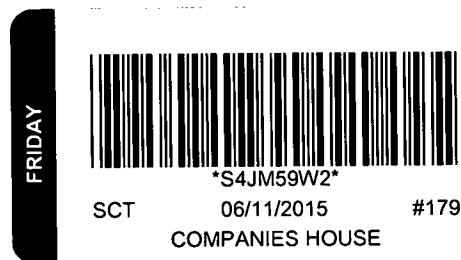


**ORCADIA MOVEMENT LIMITED  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30th APRIL 2015**



**Charity Number SC019623**

**THE A9 PARTNERSHIP LIMITED**

Chartered Accountants  
Abercorn School  
Newton  
West Lothian  
EH52 6PZ

**ORCADIA MOVEMENT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 30th APRIL 2015**

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# ORCADIA MOVEMENT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT

YEAR ENDED 30th APRIL 2015

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30th April 2015.

### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered charity name** Orcadia Movement Limited

**Charity registration number** SC019623

**Company registration number** SC174188

3 Windsor Place  
Portobello  
Edinburgh  
EH15 2AJ

**Registered office** Abercorn School  
Newton  
Broxburn  
West Lothian  
EH52 6PZ

### The trustees

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

Mrs B Stott  
Mrs H White  
Mr J Calder  
Mrs C Barclay  
Mrs H Harbinson  
Mr L Marshall  
Mrs L du Plessis

**Secretary** Mrs Barbara Stott

**Bankers** The Royal Bank of Scotland  
38 Cramond Road South  
Edinburgh  
EH4 6AA

# **ORCADIA MOVEMENT LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 30th APRIL 2015**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The organisation is a charitable company limited by guarantee, incorporated on 8th April 1997 and has been registered as a charity since 17th December 1991.

The company was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association.

Members of the Board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the period and up to date of this report, are set out on page 1.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31st March 2015 was 7 (2014 - 7).

### **OTHER NAME CHARITY IS KNOWN BY**

Whilst the registered name of the charity is "Orcadia Movement Limited", it is more commonly known as "Orcadia Creative Learning Centre".

### **APPOINTMENT OF NEW TRUSTEES**

Any applications to be admitted to the Board can be made up to the start of the Annual General Meeting, as long as the application has been signed by a member. Any existing member can be co-opted onto the board to fill a vacant position until the Annual General Meeting. At the conclusion of each Annual General Meeting one third or the nearest number thereto, of Board Members shall retire from office. A retiring Board Member shall be eligible for re-election without nomination.

The Board may appoint such persons as it deems appropriate to be executive officers of the charitable company, and may delegate such responsibilities of the Board to such persons as the Board may deem necessary. Each new Trustee is linked with a serving Trustee and provided with a structured induction programme over the first year.

### **FINANCIAL CONTROLS**

The finances are controlled by a treasurer, who has the responsibility of implementing the wishes of the Board of Trustees and ensuring that the expected care services can be provided from within the available budget.

### **OBJECTIVES**

The objectives of Orcadia are to provide a safe, secure, enjoyable, friendly, stimulating and challenging environment for children, young people and adults with learning disabilities, physical disabilities and challenging behaviour by providing an opportunity to attend classes at the Centre and develop a wide range of skills whilst experiencing social interaction with their peers which in many instances they would not otherwise be able to do.

# **ORCADIA MOVEMENT LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 30th APRIL 2015**

### **ACTIVITIES**

Our ethos at Orcadia is to create a friendly, learning and fun environment where our comprehensive arts programmes allow our students who come to the Centre to engage, participate, to improve and maintain their social skills and reduce their social isolation through mixing with their peers, staff and volunteers.

Under the supervision of our creative, skilled and dedicated staff all our students have the opportunity to become involved in a variety of programmes including one to one and group contact sessions in creative arts, music, dance, drama, movement and mime, puppetry and filmmaking, in addition to social groups, workshops and evening classes.

We have around 200 students attending weekly activities which include -

Contact programme - one to one work designed to meet individual students requirements and for those that find it difficult to join in group sessions.

Group sessions - an extension of the one to one contact programme aimed at students who feel able to work in a group environment.

Youth Club - for teenagers 14-18 years old.

Young People's Club - for young people 18-30 years old.

Creative Arts - an exciting and innovative two day programme delivered in conjunction with Borders College Skills Accreditation Programme for young adults consisting of one day assigned for various projects and the other day providing the opportunity to have work experience being within the Centre being involved in the various day to day tasks. At the end of the course the students will be awarded with a Certificate of Achievement along with a bound portfolio of their work.

Evening and weekend classes in Drama, Music, Percussion, Storytelling and Filmmaking.

