COMPANY REGISTRATION NUMBER: SC260631 CHARITY REGISTRATION NUMBER: SC029817

FINANCIAL FITNESS RESOURCE TEAM
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2022

**MURRAY & HENDERSON** 

Chartered accountants
32 Kempock Street
Gourock
Scotland
PA19 1NA



## **Company Limited by Guarantee**

## Financial Statements

## Year ended 31 March 2022

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#### **Company Limited by Guarantee**

#### Trustees' Annual Report (Incorporating the Director's Report)

#### Year ended 31 March 2022

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

#### Reference and administrative details

Registered charity name

FINANCIAL FITNESS RESOURCE TEAM

Charity registration number

SC029817

Company registration number SC260631

Principal office and registered 29 WEST STEWART STREET

office

**GREENOCK** 

RENFREWSHIRE PA15 1SH **SCOTLAND** 

#### The trustees

MR. W. DUNLOP MRS. M. SANDERSON MR. W. RICE

MRS. E. ROBERTSON MRS E.L. ROBERTSON MR. J.W. WILLIAMS

MR. J.R.M. AHLFELD (Resigned 7th July 2022)

**Company secretary** 

MR. WILSON DUNLOP

Independent examiner

MICHAEL HARKINS C.A.

32 Kempock Street

Gourock Scotland **PA19 1NA** 

#### **Company Limited by Guarantee**

#### Trustees' Annual Report (Incorporating the Director's Report) (continued)

#### Year ended 31 March 2022

#### Structure, governance and management

Financial Fitness Resource Team is registered as a Company limited by guarantee and a recognised Scottish charity. The Company began trading on 1st April 2004 in accordance with the Memorandum and Articles of Association, dated 11 December 2003. We are governed by an eight-strong board of Directors, nominated and elected by members at the Annual General Meeting following the submission of an application for membership. Regulations dictate that there are a minimum of two Directors and no maximum number required. Overall responsibility for all aspects of the organisation lies with the Board of Directors.

Day-to-day responsibility for managing the organisation lies with the Manager in liaison with the Board of Directors. The Manager is primarily responsible for overseeing all aspects of service delivery, managing the staff team and exploring the financial sustainability of the Company. The Manager meets regularly with the Board to monitor and discuss the organisation's progress.

The organisation employs a further nine staff members who are responsible for service delivery to Inverciyed residents. These staff are line-managed by the Manager and Board where appropriate.

#### **Objectives and activities**

The primary objective of the organisation is:

"To relieve the poverty of inhabitants of Inverclyde, regardless of age, disability, race, religion, sex, sexual orientation or other opinions and in furtherance of the project will (a) disseminate information and provide advice and guidance to relevant individuals and communities suffering disadvantage through poverty; (b) establish communication channels and promote collaborative work with relevant organisations operating within the anti-poverty advice field; (c) facilitate and or participate in a working groups on tasks associated with anti-poverty initiatives; (d) liaise with national organisations, statutory agencies and others in order to influence policy, resourcing and promoting good practice" (Section 3, Memorandum and Articles of Association)

In practice the organisation provides the following services on an outreach basis:

- -Advice on all welfare benefits.
- -Assistance with form filling.
- -Comprehensive benefit checks and back-to-work calculations.
- -Money advice.
- -Signposting clients to other agencies and services.

#### **Company Limited by Guarantee**

#### Trustees' Annual Report (Incorporating the Director's Report) (continued)

#### Year ended 31 March 2022

#### Achievements and performance

#### £5,179,800 SECURED IN UNCLAIMED BENEFITS

2021/22 has been another successful year for the Company, who managed to successfully secure £5,179,800 in unclaimed benefits and other financial gains for the residents of Inverclyde. This is an indication of just how much benefit is going unclaimed in the area and highlights the continuing need for the service across the district.

#### 2,010 NEW CLIENTS ADVISED AND ASSISTED THIS YEAR

We advised and assisted 2,010 new clients from across Inverclyde, ensuring local residents were able to access and claim a range of welfare benefits, thus maximising household incomes in the area. We were able to help these clients in a variety of ways, through form filling, better off in work calculations, benefit checks, money advice and general problem solving. The staff also provided ongoing assistance to many of our existing clients who have received ongoing advice since 1999.

#### 23 BENEFIT PRESENTATIONS DELIVERED

As always, the Company was actively involved in informing the Inverclyde community of their possible benefit entitlements and keeping the public updated on changes that affect them. To this end, the staff delivered a total of 23 talks and presentations to a wide cross section of the community, incorporating elderly, family and disabled groups. These presentations were attended by 98 people, all of whom were able to receive welfare benefits and money advice in their local environment.

