 | <u>83,387</u>            | <u>68,646</u>            |
| <b>NET INCOMING RESOURCES FOR THE YEAR</b>    | 9    | 120                        | 4,900                    | 5,020                    | 6,604                    |
| Balances brought forward                      |      | <u>7,657</u>               | <u>—</u>                 | <u>7,657</u>             | <u>1,053</u>             |
| Balances carried forward                      |      | <u>7,777</u>               | <u>4,900</u>             | <u>12,677</u>            | <u>7,657</u>             |

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

## COMMUNITY NORTH WEST

## BALANCE SHEET

5TH APRIL 2006

|   | Note | 2006<br>£ | 2005<br>£ |
|---|------|-----------|-----------|
| <b>FIXED ASSETS</b>                                   |      |           |           |
| Tangible assets                                       | 10   | 6,237     | 3,409     |
| <b>CURRENT ASSETS</b>                                 |      |           |           |
| Debtors   | 11   | 216       | 431       |
| Cash at bank and in hand                              |      | 30,796    | 28,587    |
|   |      | 31,012    | 29,018    |
| <b>CREDITORS: Amounts falling due within one year</b> | 12   | (24,572)  | (24,770)  |
| <b>NET CURRENT ASSETS</b>                             |      | 6,440     | 4,248     |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>          |      | 12,677    | 7,657     |
| <b>NET ASSETS</b>                                     |      | 12,677    | 7,657     |
| <b>FUNDS</b>  |      |           |           |
| Restricted  | 13   | 4,900     | —         |
| Unrestricted  | 14   | 7,777     | 7,657     |
| <b>TOTAL FUNDS</b>                                    |      | 12,677    | 7,657     |

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the year by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 221 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements were approved by the trustees on the 30<sup>th</sup> May 2006 and are signed on their behalf by:

  
Dr M I Malik M.B.E.

**COMMUNITY NORTH WEST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 5TH APRIL 2006**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention . The financial statements are in accordance with applicable accounting standards (the Companies Act 1985), the Charities SORP 2005(Accounting and reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993.

**Cash flow statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

|                                |                                  |
|--------------------------------|----------------------------------|
| Computer equipment             | - 33% per annum straight line    |
| Fixtures, fittings & equipment | - 25% per annum reducing balance |

**Fund accounting**

Unrestricted funds are available for use, at the discretion of the trustees, in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**COMMUNITY NORTH WEST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 5TH APRIL 2006**

**1. ACCOUNTING POLICIES** *(continued)*

**Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Investment income is recorded when receivable.

Incoming resources from charitable trading are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. The charity is not VAT registered and therefore, expenditure includes VAT and is reported as part of the expenditure to which it relates:

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**Fixed assets**

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £500 are not capitalised

**2. VOLUNTARY INCOME**

|           | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2006<br>£ | Total Funds<br>2005<br>£ |
|-----------|----------------------------|--------------------------|--------------------------|--------------------------|
| Donations | <u>80,000</u>              | <u>-</u>                 | <u>80,000</u>            | <u>75,250</u>            |

**COMMUNITY NORTH WEST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 5TH APRIL 2006**

**3. GRANTS RECEIVABLE**

|                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2006<br>£ | Total Funds<br>2005<br>£ |
|----------------|----------------------------|--------------------------|--------------------------|--------------------------|
| Awards For All | -                          | 4,900                    | 4,900                    | -                        |

**4. ACTIVITIES FOR GENERATING FUNDS**

|                   | 2006<br>£ | 2005<br>£ |
|-------------------|-----------|-----------|
| Conference income | 3,348     | -         |

**5. INVESTMENT INCOME**

|                          | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2006<br>£ | Total Funds<br>2005<br>£ |
|--------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| Bank interest receivable | 159                        | -                        | 159                      | -                        |

**6. CHARITABLE ACTIVITIES**

|  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2006<br>£ | Total Funds<br>2005<br>£ |
|--|----------------------------|--------------------------|--------------------------|--------------------------|
| <b>Provision of charitable services:</b> |                            |                          |                          |                          |
| Service provision                        | 81,488                     | -                        | 81,488                   | 66,392                   |

**Analysis of provision of charitable services:**

|                   | Staff costs<br>£ | Depreciation<br>£ | Other costs<br>£ | Total 2006<br>£ | Total 2005<br>£ |
|-------------------|------------------|-------------------|------------------|-----------------|-----------------|
| Service provision | 50,475           | 1,454             | 29,559           | 81,488          | 66,392          |