Social activities - including Halloween and Christmas parties, a Burn's Supper, a Scottish night, Valentine's disco, a Summer BBQ and many other fun events and disco's.

### **ACHIEVEMENTS AND PERFORMANCE**

In the last year Orcadia has once again provided a wide range of classes to meet the differing needs of our students creating a friendly and fun environment with our programmes allowing our students to maintain and improve their social skills.

Children, young people and adults from the community accessing the public and group trampoline sessions has continued to be a great success with the integration of visitors to the Centre creating a successful inclusive environment.

With the Trustees mindful of the importance of having an up to date assessment and evaluation of Orcadia's business and financial acumen we approached The Cranfield Trust with a view to them assisting us with their expertise in business management skills. During 2014 we welcomed the opportunity for one of their volunteer's to work with us in producing a comprehensive review updating our business and development plans. This was a hugely positive experience for all parties concerned and we were delighted with the outcome in particular with their assistance and guidance we received in producing our three year strategic plan.

Once again we believe all our students who have attended the Centre in the past twelve months have continued to have a wonderful experience of all Orcadia has to offer for their particular needs. The Tutors and Centre Staff with their skills, expertise and experience have once again admirably demonstrated their enthusiasm, commitment and dedication to everything that Orcadia represents.

# ORCADIA MOVEMENT LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 30th APRIL 2015

### FINANCIAL REVIEW

This has once again been a challenging year for Orcadia Movement Limited, with pressures continuing on the investments and charities of the trusts who support the excellent service we provide to the disability community. The trustees report an unrestricted fund deficit of £4,629 (2014 - deficit £20,589). The balance of general funds at 30th April 2015 was £16,737.

Operationally we have made changes to our class timetables creating availability for new students allowing us to substantially reduce the size of our waiting list which in the year ahead will increase our income from fees. We have also achieved a reduction in our expenditure with savings having been made across the board.

### FUNDRAISING

Once again the Board of Trustees have been delighted by the encouragement and continuing support received from the many donors, trusts and foundations to whom we are extremely grateful for their kindness and generosity. We are also very grateful for the support from the community, local businesses, shops, schools, churches and golf club who have adopted Orcadia as their chosen charity.

### RESERVES POLICY

It is the policy of the charity to maintain unrestricted funds at a level which equate to approximately 3 months unrestricted expenditure. This provides sufficient funds to cover management and administrative and support costs. Unrestricted funds are maintained at at least this level throughout the year.

### PLANS FOR FUTURE PERIODS

Orcadia will continue to provide multi sensory arts programmes and social opportunities for young people and adults with learning difficulties, physical disabilities and challenging behaviour. We have created space for new clients in our groups enabling us to reduce the size of our waiting list and plan to expand by adding additional groups and social activities including outwith the Centre, e.g. cinema, dinner, bowling. We will continue to work with our students, their parents/guardians and carers, and the community to further develop and improve our programmes to meet the ever changing needs of all who come to the Centre.

### SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Signed on behalf of the trustees



MR JACK CALDER  
Trustee

.....

# **ORCADIA MOVEMENT LIMITED COMPANY LIMITED BY GUARANTEE**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND MEMBERS OF ORCADIA MOVEMENT LIMITED**

**YEAR ENDED 30th APRIL 2015**

I report on the accounts of the charity for the year ended 30th April 2015 which are set out on pages 8 to 13.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of Orcadia Movement Limited for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act) and the Charities Accounts (Scotland) Regulations 2006 (as amended) (the 2006 Accounts Regulations). The charity's trustees consider that the audit requirements of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

### **BASIS OF INDEPENDENT EXAMINER'S STATEMENT**

My examination is carried out in accordance with the Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

### **INDEPENDENT EXAMINER'S STATEMENT**

In the course of my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

o to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and

o to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Victoria Walsh*

Victoria Walsh CA  
Of The A9 Partnership Limited  
Independent examiner

Abercorn School  
Newton  
West Lothian  
EH52 6PZ

*5/11/15*  
.....

# ORCADIA MOVEMENT LIMITED COMPANY LIMITED BY GUARANTEE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 30th APRIL 2015

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	88,457	10,000	98,457	91,451
Activities for generating funds	3	184,215	—	184,215	198,432
Investment income	4	2	—	2	9
<b>TOTAL INCOMING RESOURCES</b>		<u>272,674</u>	<u>10,000</u>	<u>282,674</u>	<u>289,892</u>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Fundraising trading: cost of goods sold and other costs	5	(3,474)	—	(3,474)	(4,368)
Charitable activities	6	(270,978)	(10,000)	(280,978)	(304,643)
Governance costs	7	(2,851)	—	(2,851)	(1,470)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(277,303)</u>	<u>(10,000)</u>	<u>(287,303)</u>	<u>(310,481)</u>
<b>NET OUTGOING RESOURCES FOR THE YEAR/NET EXPENDITURE FOR THE YEAR</b>	8	(4,629)	—	(4,629)	(20,589)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>21,366</u>	<u>—</u>	<u>21,366</u>	<u>41,955</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>16,737</u>	<u>—</u>	<u>16,737</u>	<u>21,366</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 10 to 13 form part of these financial statements.



