HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED (Company limited by guarantee without share capital)

DIRECTORS' AND TRUSTEES REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2003

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GROMAN & COMPANY
Chartered Accountants
5 Violet Hill
St. John's Wood
London, NW8 9EB

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LEGAL & ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2003

DIRECTORS & TRUSTEES

A. Rupawalla
C. Wells
A. Broome (Company Secretary)
D. Lyons (appointed 22 June 2002)
B. Stewell (appointed 22 June 2002)

REGISTERED OFFICE

25 Bertram Street London, N19 5DQ

COMPANY NUMBER

1859173 (England and Wales)

AUDITORS

Groman & Company Chartered Accountants 5 Violet Hill St John's Wood London NW8 9EB

CHARITY NUMBER

290712

BANKERS

Lloyds Bank PLC 31/33 Holloway Road London N7 8J

DIRECTORS' & TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2003

The Trustees, who are also directors of the charity for the purposes of the Companies Act, present their annual report and the audited financial statements for the year ended 31st March 2003. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and financial statements of the charity.

1. Objects of the charity, principal activities and organisation of our work

The charity is constituted as a company limited by guarantee and is therefore governed by a memorandum and articles of association.

The charity's object and principal activity continues to be to "promote the benefit of the inhabitants in that part of the London Borough of Camden being the Highgate Ward area as defined when the Community Centre was set up in 1981 (hereinafter called the 'area of benefit') without distinction of sex, race, sexual orientation or disability, or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving conditions of life of the said inhabitants."

The charity is organised so that the directors meet regularly to manage its affairs. There is one full time executive who both manages the day to day administration of the charity and organises fundraising initiatives. The remaining 5 full time staff are employed to run particular service sections or with specific administration or building responsibilities.

2. Developments, activities and achievements this year

The board of directors is satisfied with the performance of the charity this year. We list the following major achievements:-

- a) raising revenue grants to secure, develop and expand services offered to young people by the FRESH Juice Bar Gym
- b) raising capital to purchase new equipment for the Centre's Gymnastic Club
- c) securing additional revenue grants from the Local Network Fund, from LB Camden EYDCP and Kentish Town Sure start to expand the services on offer by Parentpack, the Centre's Neighbourhood Renewal Fund funded lone parent support project.
- d) maintaining revenue grant funding from the Neighbourhood Renewal Fund for FRESH 25 Plus, an extension for unemployed adults of the FRESH Young People's Health Project.
- e) securing revenue grants both from LB Camden EYDCP and from the ESF funded Equal Bettercup project to continue the development of Finderminder, our Childminder recruitment, training & support project
- f) securing a further Service level Agreement with LB Camden to provide all day careschemes for 4-8 yr olds during school holidays throughout the year
- g) maintaining revenue funding from the European Social Fund to finance the second year of SPARK, the Centre's outreach advice and guidance programme.
- h) delivering 75% completion of the conversion of the Centre's Youth Club into a new Youth Academy with capital funding from the Neighbourhood Renewal Fund. Expenditure on this programme is not shown in the Centre's accounts because all payments are being made by the funder directly to the contractor

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED **DIRECTORS' & TRUSTEES REPORT** FOR THE YEAR ENDED 31 MARCH 2003

- i) securing a 2 year Employment Service contract for ZOOM, a project delivered by SPARK and Parentpack designed to help recruit clients for New Deal support.
- i) raising funding from Lloyds TSB for reviewing and modernising the Centre's accounting systems
- k) raising and maintaining funding for activities delivered by Highgate Newtown Neighbourhood Partnership for whom the Centre provides structural support

In all the charity has run 11 successful service sections over the last year to provide benefit for 8000 different users. These sections are: -

Family Centre

Parentpack

SPARK

FRESH

ITC Learning Centre

Adult Services

5-11s Services

Youth Club

Senior Citizen Services Premises

Neighbourhood Care Scheme.