**7. GOVERNANCE COSTS**

|                                      | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2006<br>£ | Total Funds<br>2005<br>£ |
|--------------------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| Bank charges                         | 59                         | -                        | 59                       | -                        |
| Accountancy fees                     | 1,840                      | -                        | 1,840                    | 2,184                    |
| Interest payable and similar charges | -                          | -                        | -                        | 70                       |
|                                      | 1,899                      | -                        | 1,899                    | 2,254                    |

**COMMUNITY NORTH WEST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 5TH APRIL 2006**

**8. TOTAL RESOURCES EXPENDED**

|                       | Staff costs   | Depreciation | Other costs   | Total Funds<br>2006 | Total Funds<br>2005 |
|-----------------------|---------------|--------------|---------------|---------------------|---------------------|
|                       | £             | £            | £             | £                   | £                   |
| Charitable activities | 50,475        | 1,454        | 29,559        | 81,488              | 66,392              |
| Governance costs      | —             | —            | 1,899         | 1,899               | 2,254               |
|                       | <u>50,475</u> | <u>1,454</u> | <u>31,458</u> | <u>83,387</u>       | <u>68,646</u>       |

**The aggregate payroll costs were:**

|                       | 2006          | 2005          |
|-----------------------|---------------|---------------|
|                       | £             | £             |
| Wages and salaries    | 46,080        | 44,790        |
| Social security costs | 4,395         | 4,524         |
|                       | <u>50,475</u> | <u>49,314</u> |

**Particulars of employees:**

The average number of staff employed by the charity during the financial year amounted to:

|                      | 2006     | 2005     |
|----------------------|----------|----------|
|                      | No       | No       |
| Administrative staff | <u>2</u> | <u>2</u> |

|                                | 2006          | 2005          |
|--------------------------------|---------------|---------------|
|                                | £             | £             |
| <b>Other costs:</b>            |               |               |
| Premises costs                 | 5,524         | 4,938         |
| Repairs & maintenance          | 128           | 286           |
| Telephone                      | 2,201         | 1,624         |
| Printing, postage & stationery | 9,355         | 2,620         |
| Travel & subsistence           | 6,550         | 4,824         |
| Subscriptions                  | 408           | 254           |
| Conference & meeting expenses  | 1,627         | 1,326         |
| Accountancy fees               | 1,839         | 2,186         |
| Bank charges                   | 59            | —             |
| Sundries                       | 419           | 436           |
|                                | <u>28,110</u> | <u>18,494</u> |

**9. OPERATING SURPLUS**

Operating surplus is stated after charging:

|              | 2006         | 2005       |
|--------------|--------------|------------|
|              | £            | £          |
| Depreciation | <u>1,454</u> | <u>770</u> |

**COMMUNITY NORTH WEST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 5TH APRIL 2006**

**10. TANGIBLE FIXED ASSETS**

|                          | Computer<br>equipment<br>£ | Fixtures,<br>fittings &<br>equipment<br>£ | Total<br>£   |
|--------------------------|----------------------------|---|--------------|
| <b>COST</b>              |                            |   |              |
| At 6th April 2005        | 1,699                      | 2,480                                     | 4,179        |
| Additions                | 3,248                      | 1,034                                     | 4,282        |
| <b>At 5th April 2006</b> | <u>4,947</u>               | <u>3,514</u>                              | <u>8,461</u> |
| <b>DEPRECIATION</b>      |                            |   |              |
| At 6th April 2005        | 378                        | 392                                       | 770          |
| Charge for the year      | 844                        | 610                                       | 1,454        |
| <b>At 5th April 2006</b> | <u>1,222</u>               | <u>1,002</u>                              | <u>2,224</u> |
| <b>NET BOOK VALUE</b>    |                            |   |              |
| <b>At 5th April 2006</b> | <u>3,725</u>               | <u>2,512</u>                              | <u>6,237</u> |
| At 5th April 2005        | <u>1,321</u>               | <u>2,088</u>                              | <u>3,409</u> |

**11. DEBTORS**

|             | 2006<br>£  | 2005<br>£  |
|-------------|------------|------------|
| Prepayments | <u>216</u> | <u>431</u> |

**12. CREDITORS: Amounts falling due within one year**

|                              | 2006<br>£     | 2005<br>£     |
|------------------------------|---------------|---------------|
| Trade creditors              | 156           | 1,188         |
| Taxation and social security | 1,343         | 2,712         |
| Funding received in advance  | 20,250        | 20,000        |
| Accruals                     | 2,823         | 870           |
|                              | <u>24,572</u> | <u>24,770</u> |

**13. RESTRICTED FUNDS**

|                | Movement in<br>resources: | Balance at<br>5 Apr 2006 |
|----------------|---------------------------|--------------------------|
|                | Incoming<br>£             | £                        |
| Awards For All | <u>4,900</u>              | <u>4,900</u>             |

The Awards For All grant was awarded on 20th March 2006 for the purchase of a Sony Semi-professional camera, software, computer, lights and remote microphone.