# ORCADIA MOVEMENT LIMITED COMPANY LIMITED BY GUARANTEE

## BALANCE SHEET

30th APRIL 2015

	Note	2015 £	£	2014 £
<b>FIXED ASSETS</b>				
Tangible assets	11		15,401	19,252
<b>CURRENT ASSETS</b>				
Stocks	12	678		343
Debtors	13	6,668		15,500
Cash at bank and in hand		10,007		4,457
		<u>17,353</u>		<u>20,300</u>
<b>CREDITORS: Amounts falling due within one year</b>	14	<u>(16,017)</u>		<u>(18,186)</u>
<b>NET CURRENT ASSETS</b>			1,336	2,114
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>16,737</u>	<u>21,366</u>
<b>FUNDS</b>				
Unrestricted income funds	16		16,737	21,366
<b>TOTAL FUNDS</b>			<u>16,737</u>	<u>21,366</u>

For the year ended 30th April 2015 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee and authorised for issue on the ..... and are signed on their behalf by:



MR JACK CALDER  
Trustee

Company Registration Number: SC174188

The notes on pages 10 to 13 form part of these financial statements.

# ORCADIA MOVEMENT LIMITED COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30th APRIL 2015

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

#### 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.

#### Donations

Donations are recognised in the period that they are received and in accordance with the donors wishes the donations will be treated as either restricted or unrestricted income.

#### Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.

#### Fixed assets

All fixed assets are initially recorded at cost.

#### 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:

Fixtures and fittings - 20 % Reducing Balance

#### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

### 2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
<b>Donations</b>				
Donations	88,457	10,000	98,457	91,451

# ORCADIA MOVEMENT LIMITED COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30th APRIL 2015

### 3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Trampolines and cafe	22,659	22,659	24,867
Parties	39,812	39,812	39,213
Class fees	120,203	120,203	132,906
Juke box	1,541	1,541	1,446
	<u>184,215</u>	<u>184,215</u>	<u>198,432</u>

### 4. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Bank interest receivable	<u>2</u>	<u>2</u>	<u>9</u>

### 5. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Trampolines and cafe	<u>3,474</u>	<u>3,474</u>	<u>4,368</u>

### 6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Fundraising costs	<u>270,978</u>	<u>10,000</u>	<u>280,978</u>	<u>304,643</u>

### 7. GOVERNANCE COSTS

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Independent examination fee	1,470	1,470	1,470
Legal and professional fees	600	600	—
Interest payable	781	781	—
	<u>2,851</u>	<u>2,851</u>	<u>1,470</u>

### 8. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging:

	2015 £	2014 £
Depreciation	<u>3,850</u>	<u>4,813</u>

# ORCADIA MOVEMENT LIMITED COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30th APRIL 2015

### 9. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2015 £	2014 £
Wages and salaries	195,734	205,422
Social security costs	16,024	17,315
	<u>211,758</u>	<u>222,737</u>

#### Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2015 No	2014 No
Number of support staff	9	8
Number of administrative staff	1	1
Number of management staff	1	1
	<u>11</u>	<u>10</u>

No employee received remuneration of more than £60,000 during the year (2014 - Nil).

### 10. TRUSTEES' REMUNERATION

No trustees received remuneration during the year

No trustees expenses were paid during the year.

### 11. TANGIBLE FIXED ASSETS

	Plant and machinery etc. £
<b>COST</b>	
At 1st May 2014 and 30th April 2015	<u>72,977</u>
<b>DEPRECIATION</b>	
At 1st May 2014	53,725
Charge for the year	3,851
At 30th April 2015	<u>57,576</u>
<b>NET BOOK VALUE</b>	
At 30th April 2015	<u>15,401</u>
At 30th April 2014	<u>19,252</u>

### 12. STOCKS

	2015 £	2014 £
Stock	<u>678</u>	<u>343</u>

# ORCADIA MOVEMENT LIMITED COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30th APRIL 2015

### 13. DEBTORS

	2015 £	2014 £
Trade debtors	5,320	12,955
Other debtors	550	1,880
Prepayments	798	665
	<u>6,668</u>	<u>15,500</u>

### 14. CREDITORS: Amounts falling due within one year

	2015 £	2014 £
Trade creditors	13,227	15,267
PAYE and social security	2,790	2,919
	<u>16,017</u>	<u>18,186</u>

### 15. COMMITMENTS UNDER OPERATING LEASES

At 30th April 2015 the charity had annual commitments under non-cancellable operating leases as set out below.

