

The Foundation for Conductive Education
Annual report
for the year ended 31 July 1998
Registered no: 2083754



The Foundation for Conductive Education

Annual report

for the year ended 31 July 1998

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The Foundation for Conductive Education

Trustees' Report

The trustees are pleased to present their report and financial statements for the year ended 31 July 1998.

Introduction

This annual report covers the period from August 1997 to July 1998.

The Foundation for Conductive Education ("the Foundation") is a company limited by guarantee. The charity registration number is 295873.

The registered address is:

Cannon Hill House
Russell Road
Moseley
Birmingham
B13 8RD

Charitable Objects

The objects for which the Foundation is established, all of which shall be exclusively charitable, are for the development and advancement of the science and skill in the United Kingdom of Conductive Education as has been developed at the Peto Institute in Hungary and especially the teaching thereof.

Trustees

The trustees are the directors of the company. The trustees who served during the year are set out overleaf.

The Foundation maintains indemnity insurance for trustees and officers.

The Foundation for Conductive Education

Trustees' Report (continued)

Trustees (continued)

Elected

The following have been appointed to the Board of Trustees by election in accordance with the Foundation's Articles of Association:

Dr Kate Whelan	
Charles Holden	(resigned in December 1997)
Paul Kelly	
David Wood	(appointed Chairman in June 1998)
Geoff Moss	
Alan Robertson	

Appointed

The following have been appointed to the Board of Trustees by their respective Appointing Bodies in accordance with the Foundation's Articles of Association:

Appointing body

Peter Varcoe	Barnardo's
Paul Young	Barnardo's
Brian Fraser	University of Birmingham (stood down as Chairman in June 1998)
Ronni Nanton	Parkinson's Disease Society
Peter Birse	Peter Birse Charitable Trust (resigned in December 1997)

(The Peter Birse Charitable Trust has yet to nominate a successor to Peter Birse).

Secretary	Catherine Baker
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Professional Advisors

Bankers

Lloyds Bank Plc
University of Birmingham Branch
142 Edgbaston Park Road
Birmingham
B15 2TY

Auditors

PricewaterhouseCoopers
Temple Court
35 Bull Street
Birmingham
B4 6JT

Solicitors

Martineau Johnson
St Phillips House
St Phillips Place
Birmingham
B3 2PP

The Foundation for Conductive Education

Trustees' Report (continued)

Review of the year

The results for the year are set out in the Statement of Financial Activities on page 10. This shows total income of £1,066,492 compared to £986,781 in the previous year. Fee income was 10% higher as a result of an increase in the range of courses provided. Voluntary income of £478,704 includes donations from Children in Need (£50,000), Diana Princess of Wales Memorial Fund (£57,538) and the TSB/Lloyds Foundation (£20,000). There were also additions to the Permanent Endowment Fund of a minibus from the National Federation of Demolition Contractors and donations totalling £85,000 from the Steele Charitable Trust, Linbury Trust and an anonymous donor towards the capital account.

Following restructuring of operations reported last year expenditure has been significantly reduced and the Foundation shows a surplus of £75,147 on operating activities, compared with a deficit of £114,320 last year.

Improvement on the Foundation's financial position is reflected in the balance sheet on page 11. This has allowed the Foundation to commence repayment, at £5,000 per month, of the loan from Barnardo's from 1 August 1998.

Key Achievements

Training

During the year 1997/8 the Foundation successfully completed the first year of undergraduate conductor training under its Memorandum of Agreement with the University of Wolverhampton, arousing very considerable interest throughout the conductive world.

The Foundation also completed the first full run of its skills training course, accredited by the Open College Network, with staff from three participating schools receiving Level II qualifications. A similar training course was provided at Hereward College, in conjunction with the NVQ caring course, and a specially tailored course was piloted at a Birmingham Social Services department day centre for adults with learning difficulties.