#### **Company Limited by Guarantee**

#### Trustees' Annual Report (Incorporating the Director's Report) (continued)

#### Year ended 31 March 2022

#### Financial review

The Charity's financial year runs from 1st April to 31st March. The manager has day-to-day responsibility for managing the organisation's finances and there is regular liaison with the Board of Directors who have ultimate financial control. At the end of the financial year the Financial Statements are independently examined for approval by the Board and presentation at the AGM.

The Board of Directors have agreed a reserves policy which states that the organisation should attempt to build up a reserve equal to the average running costs for 6 months. To this end the Board of Directors have designated a fund of £175,000 for this purpose. These reserves will allow the Charity to supplement shortfalls in restricted funding and maintain service delivery whilst planning effectively for the future. This policy is reviewed annually. On 31st March 2022 the General Fund, excluding the aforementioned Designated Fund, amounted to £193,181.

#### **FUNDING RECEIVED 2021-22**

The following funds were received in 2021-22:

Inverclyde Council - Employability £63,950 (To provide financial advice to unemployed Inverclyde residents)

Inverciyde Housing Association Forum £35,000 (To provide advice to RSL tenants)

Inverclyde Carers Strategy £30,000 (To provide advice to Inverclyde carers)

Inverclyde HSCP £44,720 (To provide welfare reforms to support Inverclyde residents)

Bank of Scotland Foundation £24,692 (To provide a full-time Disability Adviser)

Communities Recovery Fund £39,040

(To assist the local community to recover from the effect of the Covid pandemic with contributions from The National Lottery, Oak Tree Housing, Adapt & Thrive, ICDT and CPAG)

Foundation Scotland £4,320

(To provide additional administration support following the pandemic)

Oak Tree Housing Association £5,502

(To fund extended staffing costs of a Crisis Intervention Service)

People's Postcode Trust £19,459

(To fund a benefit adviser to prevent/reduce the impact of poverty)

#### **Company Limited by Guarantee**

#### Trustees' Annual Report (Incorporating the Director's Report) (continued)

#### Year ended 31 March 2022

#### Plans for future periods

The Company have secured a contract with Inverciyde Community Development Trust to provide financial based employability services until 31st March 2023.

The Company has also secured funding from the Bank of Scotland Foundation, Scottish Legal Aid Board, HSCP and IHAF for a further year until 31st March 2023.

The Company is also exploring various funding opportunities and are in negotiations with a range of organisations to secure Service Level Agreements which can allow the service to continue on a longer-term basis.

The Company will also continue to strive to increase Board membership by actively recruiting new members.

#### Small company provisions

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

The trustees' annual report was approved on 15th November 2022 and signed on behalf of the board of trustees by:

MR W DUNLOP

Trustee

#### **Company Limited by Guarantee**

## Independent Examiner's Report to the Trustees of FINANCIAL FITNESS RESOURCE TEAM

#### Year ended 31 March 2022

I report to the trustees on my examination of the financial statements of FINANCIAL FITNESS RESOURCE TEAM ('the charity') for the year ended 31 March 2022.

#### Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act'), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

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 the charity's accounts carried out under section 44(1)(c) of the 2005 Act. In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

#### Independent examiner's statement

Since the charity is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I can confirm that I am qualified to undertake the examination because I am a registered member of ICAS 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:

- accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act, section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; or
- 2. the financial statements do not accord with those records or with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; or
- 3. the financial statements 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 financial statements 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).

#### **Company Limited by Guarantee**

## Independent Examiner's Report to the Trustees of FINANCIAL FITNESS RESOURCE TEAM (continued)

#### Year ended 31 March 2022

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.  $\mbox{\tt A}$ 

MICHAEL HARKINS C.A. Independent Examiner

32 Kempock Street Gourock Scotland PA19 1NA

# FINANCIAL FITNESS RESOURCE TEAM Company Limited by Guarantee Statement of Financial Activities (including income and expenditure account)

#### Year ended 31 March 2022

	Note	Unrestricted funds	Restricted funds	2022 Total funds £	2021 Total funds £
Income and endowments					
Donations and legacies	5	178,041	88,642	266,683	328,452
Investment income		<u>^^80</u>		- ''80	-
Total income		178,121	88,642	1 266,763	328,452
Expenditure Expenditure on raising funds:					
Costs of raising donations and legacies	6	231,035	86,896	317,931	305,592
Total Expenditure		231,035	86,896	317,931	305,592
Net income and net movement in funds before transfers Transfers between funds		(52,914)	1,746	(51,168)	22,860
		(52,914)	1,746	(51,168)	22,860
Reconciliation of funds	•				
Total funds brought forward		421,095	17,149	438,244	415,384
Total funds carried forward		368,181	18,895	387,076	438,244