In addition the Centre has played a key role in supporting neighbourhood developments through the Highgate Newtown Neighbourhood Partnership

3. Future Developments

In 2003 /04 the charity is planning to:-

- launch and develop its new Youth Academy, a learning centre for young people
- organise a merger between its Café and Luncheon Club to provide an improved integrated catering service for all its users
- raise replacement funding for projects eg SPARK and Parentpack whose grants time expire during or at the end of 2003/04
- implement a major software based revision of its accounting practices
- carry out a planned programme of redecoration to improve the presentation and identification of its various activity rooms

4. Transactions and financial position

The statement of Financial Activities shows net income for the year of £649,642 and total expenditure of £638,939, the surplus being made up of a carry forward of reserves in restricted revenue projects of £23,945 less restricted capital depreciation of £16,800 plus a surplus of £3558 in unrestricted revenue. The important transactions in 2002/03 include:-

- a) revenue of £30,522 spent on our Social Services funded Neighbourhood Care Scheme
- b) £55,632 spent on our ESF funded SPARK programme
- c) £83,076 spent on our NRF funded Lone Parent Scheme Parentpack
- d) £118, 305 from 5 different funders spent on our young people's health project FRESH
- e) £27,330 spent on FRESH 25 Plus, a Juice Bar Gym programme for adults
- f) £84,747 spent on 4 differently funded Family Centre projects for families with U-8s In 2002/03 our organisational running costs totalled about £143,000 as against £495,000 of project expenditure. This ratio (about 1:3.5) shows a further increase in productivity compared with the 2001/02 ratio of 1: 3.

In all grants received in 2002/03 totalled £553,876 (about £34,400 up on 2001/02), whilst self generated income from rentals and activities etc amounted to some £95,529 (about £14,350 up on 2001/02). An unrestricted fund surplus of £3558 was achieved.

5. Tangible fixed assets for use by the charity

These are set out in the audited accounts. Improvements to the charity's property are not shown as their value accrues to LB Camden who retain ownership of the site & fixed assets

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED DIRECTORS' & TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2003

6. Reserves

The present level of funding is adequate to support the running of the charity for the year ahead, although the slowness of some funders to release grants to the charity makes it advisable to maintain the current level of reserves held to cover any gaps that may emerge.

7. Directors and Trustees

All directors of the company are trustees of the charity and there are no other trustees. The directors named at the end of the year are C Wells, A Rupawalla and A. Broome

8. Risk Management

The Trustees actively review the major risks the charity faces on a regular basis and believe that maintaining reserves at their current level, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

9. Trustees' Responsibilities in relation to the financial systems

The trustees are required by company law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements the trustees are required to:

- I. select suitable accounting policies and apply them consistently
- II. make judgements and estimates that are reasonable and prudent
- III. state whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements
- IV. prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They 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.

10. Auditors

A resolution proposing Groman & Co be re-appointed as auditors of the charity will be put to the Annual General Meeting.

11. Approval

This report was approved by the board of directors and trustees on 23rd June 2003 and signed on its behalf.

C Wells Trustee

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HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED INDEPENDENT REPORT OF THE AUDITORS TO THE MEMBERS OF HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED

We have audited the financial statements of Highgate Newtown Community Centre Limited for the year ended 31 March 2003 on pages 7 to 14 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) under the historical cost convention and the accounting policies set out on page 9.

Respective responsibilities of director and auditors

As described on page 2 the Charity's trustees are also the directors of Highgate Newtown Community Centre Limited for the purposes of company law are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are property prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Trustees is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the company is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of opinion

We conducted our audit in accordance with United Kingdom 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 trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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 misstatement, 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 charitable company's affairs as at 31 March 2003, and of its incoming resources and application of resources including its income and expenditure in the year then ended and have been properly prepared in accordance with the provisions of Companies Act 1985.