The Foundation for Conductive Education

Trustees' Report (continued)

Key Achievements (continued)

Conductive services

In addition to established sessional services for families with children under three years, for adolescents attending their local secondary schools and for adults, new sessional services were piloted including kindergarten provision for children aged three to seven, a 'short course' approach to children's sessional services and a sessional group for children with dyspraxia.

The nursery group at the National Institute successfully fulfilled the requirements of an Ofsted inspection, being the first wholly conductive school anywhere in the world outside Hungary to meet the requirements of its national inspection system for schools. The school group has continued to develop its approach to delivering the National Curriculum through Conductive Education.

Research

During the year the Foundation reached the position of needing to establish a formal research and development capacity to develop a growing range of *ad hoc* arrangements.

Consultancy and advice

The Foundation has provided advice and guidance to organisations around the world on a formal basis. Additionally, over 1997/8 more formal advice was given to a possible research project in Canada and to organisations interested in developing conductor training in Germany and in India. A conductor spent three terms on secondment to a special school in the North East and another has developed weekly consultancy to a special school in a neighbouring authority. A visiting consultancy to a special school in Holland will result in a continuing formal provision there next year.

Cannon Hill House

A development agreement exists between the organisation and the City of Birmingham with regard to the development of the site on which the National Institute is located. Under the terms of the agreement the charity undertook to renovate and refurbish Cannon Hill House, a Grade II listed building. Upon satisfactory completion of this development, the ownership of the land on which the National Institute is situated will be transferred to the charity. In January 1999 completion of the first phase was accepted by the City of Birmingham as constituting substantial progress toward the completion of the terms of the agreement. Discussions are now ongoing towards acquisition of the freehold and the Foundation's solicitors are liaising with the City regarding this matter. Total costs committed to this stage of refurbishment were £385,000, funds which were in hand at the commencement of work.

The Foundation for Conductive Education

Trustees' Report (continued)

Key Achievements (continued)

National Library

The National Library of Conductive Education, housed at the National Institute, is a unique world resource in the field.

External presentations

Staff of the Foundation made presentations at fourteen professional events across the United Kingdom and at seven events overseas.

Green Paper

The Foundation submitted evidence to the government's Green Paper on the future of special education.

Publications

Staff, users and associates of the Foundation wrote or contributed to nineteen published books or articles.

Internet

The Foundation's website went on line in January 1998. Next year it will be joined by an open discussion forum.

Media

As usual the Foundation enjoyed widespread media coverage over the year. This year the death and funeral of the Princess of Wales attracted particular attention. A further feature of media coverage during 1997/8 was the interest of popular magazines.

Visits to the National Institute

Official visits included the Minister of State for Health and the Lord Mayor of Birmingham. A very large number of visits from professionals wishing to see our work included five parties from overseas.

The Future

Conductive Education is now a world movement in which the Foundation has continued to take a leading role over 1997/8. During the year the trustees have agreed to widen the 'ownership' of the charity by encouraging a mass take-up of membership next year. During 1997/8 the Foundation also began first discussions of possible formal association with other conductive charities.

The Foundation for Conductive Education

Trustees' Report (continued)

The Future (continued)

During the year 1998/99 the Foundation will be a national resource. It will act as a higher and further educational institution, a school and nursery, a parent guidance centre, a community support for families and an adult rehabilitation centre. All these facilities will be unified on one site. Additionally, it will work to develop a research and development capacity, run conferences and meetings which put it firmly in the professional eye, and take an active part in the national discussions on the development of services for disabled children and adults, and their families. In the new Millennium, the Foundation will continue its development providing an example of how services can be provided to the highest possible quality.

The Foundation will complete the renovation and refurbishment of Cannon Hill House in 1999/2000, and the total development thereafter. Another £555,000 is required for full interior fitting out of the House, which is now a structurally secure, but completely empty shell. Fundraising is continuing to find the required funds.

Completion of Cannon Hill House will provide much needed extra space for expansion of services, and other activities, and give the Foundation for Conductive Education prestige accommodation to match the national and international status of its vitally important work.