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

# Company Limited by Guarantee Statement of Financial Position as at 31 March 2022

	2022	2021
	£	£
10	30,457	19,343
	<u>373,055</u>	<u>446,697</u>
	403,512	466,040
11	<u>16,436</u>	<u> 27,796</u>
	387,076	438,244
	<u>387,076</u>	<u>438,244</u>
	<u>387,076</u>	<u>438,244</u>
	168,895	17,149
	<u>218,181</u>	<u>421,095</u>
12	<u>387,076</u>	<u>438,244</u>
	11	£  10 30,457

For the year ending 31 March 2022 the charity was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

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

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

These financial statements were approved by the board of trustees and authorised for issue on 15th November 2022, and are signed on behalf of the board by:

Mary Sanderson

MRS. M. SANDERSON Trustee

#### **Company Limited by Guarantee**

#### **Notes to the Financial Statements**

#### Year ended 31 March 2022

#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in SCOTLAND and a registered charity in Scotland. The address of the registered office is 29 WEST STEWART STREET, GREENOCK, RENFREWSHIRE, PA15 1SH, SCOTLAND.

#### 2. Statement of compliance

These financial statements have been prepared In compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

#### 3. Accounting policies

#### **Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### Going concern

There are no material uncertainties about the charity's ability to continue.

#### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

#### **Company Limited by Guarantee**

#### Notes to the Financial Statements (continued)

#### Year ended 31 March 2022

#### 3. Accounting policies (continued)

#### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the
  contracted service. This is classified as unrestricted funds unless there is a contractual
  requirement for it to be spent on a particular purpose and returned if unspent, in which case
  it may be regarded as restricted.

#### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking
  activities that further its charitable aims for the benefit of its beneficiaries, including those
  support costs and costs relating to the governance of the charity apportioned to charitable
  activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

#### **Company Limited by Guarantee**

#### Notes to the Financial Statements (continued)

#### Year ended 31 March 2022

#### 3. Accounting policies (continued)

#### Financial instruments (continued)

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

#### 4. Limited by guarantee

Financial Fitness Resource Team is a Company limited by guarantee and has no Share Capital. The liability of each member in the event of winding-up is limited to £1.

## **Company Limited by Guarantee**

## Notes to the Financial Statements (continued)

## Year ended 31 March 2022

## 5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Grants			
Grants receivable - Inverclyde Council Employability Fund	_	63,950	63,950
Grants receivable - Inverclyde HSCP - Carer's benefit		,	,
advice	30,000	_	_
Grants receivable - Inverclyde HSCP - Welfare	,		
reform advice	44,720		_
Grants receivable - Oak Tree H.A IHAF tenant's			
advice	35,000	-	35,000
Grants receivable – Communities Recovery Fund	39,040	-	39,040
Grants receivable – Foundation Scotland	4,320	-	4,320
Grants receivable - Oak Tree Housing Association	5,502	_	5,502
Grants receivable – Bank of Scotland Foundation	-	24,692	24,692
Grants receivable – People's Postcode Trust	19,459		19,459
	178,041	88,642	266,683
	Unrestricted	Restricted	Total Funds
	Funds	Funds	2021
	£	£	£
Grants			
Grants receivable – Advice UK- Scottish Government			
DLF	25,000	-	25,000
Grants receivable – The Corra Foundation	2,000	_	2,000
Grants receivable - Foundation Scotland	3,667	_	3,667
Grants receivable – ICDT Community Recovery			
Grant	1,000	_	1,000
Grants receivable – ICDT Data Scotland	3,000	-	3,000
Grants receivable – SG Wellbeing Fund	19,935	-	19,935
Grants receivable – Inverciyde Council	89,720	-	89,720
Grants receivable – Communities Recovery Fund	16,585	-	16,585
Grants receivable – Inverclyde Council Employability Fund		62,610	62,610
Grants receivable –The National Lottery	-	19,935	19,935
Grants receivable – Oak Tree Housing Association	85,000	19,933	85,000
2.2	<del></del>		
	245,907	82,545	328,452

## **Company Limited by Guarantee**

## Notes to the Financial Statements (continued)

## Year ended 31 March 2022

7.