5 Violet Hill St. John's Wood London, NW8 9EB GROMAN & COMPANY Chartered Accountants & Registered Auditors

23 June 2003

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2003

Summary Income and Expenditure Account

Incoming Resources	Notes	Restricted Capital	Restricted Revenue	<u>Unrestricted</u> <u>Funds</u>	<u>Total</u> <u>2003</u>	<u>Total</u> <u>2002</u>
		Funds £	Funds £	£	£	£
Grants Other Income Bank Interest Received	2 3	3,830	429,713 11,068	120,333 84,461 	553,876 95,529 <u>237</u>	519,467 81,155 <u>282</u>
Total Incoming Resource	es	<u>3,830</u>	<u>440,781</u>	<u>205,031</u>	<u>649,642</u>	<u>600,904</u>
Resources Expended						
Direct Charitable Expenditure: Project Expenditure	4	20,630	416,836	57,378	494,844	416,823
Other Expenditure: Community Centre Running Costs	5		_	<u>144,095</u>	144,095	139,267
Total Resources Expend	led	<u>20,630</u>	<u>416,836</u>	<u>201,473</u>	<u>638,939</u>	<u>556,090</u>
Net Incoming/(Outgoings Resources)	(16,800)	23,945	3,558	10,703	44,814
Balance brought forward at 1 April 2002		<u>59,776</u>	<u>69,032</u>	<u>19,176</u>	<u>147,984</u>	103,170
Balance carried forward at 31 March 2003		<u>42,976</u>	<u>92,977</u>	22,734	<u>158,687</u>	<u>147,984</u>

The notes on pages 9 to 14 form part of these financial statements.

BALANCE SHEET AS AT 31 MARCH 2003

·	Note	<u>20</u>	<u>03</u>	<u>200</u>	<u>)2</u>
		£	£	£	£
Fixed Assets					
Tangible Assets	8		50,768		66,397
Current Assets					
Debtors and Prepayments		35,625		20,295	
Cash at Bank and in Hand		<u>120,793</u>		<u>68,633</u>	
		<u>156,418</u>		<u>88,928</u>	
Creditors: amounts falling due					
within one year	9	(48,499)		(7.341)	
•					
Net Current Assets			<u>107,919</u>		<u>81,587</u>
Net Assets			£158,687		£147,984
Funds					
Restricted Capital Funds	10		42,976		59,776
Restricted Revenue Funds	10		92,977		69,032
Unrestricted Funds			22,734		19,176
			£158,687		£147,984

The financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002). The Financial Statements were approved by the Board on 23 June 2003 and signed on its behalf by

K. Rupowalla

A. Rupawalla Director

The notes on pages 9 and 14 form part of these financial statements.

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 31 MARCH 2003**

ACCOUNTING POLICIES 1.

1.1 Basis of preparation of accounts

The accounts are prepared under the historical cost convention and in accordance with Financial Reporting Standard for Smaller Entities (effective June 2002) and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985.

1.2 **Incoming resources**

Voluntary income and donations are included in incoming resources when they are receivable except when the donors specify that they must be used in future accounting periods or donors' conditions have not been fulfilled, then the income is deferred. The income from fundraising ventures is shown gross.

1.3 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Expenditure, which is directly attributable to specific activities, has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of these resources

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:-

Minibus

- 20% straight Line

Fixtures, Fittings and Equipment - 33% reducing balance basis

Building Improvements

- 33% reducing balance basis.

1.5 **Restricted Capital Funds**

Any income receivable specifically for fixed assets is accounted for separately within the Restricted Capital Income Fund. The fund will be charged with amounts equivalent to any depreciation charge associated with assets acquired with fund monies.

1.6 **Restricted Revenue Funds**

Grants and income receivable for a specific purpose other than to purchase fixed assets have been accounted for separately within the Restricted Income Fund. Relevant expenditure will therefore be charged against this income.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