Year 2000

As is well known, many computer and digital storage systems express dates using only the last two digits of the year and will require modification or replacement to accommodate the year 2000 and beyond in order to avoid malfunctions and the resulting widespread commercial disruption. This is a complex and pervasive issue. The operation of the Foundation's business depends not only on its own computer systems but also, to some degree, on those of its suppliers and customers. This could expose the Foundation to further risk in the event that there is a failure by other parties to remedy their own year 2000 issues.

The trustees have commenced assessment of the risks to the Foundation's business resulting from the date change to the year 2000. Once this phase is completed the trustees can assess the likely impact on the Foundation's activities and develop prioritised action plans to deal with the key risks.

Much of the cost of implementing the action plans will be subsumed into the recurring activities of the Foundation. The total cost of modifications to our computer hardware/software is estimated at £450, of which about £300 is for new equipment. Where this expenditure would have been incurred in any event, it will be capitalised, but expenditure incurred specifically to address the Year 2000 issue will be expensed as incurred. Of this total, expenditure of £75 has been incurred during the year and the remaining £375 is expected to be spent during 1998/99.

The Foundation for Conductive Education

Trustees' Report (continued)

Trustees' responsibilities

The trustees are required by UK company law to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Foundation at the end of the year and of the surplus or deficit of the Foundation for that period.

The trustees confirm that suitable accounting policies have been used and applied consistently and reasonable and prudent judgements and estimates have been made in the preparation of the financial statements for the year ended 31 July 1998. The trustees also confirm that applicable accounting standards have been followed and that the financial statements have been prepared on the going concern basis.


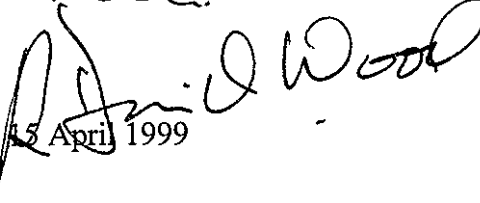
The trustees are responsible for keeping proper accounting records, for taking reasonable steps to safeguard the assets of the Foundation and to prevent and detect fraud and other irregularities.

Auditors

Our auditors Coopers & Lybrand merged with Price Waterhouse to form PricewaterhouseCoopers on 1 July 1998. At that date Coopers & Lybrand resigned as auditors and the directors appointed PricewaterhouseCoopers as auditors in their place.

A resolution will be put to the forthcoming Annual General Meeting to reappoint PricewaterhouseCoopers as the company's auditors.

For and on behalf of the trustees



15 April 1999

The Foundation for Conductive Education

Report of the auditors to the members of The Foundation for Conductive Education

We have audited the financial statements on pages 10 to 21.

Respective responsibilities of trustees and auditors

As described on page 8, the Foundation's trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with 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 Foundation'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 Foundation's affairs at 31 July 1998 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



PricewaterhouseCoopers
Chartered Accountants and Registered Auditors
Birmingham
15 April 1999

The Foundation for Conductive Education

Statement of financial activities for the year ended 31 July 1998

	Notes	Unrestricted Fund £	Permanent Endowment Fund £	Totals 1998 £	1997 £
Resources arising:					
Donations		376,533	102,171	478,704	343,706
Subscriptions		1,125	-	1,125	420
Publications		965	-	965	4,125
Other sales		10,751	-	10,751	-
Fee Income		479,166	-	479,166	434,550
Interest Income		5,636	8,002	13,638	13,448
Other grants		-	-	-	110,000
Birmingham City Council Development Grant		82,143	-	82,143	80,532
Gross resources arising in the year		956,319	110,173	1,066,492	986,781
Resources used					
Direct charitable expenditure:					
Conductive services	2	656,864	16,498	673,362	818,619
Promotion and publicity	2	58,106	-	58,106	51,905
		714,970	16,498	731,468	870,524
Other expenditure:					
Fund raising	2	75,003	9,870	84,873	100,409
Administration	2	91,199	6,096	97,295	119,777
		166,202	15,966	182,168	220,186
Resources used in the year	10	881,172	32,464	913,636	1,090,710
Change in resources before fixed asset movements		75,147	77,709	152,856	(103,929)
Net increase in fixed assets:					
Direct charitable purposes		(13,840)	(48,643)	(62,483)	(32,553)
Resources added to balances brought forward		61,307	29,066	90,373	(136,482)