**COMMUNITY NORTH WEST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 5TH APRIL 2006**

**14. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)**

|                    | Tangible<br>fixed assets | Other net assets | Total         |
|--------------------|--------------------------|------------------|---------------|
|                    | £                        | £                | £             |
| Awards For All     | —                        | 4,900            | 4,900         |
| Unrestricted funds | 6,237                    | 1,540            | 7,777         |
|                    | <u>6,237</u>             | <u>6,440</u>     | <u>12,677</u> |

**15. CONTROLLING PARTIES**

The charity is under the control of the trustees named on page 3.

**16. COMPANY LIMITED BY GUARANTEE**

The charity is registered as a company limited by guarantee. The members of the charity are the trustees named on page 3. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**COMMUNITY NORTH WEST  
MANAGEMENT INFORMATION  
YEAR ENDED 5TH APRIL 2006**

**The following pages do not form part of the statutory financial statements.**

**COMMUNITY NORTH WEST**  
**ACCOUNTANTS' REPORT TO THE TRUSTEES OF COMMUNITY NORTH WEST**  
**YEAR ENDED 5<sup>TH</sup> APRIL 2006**

As described on the balance sheet, the trustees of the charity are responsible for the preparation of the financial statements for the year ended 5<sup>th</sup> April 2006, set out on pages 4 to 11.

You consider that the charity is exempt from an audit under the Companies Act 1985.

In accordance with your instructions we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

  
**K M**  
**Chartered Accountants**

4 - 6 Grimshaw Street  
Burnley  
Lancs  
BB11 2AZ

30<sup>th</sup> May 2006

**COMMUNITY NORTH WEST**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 5TH APRIL 2006**

|  | 2006          |               | 2005          |
|--|---------------|---------------|---------------|
|  | £             | £             | £             |
| <b>INCOME</b>                                  |               |               |               |
| Donations                                      | 80,000        |               | 75,250        |
| Awards For All                                 | 4,900         |               | —             |
| Bank interest receivable                       | 159           |               | —             |
| Conference income                              | 3,348         |               | —             |
| <b>TOTAL INCOME</b>                            | <u>88,407</u> |               | <u>75,250</u> |
| <b>CHARITABLE EXPENDITURE:</b>                 |               |               |               |
| Wages and salaries                             | 50,475        |               | 49,314        |
| Rent   | 4,160         |               | 3,467         |
| Rates  | 674           |               | 920           |
| Light and heat                                 | 400           |               | 344           |
| Insurance                                      | 290           |               | 207           |
| Repairs and maintenance                        | 128           |               | 286           |
| Telephone                                      | 2,201         |               | 1,624         |
| Printing, postage & stationery                 | 9,355         |               | 2,620         |
| Travel & subsistence                           | 6,550         |               | 4,824         |
| Subscriptions                                  | 408           |               | 254           |
| Conference & meeting expenses                  | 4,975         |               | 1,326         |
| Sundries                                       | 202           |               | 246           |
| Cleaning                                       | 216           |               | 190           |
| Depreciation:                                  |               |               |               |
| Depreciation of fixtures, fittings & equipment | 610           |               | 392           |
| Depreciation of computer equipment             | 844           |               | 378           |
|  | <u>81,488</u> |               | <u>66,392</u> |
| <b>MANAGEMENT AND ADMINISTRATION</b>           |               |               |               |
| Accountancy fees                               | 1,840         |               | 2,184         |
| Bank charges                                   | 59            |               | —             |
|  | <u>1,899</u>  |               | <u>2,184</u>  |
| <b>INTEREST PAYABLE</b>                        |               |               |               |
| Other similar charges                          | —             |               | 70            |
|  | <u>—</u>      |               | <u>70</u>     |
| <b>TOTAL EXPENDITURE</b>                       |               | <u>83,387</u> | <u>68,646</u> |
| <b>NET INCOMING RESOURCES FOR THE YEAR</b>     |               | <u>5,020</u>  | <u>6,604</u>  |