2. GRANTS RECEIVABLE		<u>2003</u>	<u>2002</u>
Camden and Islington Health Authority F	Parantnack	£	£ 850
NRF Parentpack	archipack	63,700	21,040
National Lottery Parentpack		-	45,469
Kentish Town Sure Start Parentpack		6,114	45,405
Local Network Fund Parentpack		6,000	_
Job Centre Plus ZOOM (Parentpack)		12,300	- -
Small Misc Grants (Parentpack)		4,514	_
London Borough of Camden - Main Gra	nt	119,490	110,852
- Youth Club		4,061	5,724
- Luncheon Club		1,632	2,104
- NRF FRESH 25 Plus		26,500	19,920
- Neighbourhood Care	Scheme	30,466	30,524
- NECCTS Transport S		5,199	6,422
- Neighbourhood Partn		9,000	7,000
- EYDCP Sustainability	_	4,033	· <u>-</u>
- EYDCP Parentpack C		3,360	_
- Finderminder Project		31,000	25,000
- Family Centre Playsol	heme	14,824	18,424
- Nursery Education Gr	ant	5,227	7,411
- Youth Club Playscher	ne	5,126	4,850
- BSC Library Consulta	ıtion	4,088	-
- Neighbourhood Learn	ing DC	7,822	-
- UK Online		3,788	-
- BSC (for Neigh.Partn	ership)	3,333	-
- Connexions	FRESH	11,158	34,374
Crime Concern – Breaking Barriers SRB	FRESH	47,253	45,000
Camden PCT	FRESH	37,269	28,270
Metropolitan Police	FRESH	-	1,000
Tudor Trust	FRESH	10,000	10,000
Salomon Smith	FRESH	9,126	-
New Deal Fund		-	460
European Social Fund – Spark 1		10,926	30,500
- Spark 2		41,021	26,921
Help a London Child (Baby Boost)		2,280	2,432
Camden PCT for Family Centre Women's	-	480	-
New Opportunities Fund – Homework Cl	ub	5,067	4,920
Corporation of London – Minibus		-	20,000
NRF - Minibus		-	10,000
Millennium Awards for All (for Gym Clu	b)	3,830	-
Lloyds TSB Foundation		3,889	
		<u>553,876</u>	<u>519,467</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

3. OTHER INCOME

J.	OTHER INCOME	<u>2003</u> ₤	2002 £
	Activities	18,913	16,641
	Under Fives	29,543	19,222
	Social Events	112	585
	8-12s Playscheme	3,254	-
	Omnibus	1,092	-
	Memberships	1,131	1,141
	Hall & Room Hire	31,059	31,171
	Fund Raising and Donations	3,703	5,153
	Luncheon Club	5,459	5,368
	Fresh Other Income	<u>1,263</u>	<u>1,874</u>
		<u>95,529</u>	<u>81,155</u>
4.	PROJECT EXPENDITURE		
	European Social Fund – Spark 1	2,321	31,950
	- Spark 2	53,311	19,875
	Fund-raising Costs	177	1,371
	Parent Pack	83,076	73,337
	Neighbourhood Care Scheme	30,522	30,524
	N.E.Camden Community Centre Transport Scheme	4,536	7,190
	Neighbourhood Partnership	3,427	3,396
	Neighbourhood Learning in Disadvantaged Comm	7,822	-
	Homework Club	6,177	5,600
	FRESH Juice Bar Gym	118,305	88,838
	FRESH 25 Plus	27,330	18,537
	Youth Club Playscheme	8,339	6,481
	Finderminder	26,800	29,826
	Under 5's	28,872	17,584
	Family Centre Playschemes	14,824	18,424
	Playgroup	14,251	7,411
	New Employment Fund	-	460
	Depreciation	20,630	25,462
	Activities	20,875	18,429
	Social Events	1,354	1,274
	Luncheon Club	11,785	8,210
	Gym Club	3,911	-
	UK Online	445	-
	Publicity and Advertising	2,039	1,743
	Travel Expenses/Omnibus	<u>3,715</u>	<u>901</u>
		<u>494,844</u>	<u>416,823</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

5. COMMUNITY CENTRE RUNNING COSTS

	2003 £	<u>2002</u> €
Volunteer Expenses	1,658	888
Salaries and National Insurance	93,559	98,991
Rent and Rates	4,014	5,226
Light and Heat	11,448	5,590
Telephone	2,025	1,808
Insurance	3,898	828
Repairs and Renewals	4,590	4,081
Audit and Accountancy	4,255	3,750
Canteen	884	947
Printing, Postage and Stationery	5,173	4,515
Sundries	1,771	375
Depreciation	1,077	2,170
Bank Charges	44	51
Cleaning	9,611	8,812
Security	<u>88</u>	<u>1,235</u>
	<u>144,095</u>	<u>139,267</u>
NET RESOURCES FOR THE YEAR		
The Net Resources for the Year are stated after charging:		
Depreciation	21,707	27,632
Audit Fees	3,500	3,500
STAFF COSTS		
7.1		
Wages and Salaries	321,136	302,671
Social Security Costs	26,138	24,171
	347,274	326,842
No employee earned in excess of £50,000.		