The Foundation has no recognised gains and losses other than those included above, and therefore no separate statement of total recognised gains and losses has been presented.

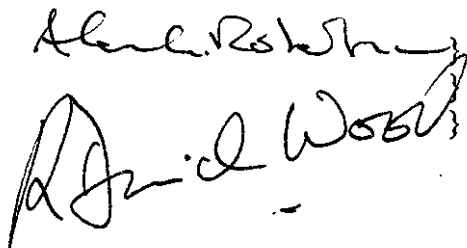
There is no difference between the net resources utilised as stated above, and their historical cost equivalents.

The Foundation for Conductive Education

Balance sheet at 31 July 1998

	Notes	1998 £	1997 £
Fixed assets			
Computers, fixtures and fittings	4	52,818	46,581
Leasehold premises	4	1,368,399	1,365,955
		<u>1,421,217</u>	<u>1,412,536</u>
Current assets			
Debtors	5	21,321	10,288
Capital funds deposit account	9	124,019	109,491
Cash and bank	9	118,201	101,863
		<u>263,541</u>	<u>221,642</u>
Current liabilities			
Creditors: amounts falling due within one year	6	(77,344)	(123,611)
Deferred income	7	(84,387)	(80,396)
		<u>(161,731)</u>	<u>(204,007)</u>
Net current assets		<u>101,810</u>	<u>17,635</u>
Total assets less current liabilities		<u>1,523,027</u>	<u>1,430,171</u>
Creditors: amounts falling due after more than One year	6	(193,714)	(253,714)
Net assets		<u>1,329,313</u>	<u>1,176,457</u>
Funds			
Permanent Endowment Fund	8	1,525,880	1,502,257
Unrestricted Fund at start of year as previously stated		(325,800)	(341,480)
Prior year adjustment	8	54,086	-
		<u>(271,714)</u>	<u>(341,480)</u>
Net movement of resources in the year		75,147	(114,320)
Transfer from Permanent Endowment Fund		-	130,000
Unrestricted Fund at end of year		<u>(196,567)</u>	<u>(325,800)</u>
		<u>1,329,313</u>	<u>1,176,457</u>

The financial statements on pages 10 to 21 were approved by the trustees on 15 April 1999 and signed on their behalf by:



Trustees

The Foundation for Conductive Education

Reconciliation of funds for the year ended 31 July 1998

	Unrestricted Fund £	Permanent Endowment Fund £	Total 1998 £	1997 £
Balance at start of year	(325,800)	1,502,257	1,176,457	1,280,386
Prior year adjustment (note 8)	54,086	(54,086)	-	-
Balance at start of year restated	(271,714)	1,448,171	1,176,457	1,280,386
Movements in year				
Net additions to fixed assets	13,840	48,643	62,483	32,553
Resources added to balances brought forward	61,307	29,066	90,373	(136,482)
Net movement of resources in year	75,147	77,709	152,856	(103,929)
Balance at end of year	(196,567)	1,525,880	1,329,313	1,176,457
Represented by:				
Fixed assets	39,083	1,382,134	1,421,217	1,412,536
Current assets	119,795	143,746	263,541	221,642
Current liabilities	(161,731)	-	(161,731)	(204,007)
Creditors: amounts falling due after more than one year	(193,714)	-	(193,714)	(253,714)
	(196,567)	1,525,880	1,329,313	1,176,457