## 6. Costs of raising donations and legacies

	Unrestricted Funds £	Funds £	Total Funds 2022 £
Grants receivable - salaries and pension costs	184,113	86,887	271,000
Grants receivable - staff travel	.98	9	107
Grants receivable - rent and service charges	19,002	_	19,002
Grants receivable - advertising and promotion	465 972	_	465 972
Grants receivable - postage Grants receivable - equipment leasing & maintenance	1,678	_	1,678
Grants receivable - equipment leasing & maintenance Grants receivable - insurance	1,355	_	1,355
Grants receivable - accountancy and payroll fees	6,005	_	6,005
Grants receivable - accountancy and payron lees  Grants receivable - telephone and I.T. costs	12,994	_	12,994
Grants receivable - stationery	1,292	_	1,292
Grants receivable - training	1,365	_	1,365
Grants receivable - bank charges	60	_	60
Grants receivable - petty cash and sundry expenses	1,636	<u>.    </u>	1,636
	231,035	86,896	317,931
	Unrestricted	Restricted	Total Funds
	Funds	Funds	2021
	£	£	£
Grants receivable - salaries and pension costs	175,734	80,254	255,988
Grants receivable - staff travel	54	-	54 21,848
Grants receivable - rent and service charges	21,848	-	21,040
Grants receivable - advertising and promotion Grants receivable - postage	1,546	-	1,546
Grants receivable - equipment leasing & maintenance	1,540	_	1,540
Grants receivable - insurance	1,336		1,336
Grants receivable - accountancy and payroll fees	6,005		6,005
Grants receivable - telephone and I.T. costs	11,060	-	11,060
Grants receivable - stationery	462	-	462
Grants receivable - training	1,065	-	1,065
Grants receivable - bank charges	60	-	60
Grants receivable - petty cash and sundry expenses	1,168	-	1,168
Grants receivable – grants given	5,000		5,000
	225,338	80,254	305,592
Independent examination fees			
		2022	2021
		£	£
Fees payable to the independent examiner for:			
Independent examination of the financial statements		3,120	3,120

#### **Company Limited by Guarantee**

#### Notes to the Financial Statements (continued)

#### Year ended 31 March 2022

8.	Staff	costs

<b>T</b>	 	e 11
	porting period are analysed	

	2022 £	2021 £
Wages and salaries	271,000	255,988
Other employee benefits	107	54
	271,107	256,042

The average head count of employees during the year was 10 (2021: 10). The average number of full-time equivalent employees during the year is analysed as follows:

	2022	2021
	No.	No.
Number of staff - Mangement	1	1
Number of staff - Administration	1	1
Number of staff - Support	8	8
	_ <del></del>	
	10	10
		_

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

#### 9. Trustee remuneration and expenses

No Trustee received remuneration during the year nor were any expenses reimbursed to them.

#### 10. Debtors

		2022 £	2021 £
	Other debtors	30,457	19,343
11.	Creditors: amounts falling due within one year		,
		2022	2021
	Accruals and deferred income	16,436	27,796
40	Analysis of mot access between founds		

#### 12. Analysis of net assets between funds

Current assets	Unrestricted Funds £ 368,181	Restricted Funds £ 18,895	Total Funds 2022 £ 387,076
	Unrestricted	Restricted	Total Funds
	Funds	Funds	2021
	£	£	£
Current assets	421,095	17,149	438,244

## **Company Limited by Guarantee**

## Notes to the Financial Statements (continued)

## Year ended 31 March 2022

13.

Analysis of charitable funds Unrestricted funds	At 1 April 2021	Income £	Expenditure £	Transfers £	At 31 March 2022
General Funds	421,095	178,121	(231,035)	(175,000)	193,181
Designated Fund		,	*** Was	175,000	175,000
₽	421,095	178,121	(231,035)	-	368,181
	At 1 April 2020	Income £	Expenditure £	Transférs £	At 31 March 2021
General funds	400,526	245,907	(225,338)	-	421,095

# Analysis of charitable funds (continued) Restricted funds

Bank of Scotland Foundation Fund Inverciyde Council Employability Fund The National Lottery Social Economy Growth Fund	1 April 2021 £ 7,509 2,291 7,349	Income £ 24,692 63,950	£. (22,707)	Trạnsfers £	At 31 March 2022 £ 1,985 7,270 2,291 7,349
Social Economy Growth Fund	17,149	88,642	(86,896)		18,895
	4 1 April 2020	Income	Expenditure £	Transfers	At 31 March 2021
People and Communities Fund	£ (6,048)	£	<b></b> ,	6,048	<i>ب</i>
Bank of Scotland Foundation Fund	5,534			(5,534)	-
Inverciyde Council Employability Fund		62,610	(62,610)	(-,-,,	7,509
The National Lottery		19,935	(17:644)		2,291
Comic Relief Fund	955		: :	(955)	-
Big Lottery/ESF I:DEAS Fund	17,473		•	(17,473)	-
LEADER Team Fund	(18,299)			18,299	-
Social Economy Growth Fund	7,734			(385)	7,349
	14,858	82,545	(80,254)	•	17,149