7.2

6.

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The average weekly number of staff employed by the company during the year was as follows:

Part-time - Direct Charitable Work	14	14
Full-time – Administration and fund-raising	7	6

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

8. TANGIBLE FIXED ASSETS

	Improvements To Premises	Furniture Fittings & Equipment	Mini-Bus	<u>Total</u>
	£	£	£	£
Cost				
At 1 April 2002	97,992	65,962	27,091	191,045
Additions	<u>-</u>	<u>6,078</u>		<u>6,078</u>
At 31 March 2003	<u>97,992</u>	<u>72,040</u>	<u>27,091</u>	<u>197,123</u>
Depreciation				
At 1 April 2002	72,739	46,491	5,418	124,648
Charge for year	<u>8,418</u>	<u>7,871</u>	<u>5,418</u>	<u>21,707</u>
At 31 March 2003	<u>81,157</u>	<u>54,362</u>	<u>10,836</u>	146,355
Net Book Value				
At 31 March 2003	<u>16,835</u>	<u>17,678</u>	<u>16,255</u>	<u>50,768</u>
At 31 March 2002	<u>25,253</u>	<u>19,471</u>	<u>21,673</u>	<u>66,397</u>
CREDITORS: Amount	2003	2002		
			711414	7111177

9.

	<u>2003</u>	<u>2002</u>
	£	£
Creditors & Accruals	17,880	7,341
Deferred Income	<u>30,619</u>	
	<u>48,499</u>	7,341

10. RESTRICTED CAPITAL AND REVENUE FUNDS

The income funds of the charity include restricted capital and revenue funds, comprising the following:-

a) Restricted Capital Funds

	Balance	<u>Income</u>	Expended	Depreciation	Balance
	1.4.02	Resources	(Memo)	Charge	31.3.03
	£	£	£	£	£
Minibus	24,582	-	***	(5,418)	19,164
Play Garden	2,465	-	-	(2,465)	-
Sports Hall Floor	1,157	-	-	(1,157)	-
Fresh Juice Bar	31,572	-	-	(10,524)	21,048
Gymnasium					
Equipment		<u>3,830</u>	<u>4,042</u>	(1,066)	<u>2,764</u>
	<u>59,776</u>	<u>3,830</u>	<u>4,042</u>	(20,630)	<u>42,976</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

10.

b) Restricted Revenue Funds

	Balance 1.4.02	Incoming Possers	<u>Inter</u> Fund	Resources Expended	<u>Balance</u> 31.3.03
	1.4.02	Resources	Transfers	Expended	31.3.03
	£	£	£	£	£
Parentpack (PP)	-	83,874	-	(80,580)	3,294
Kentish Town Sure Start PP	-	6,114	-	(3,062)	3,052
Local Network Fund PP	-	6,000	-	<u>.</u>	6,000
FRESH For young People	29,806	116,069	-	(118,305)	27,570
FRESH 25 Plus for Adults	1,383	26,500	-	(27,330)	553
NECCTS/Omnibus	3,985	6,291	-	(8,251)	2,025
Neighbourhood Care Scheme	4,435	29,733	_	(30,524)	3,644
Neighbourhood Partnership	8,004	12,333	-	(3,427)	16,910
Family Centre Projects	-	30,544	_	(29,075)	1,469
Finderminder (Part ESF)	-	31,000	_	(26,800)	4,200
Youth Summer Scheme	-	8,380	_	(8,339)	41
BSC Library Consultation	-	4,088	_	-	4,088
Neighbourhood Learning DC	-	7,822	-	(7,822)	_
UK Online	-	3,788	_	(445)	3,343
SPARK 1 ESF	(8,926)	10,926	_	(2,321)	(321)
SPARK 2 ESF	14,522	41,021	-	(53,311)	2,232
Homework Club	1,394	5,067	-	(6,177)	284
Luncheon Club	4,644	8,185	-	(11,785)	1,044
Lloyds TSB	-	3,889	_	-	3,889
Youth Club	5,724	3,218	4,061	(3,343)	9,660
Youth Forum	<u>4,061</u>		<u>(4,061)</u>		
	<u>69,032</u>	444,842		<u>(420,897)</u>	<u>92,977</u>