The financial statements on pages 10 to 21 were approved by the trustees on 15 April 1999 and signed on their behalf by:

Alan Robins
R. J. I. Wood

Trustees

The Foundation for Conductive Education

Cash Flow Statement For the year ended 31 July 1998

	1998	1997
	£	£
Reconciliation of changes in resources to net cash flow from operating activities:		
Net movement in resources in the year	152,856	(103,929)
Depreciation	51,719	48,389
Minibus received in kind	(17,169)	-
(Decrease) in creditors	(106,266)	(97,082)
(Increase)/decrease in debtors	(11,033)	151
Interest received	(13,638)	(13,448)
Profit on sale of fixed assets	(779)	-
Net cash inflow/(outflow) from operating activities	55,690	(165,919)
Returns on investment and servicing of finance		
Interest received	13,638	13,448
Net cash inflow from returns on investment and servicing of finance	13,638	13,448
Investment activities:		
Purchase of fixed assets	(45,314)	(32,553)
Sale of fixed assets	2,862	-
Increase in deferred income:		
Donations received	3,990	1,068
Fees paid in advance	-	18,596
Net cash (outflow) from investment activities	(38,462)	(12,889)
Increase/(decrease) in cash during year (Note 9)	30,866	(165,360)
Cash at start of year	211,354	376,714
Cash at end of year (Note 9)	242,220	211,354

The Foundation for Conductive Education

Notes to the financial statements for the year ended 31 July 1998

1 Accounting Policies

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards. The Foundation has adopted the provisions of the Statement of Recommended Practice, "Accounting by Charities", issued by the Charity Commissioners for England and Wales.

The principal accounting policies are as follows:

- 1.1 Building work on the National Institute commenced on 28 November 1994. Income received specifically for the purpose of developing and building the premises is treated as a Permanent Endowment Fund, as detailed in note 8, and income is recognised in the Statement of Financial Activities. Income in respect of Cannon Hill House is also treated in the same manner. Depreciation on the Institute's buildings is now charged against the Permanent Endowment Fund, rather than against the Unrestricted Fund as shown in previous years. As a result the Funds at the start of the year have been restated to reflect the change in accounting policy.
- 1.2 Incoming funds and the expenditure of funds are matched with one another so far as their relationship can be established, and are dealt with in the Statement of Financial Activities of the period to which they relate.
- 1.3 Depreciation is charged on fixed assets on a straight line basis at the following rates:

Leasehold building	2% per annum
Fixtures and fittings	20% per annum
Computer equipment	25% per annum
- 1.4 Fund raising costs are charged in the Statement of Financial Activities when incurred.

The Foundation for Conductive Education

Notes to the financial statements for the year ended 31 July 1998 (continued)

2 Analysis of Resources Used

	Staff Costs (Note 3) £	Other Depreciation Expenses £	£	Total £
Year ended 31 July 1998				
Direct charitable expenditure:				
Conductive services	571,566	78,944	22,852	673,362
Promotion and Publicity	45,849	12,257	-	58,106
	<u>617,415</u>	<u>91,201</u>	<u>22,852</u>	<u>731,468</u>
Other expenditure				
Fund raising	47,699	27,304	9,870	84,873
Administration	57,156	21,142	18,997	97,295
	<u>104,855</u>	<u>48,446</u>	<u>28,867</u>	<u>182,168</u>
Resources used in the year	<u>722,270</u>	<u>139,647</u>	<u>51,719</u>	<u>913,636</u>
Year ended 31 July 1997				
Direct charitable expenditure:				
Conductive services	682,746	116,517	19,356	818,619
Promotion and Publicity	51,542	363	-	51,905
	<u>734,288</u>	<u>116,880</u>	<u>19,356</u>	<u>870,524</u>
Other expenditure:				
Fund raising	60,116	30,616	9,677	100,409
Administration	76,824	23,597	19,356	119,777
	<u>136,940</u>	<u>54,213</u>	<u>29,033</u>	<u>220,186</u>
Resources used in the year	<u>871,228</u>	<u>171,093</u>	<u>48,389</u>	<u>1,090,710</u>

