

Company No. 1859173 (England and Wales)

**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 2002**

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





# **HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED**

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**HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED**

**LEGAL & ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2002**

**DIRECTORS  
&  
TRUSTEES**

A. Rupawalla  
C. Wells  
A. Broome

**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



# **HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED**

## **DIRECTORS' & TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2002**

### **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 :-

1. raising revenue grants totalling £118,000 to secure, develop and expand services offered to young people by the FRESH Juice Bar Gym
2. raising £30,000 capital to purchase and commission an accessible minibus for the benefit of and use by the Centre's various service sections and groups belonging to the neighbourhood partnership
3. securing a revenue grant of over £21,000 in 2001/02 and over £60,000 in £2002/03 from the Neighbourhood Renewal Fund to continue and develop the funding of Parentpack, the Centre's lone parent support project, whose National Lottery funding expired 30/11/01
4. securing a revenue grant of £19,920 from the Neighbourhood Renewal Fund to finance the extension of the FRESH project to unemployed adults through FRESH 25 Plus.
5. securing a revenue grant of £25,000 in 2001/02 from LB Camden to continue the development of Finderminder, our Childminder recruitment, training & support project
6. securing a Service level Agreement with LB Camden worth £18,424 to provide all day careschemes for 4-8 yr olds during school holidays throughout the year
7. securing a second phase of revenue funding worth over £60,000 a year from the European Social Fund to finance a 2 year version of SPARK, the Centre's outreach advice and guidance programme first piloted in the second half of 2000/01
8. securing capital funding of over £113,000 from the Neighbourhood Renewal Fund to refurbish and redevelop the Centre's Youth Club into the Youth Academy, due for completion by Sept 2002. 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
9. securing ITC equipment and tutors as part of the national UKOnline programme and in partnership with Westminster Kingsway College to start providing in 2001/02 free IT training to the whole community



# HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED

## DIRECTORS' & TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2002

10. 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 2002 /03 the charity is planning to raise funds to strengthen its core administration and management sections the better to manage and service its expanded portfolio of projects and funders. It also plans, if successful with funding applications, to improve the safety and amenities of its outside courtyard and parking area. Finally, once building work and staff recruitment have been completed, it plans to launch the new Youth Academy with its programme of courses and skill based activities for young people.

### 4. Transactions and financial position

The statement of Financial Activities shows net income for the year of £600,904 and total expenditure of £556,090, the surplus being made up of a carry forward of reserves in restricted revenue projects of £33,122, in restricted capital projects of £4538 and a surplus of £7154 in unrestricted revenue. The important transactions in 2001/02 include :-

1. revenue of £30,524 spent on our Social Services funded Neighbourhood Care Scheme
2. £51,825 spent on our ESF funded SPARK programme
3. £73,337 spent on our Lottery/NRF funded Lone Parent Scheme Parentpack
4. £88,838 from 5 different funders spent on our young people's health project FRESH
5. £18,537 spent on FRESH 25 Plus, a Juice Bar Gym programme for adults
6. £73,245 spent on 4 differently funded Family Centre projects for families with under 8s
7. the purchase at £27,091 of a 17 seater accessible minibus.
8. In 2001/02 our organisational running costs totalled about £139,000 as against £417,000 of project expenditure. This ratio ( exactly 1:3) shows a marked increase in productivity compared with the 2000/01 ratio of 1: 1.86 .
9. In all grants received in 2001/02 totalled £519, 467 ( about £214,000 up on 2000/01), whilst self generated income from rentals and activities etc amounted to some £81,155
10. (about £10,000 up on 2000/01). An unrestricted fund surplus of £7154 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

### 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.



**HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED**  
**DIRECTORS' & TRUSTEES REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2002**

**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  
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:

- a) select suitable accounting policies and apply them consistently
- b) make judgements and estimates that are reasonable and prudent
- c) 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
- d) 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.