	2015 £	2014 £
	<b>Land and buildings</b>	
Operating leases which expire:		
Within 2 to 5 years	<u>26,672</u>	<u>26,672</u>

### 16. UNRESTRICTED INCOME FUNDS

	Balance at 1st May 2014 £	Outgoing resources £	Balance at 30th April 2015 £
General Funds	<u>21,366</u>	<u>(4,629)</u>	<u>16,737</u>

The general fund is considered to be free and is not designated for any specific purpose. The Board of Trustees considers that this level of free reserve will provide an adequate, but not excessive, fund to meet unforeseeable exceptional expenditure or exceptional loss of income due to reductions in donations or fundraising income.

### 17. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. In accordance with the Memorandum and Articles of Association, every member of the project undertakes to contribute to the assets of the project in the event of the project being wound up while a member, or within one year of ceasing to be a member, and for the costs, charges and expenses of winding up the project and for the adjustment of the rights of the contributions among themselves such amount as may be required, not exceeding £1.

**ORCADIA MOVEMENT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**MANAGEMENT INFORMATION**

**YEAR ENDED 30th APRIL 2015**

**The following pages do not form part of the statutory financial statements  
which are the subject of the independent examiner's report on page 7.**

# ORCADIA MOVEMENT LIMITED COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 30th APRIL 2015

	2015 £	2014 £
<b>INCOMING RESOURCES</b>		
<b>VOLUNTARY INCOME</b>		
Donations	98,457	91,451
<b>ACTIVITIES FOR GENERATING FUNDS</b>		
Trampolines and cafe	22,659	24,867
Parties	39,812	39,213
Class fees	120,203	132,906
Juke box	1,541	1,446
	<u>184,215</u>	<u>198,432</u>
<b>INVESTMENT INCOME</b>		
Bank interest receivable	2	9
	<u>2</u>	<u>9</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>282,674</u>	<u>289,892</u>
<b>RESOURCES EXPENDED</b>		
<b>FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS</b>		
Cost of sales - Opening stock	343	487
Cost of sales - Purchases	3,809	4,224
Cost of sales - Closing stock	(678)	(343)
	<u>3,474</u>	<u>4,368</u>
<b>CHARITABLE ACTIVITIES</b>		
Staff costs - Wages & Salaries	195,734	205,422
Staff costs - Employer's NIC	16,024	17,315
Establishment - Rates & Water	27,534	26,672
Establishment - Light & heat	5,611	5,266
Establishment - Repairs & maintenance	3,517	6,410
Establishment - Insurance	4,164	3,994
Establishment - Other	3,911	3,057
Motor and travel costs - Other	26	50
Professional - Accountancy fees	270	360
Legal & professional - Other	10,567	17,212
Office expenses - Telephone	2,081	2,289
Office expenses - Other	1,195	1,883
Depreciation	3,850	4,813
Hire of equipment	2,819	2,406
Fees and subscriptions	1,001	1,171
Sundry expenses	316	320
Laundry and cleaning	2,358	5,051
Advertising	-	952
	<u>280,978</u>	<u>304,643</u>

**ORCADIA MOVEMENT LIMITED  
COMPANY LIMITED BY GUARANTEE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 30th APRIL 2015**

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
<b>GOVERNANCE COSTS</b>		
Independent examination fee	1,470	1,470
Legal and professional fees	600	—
Interest payable	781	—
	<u>2,851</u>	<u>1,470</u>
 <b>TOTAL RESOURCES EXPENDED</b>	 <u>287,303</u>	 <u>310,481</u>
 <b>NET OUTGOING RESOURCES FOR THE YEAR</b>	 <u>(4,629)</u>	 <u>(20,589)</u>



# ORCADIA MOVEMENT LIMITED COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 30th APRIL 2015

	2015 £	2014 £
<b>FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS</b>		
<b>Trampolines and cafe</b>		
Cost of sales - Opening stock	343	487
Cost of sales - Purchases	3,809	4,224
Cost of sales - Closing stock	(678)	(343)
	<u>3,474</u>	<u>4,368</u>
 <b>CHARITABLE ACTIVITIES</b>		
<b>Support costs</b>		
Staff costs - Wages & Salaries	195,734	205,422
Staff costs - Employer's NIC	16,024	17,315
Establishment - Rates & Water	27,534	26,672
Establishment - Light & heat	5,611	5,266
Establishment - Repairs & maintenance	3,517	6,410
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Motor and travel costs - Other	26	50
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	<u>280,978</u>	<u>304,643</u>