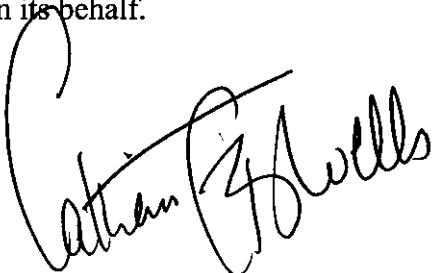
**10. Auditors**

A resolution proposing Groman & Company 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 21 June 2002 and signed on its behalf.

**C Wells**  
**Trustee**





**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 2002 on pages 7 to 13 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000) under the historical cost convention and the accounting policies set out on page 9

**Respective responsibilities of director and auditors**

As described on page one the Charity's trustees who 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 properly 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**

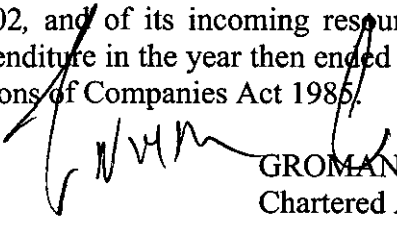
We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates 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 2002, 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

21 June 2002



# HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2002

### Summary Income and Expenditure Account

<u>Incoming Resources</u>	<u>Notes</u>	<u>Restricted Capital Funds</u> £	<u>Restricted Revenue Funds</u> £	<u>Unrestricted Funds</u> £	<u>Total 2002</u> £	<u>Total 2001</u> £
Grants		30,000	378,615	110,852	519,467	305,232
Other Income	3	-	5,368	75,787	81,155	71,011
Bank Interest Received		-	-	282	282	1,222
<b>Total Income</b>		<b><u>30,000</u></b>	<b><u>383,983</u></b>	<b><u>186,921</u></b>	<b><u>600,904</u></b>	<b><u>377,465</u></b>
<b>Resources Expended</b>						
Direct Charitable Expenditure:						
Project Expenditure	4	25,462	350,861	40,500	416,823	232,393
Other Expenditure: Community Centre Running Costs	4	-	-	139,267	139,267	124,776
<b>Total Expenditure</b>		<b><u>25,462</u></b>	<b><u>350,861</u></b>	<b><u>179,767</u></b>	<b><u>556,090</u></b>	<b><u>357,169</u></b>
Net Income for the year		4,538	33,122	7,154	44,814	20,296
Balance brought forward at 1 April 2001		<u>55,238</u>	<u>35,910</u>	<u>12,022</u>	<u>103,170</u>	<u>82,874</u>
Balance carried forward at 31 March 2002		<b><u>59,776</u></b>	<b><u>69,032</u></b>	<b><u>19,176</u></b>	<b><u>147,984</u></b>	<b><u>103,170</u></b>

The notes on pages 9 to 13 form part of these financial statements.



**HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED**  
**BALANCE SHEET AS AT 31 MARCH 2002**

	<u>Note</u>	<u>2002</u>	<u>2001</u>
		£	£
<b>Fixed Assets</b>			
Tangible Assets	8	66,397	64,253
<b>Current Assets</b>			
Debtors and Prepayments		20,295	5,744
Cash at Bank and in Hand		<u>68,633</u>	<u>47,406</u>
		<u>88,928</u>	<u>53,150</u>
<b>Creditors: amounts falling due within one year</b>	9	<u>7,341</u>	<u>(14,233)</u>
<b>Net Current Assets</b>		<u>81,587</u>	<u>38,917</u>
<b>Net Assets</b>		<u><b>£147,984</b></u>	<u><b>£103,170</b></u>
<b>Funds</b>			
Restricted Capital Funds	10	59,776	55,238
Restricted Revenue Funds	10	69,032	35,910
Unrestricted Funds		<u>19,176</u>	<u>12,022</u>
		<u><b>£147,984</b></u>	<u><b>£103,170</b></u>

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. The Financial Statements were approved by the Board on 21 June 2002 and signed on its behalf by



**A. Rupawalla**  
**Director**

The notes on pages 9 and 13 form part of these financial statements.



**HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2002**

**1. ACCOUNTING POLICIES**

**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 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.



**HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2002**

<b>2. GRANTS RECEIVED</b>	<b><u>2002</u></b>	<b><u>2001</u></b>
	<b>£</b>	<b>£</b>
Camden and Islington Health Authority Parentpack	850	-
NRF Parentpack	21,040	-
National Lottery Parentpack	45,469	58,618
London Borough of Camden - Main Grant	110,852	108,463
- Youth Club	5,724	-
- Luncheon Club	2,104	3,137
- NRF FRESH 25 Plus	19,920	-
- Under Fives	-	1,735
- Neighbourhood Care Scheme	30,524	29,135
- NECCTS Transport Scheme	6,422	4,120
- Neighbourhood Partnership	7,000	5,100
- Find a Minder Project	25,000	12,000
- PACE for FRESH	-	5,376
- Family Centre Playscheme	18,424	-
- Youth Club Playscheme	4,850	5,450
- Youth Forum	-	8,122
- Nursery Education Grant	7,411	7,910
- Family Centre Conversion	-	9,671
- Connexions FRESH	34,374	-
Crime Concern – Breaking Barriers SRB FRESH	45,000	15,000
Camden and Islington Health Authority FRESH	28,270	-
Metropolitan Police FRESH	1,000	-
Tudor Trust FRESH	10,000	10,000
New Deal Fund	460	612
European Social Fund – Spark 1	30,500	8,000
- Spark 2	26,921	-
Help a London Child	2,432	-
New Opportunities Fund – Homework Club	4,920	4,777
Corporation of London – Minibus	20,000	-
NRF - Minibus	10,000	-
Barnados	-	8,006
	<b><u>519,467</u></b>	<b><u>305,232</u></b>
<b>3. OTHER INCOME</b>		
Activities	16,641	15,351
Under Fives	19,222	15,989
Social Events	585	621
Memberships	1,141	1,268
Hall & Room Hire	31,171	23,536
Fund Raising and Donations	5,153	2,879
Luncheon Club	5,368	5,859
Other Income	1,874	5,508
	<b><u>81,155</u></b>	<b><u>71,011</u></b>



**HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2002**

**4. PROJECT EXPENDITURE**

	<u>2002</u>	<u>2001</u>
	£	£
European Social Fund – Spark 1	31,950	8,000
- Spark 2	19,875	-
Playgroups	7,411	7,910
Fund-raising Costs	1,371	423
Parent Pack	73,337	64,468
Neighbourhood Care Scheme	30,524	28,140
N.E.Camden Community Centre Transport Scheme	7,190	3,022
Neighbourhood Partnership	3,396	700
Homework Club	5,600	5,203
FRESH Juice Bar	88,838	21,128
FRESH 25 Plus	18,537	-
Youth Forum	-	4,061
Youth Club Playscheme	6,481	5,450
Finderminder	29,826	7,174
New Employment Fund	460	2,100
Depreciation	25,462	29,883
Activities	18,429	17,114
Social Events	1,274	711
Under Fives	17,584	17,815
Luncheon Club	8,210	8,179
Publicity and Advertising	1,743	844
Travel Expenses	901	68
Family Playscheme	<u>18,424</u>	<u>-</u>
	<b><u>416,823</u></b>	<b><u>232,393</u></b>

**5. COMMUNITY CENTRE RUNNING COSTS**

Volunteer Expenses	888	2,382
Salaries and National Insurance	98,991	83,413
Rent and Rates	5,226	3,860
Light and Heat	5,590	5,913
Telephone	1,808	2,294
Insurance	828	952
Repairs and Renewals	4,081	6,200
Audit and Accountancy	3,750	3,114
Canteen	947	1,270
Printing, Postage and Stationery	4,515	4,369
Sundries	375	200
Depreciation	2,170	1,870
Bank Charges	51	21
Cleaning	8,812	8,830
Security	<u>1,235</u>	<u>88</u>
	<b><u>139,267</u></b>	<b><u>124,776</u></b>



# HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2002

### 6. NET RESOURCES FOR THE YEAR

The Net Resources for the Year are stated after charging:

	<u>2002</u>	<u>2001</u>
Depreciation	27,632	31,753
Audit Fees	<u>3,000</u>	<u>2,485</u>

### 7 STAFF COSTS

#### 7.1

	<u>2002</u>	<u>2001</u>
	£	£
Wages and Salaries	302,671	189,294
Social Security Costs	<u>24,171</u>	<u>15,124</u>
	<u>326,842</u>	<u>204,418</u>

#### 7.2

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

Part-time - Direct Charitable Work	14	10
Full-time - Administration and fund-raising	6	6

### 8. TANGIBLE FIXED ASSETS

	<u>Improvements</u> <u>To</u> <u>Premises</u> £	<u>Furniture</u> <u>Fittings &amp;</u> <u>Equipment</u> £	<u>Mini-Bus</u> £	<u>Total</u> £
<b>Cost</b>				
At 1 April 2001	97,992	63,277	-	161,269
Additions	<u>-</u>	<u>2,685</u>	<u>27,091</u>	<u>29,776</u>
At 31 March 2002	<u>97,992</u>	<u>65,962</u>	<u>27,091</u>	<u>191,045</u>
<b>Depreciation</b>				
At 1 April 2001	60,301	36,715	-	97,016
Charge for year	<u>12,438</u>	<u>9,776</u>	<u>5,418</u>	<u>27,632</u>
At 31 March 2002	<u>72,739</u>	<u>46,491</u>	<u>5,418</u>	<u>124,648</u>
<b>Net Book Value</b>				
At 31 March 2002	<u>£25,253</u>	<u>£19,471</u>	<u>£21,673</u>	<u>£66,397</u>
At 31 March 2001	<u>£37,691</u>	<u>£26,562</u>	<u>£ -</u>	<u>£64,253</u>



**HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2002**

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

	<u>2002</u>	<u>2001</u>
		£
Creditors & Accruals	7,341	4,044
Deferred Income	-	10,189
	<u>7,341</u>	<u>14,233</u>

**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**

	<u>Balance</u>	<u>Income</u>	<u>Expended</u>	<u>Depreciation</u>	<u>Balance</u>
	<u>1.4.01</u>	<u>Resources</u>	<u>(Memo)</u>	<u>Charge</u>	<u>31.3.02</u>
Minibus		30,000	27,091	5,418	24,582
Play Garden	7,955	-	-	5,490	2,465
Sports Hall Floor	4,897	-	-	3,740	1,157
Fresh Juice Bar	42,386	-	-	10,814	31,572
	<u>55,238</u>	<u>30,000</u>	<u>27,091</u>	<u>25,462</u>	<u>59,776</u>

**b) Restricted Revenue Funds**

	<u>Balance</u>	<u>Income</u>	<u>Expended</u>	<u>Balance</u>
	<u>1.4.01</u>	<u>Resources</u>		<u>31.03.02</u>
	£	£	£	£
New Deal Fund	-	460	(460)	-
FRESH For young People	-	118,644	(88,838)	29,806
Family Centre	4,826	53,267	(58,093)	-
Parent Pack	5,978	67,359	(73,337)	0
SPARK Advice & Guidance	-	57,421	(51,825)	5,596
FRESH 25 Plus for Adults	-	19,920	(18,537)	1,383
NECCTS Transport Scheme	4,754	6,422	(7,191)	3,985
Neighbourhood Care Scheme	4,435	30,524	(30,524)	4,435
Homework Club	2,074	4,920	(5,600)	1,394
Luncheon Club	5,382	7,472	(8,210)	4,644
Neighbourhood Partnership	4,400	7,000	(3,396)	8,004
Youth Club	-	5,724	-	5,724
Youth Forum	4,061	-	-	4,061
Youth Summer Scheme	-	4,850	(4,850)	-
	<u>35,910</u>	<u>383,983</u>	<u>(350,861)</u>	<u>69,032</u>