The Foundation for Conductive Education

Notes to the financial statements for the year ended 31 July 1998 (continued)

3 Staff Costs

	1998 £	1997 £
Foundation Employees:		
Salaries and wages	634,041	770,329
Social security costs	57,764	67,985
Pension costs	30,465	32,914
	<u>722,270</u>	<u>871,228</u>

Average weekly number of staff on a full-time equivalent basis:

	Number	Number
Conductors (teaching staff)	17	23
Other staff	20	20
	<u>37</u>	<u>43</u>

There were no employees with remuneration in excess of £40,000 (1997: nil).

Trustees received no remuneration and no expenses were claimed during the current and previous year, either in respect of their services as directors of the company or in their capacity as trustees.

The Foundation for Conductive Education

Notes to the financial statements for the year ended 31 July 1998 (continued)

4 Fixed assets

	Leasehold Buildings	Computer, Fixtures & Fittings	Total
	£	£	£
Cost			
At start of year	1,420,041	149,535	1,569,576
Additions	31,474	31,009	62,483
Disposals	-	(62,858)	(62,858)
At end of year	1,451,515	117,686	1,569,201
Accumulated depreciation			
At start of year	54,086	102,954	157,040
Charge for the year	29,030	22,689	51,719
Disposals	-	(60,775)	(60,775)
At end of year	83,116	64,868	147,984
Net book value			
At 31 July 1998	1,368,399	52,818	1,421,217
At 31 July 1997	1,365,955	46,581	1,412,536

The Foundation's building is situated on land owned by Birmingham City Council. Under the original terms of a Development Agreement, the Foundation was to be granted a lease for 125 years, with the option to purchase the freehold for £10,000, provided that it undertook the refurbishment of a listed building on the land within 2 years of the start of the Agreement on 27 January 1995. If the refurbishment was not completed within the prescribed time, the land and buildings on it would revert to the City Council. In January 1997 Birmingham City Council granted a two year extension to the Agreement and work on the first phase of the refurbishment of the building commenced in August 1998.

The first phase was completed in January 1999, at an approximate cost of £385,000. The trustees estimate that a further £555,000 will be required to complete the interior fitting out of the building.

The Foundation for Conductive Education

Notes to the financial statements for the year ended 31 July 1998 (continued)

5 Debtors

	1998 £	1997 £
Amounts falling due within one year		
Trade debtors	6,401	9,138
Other debtors	14,920	1,150
	<u>21,321</u>	<u>10,288</u>

6 Creditors

	1998 £	1997 £
Amounts falling due within one year		
Loan - Barnardo's	60,000	-
Trade creditors	9,378	31,603
Accruals	7,966	92,008
	<u>77,344</u>	<u>123,611</u>
Amounts falling due after more than 1 year		
Loan - Barnardo's	<u>193,714</u>	<u>253,714</u>

The loan from Barnardo's is interest free and unsecured. Repayment at £5,000 per month commenced in August 1998.

The Foundation for Conductive Education

Notes to the financial statements for the year ended 31 July 1998 (continued)

7 Deferred income

	1998 £	1997 £
At start of year	80,396	60,732
Fees paid in advance	1,192	1,192
Other grants	27,708	24,804
Birmingham City Council Development Grant	55,487	54,400
Release of deferred income during the year	(80,396)	(60,732)
At end of year	84,387	80,396

8 Permanent Endowment Fund

	1998 £	1997 £
At start of year as previously stated	1,502,257	1,621,866
Prior year adjustment	(54,086)	-
At start of year as restated	1,448,171	1,621,866
Surplus for the year	77,709	10,391
Transfer to Unrestricted Fund	-	(130,000)
Fund designated for building of the Institute	1,525,880	1,502,257

As explained in note 1, the permanent endowment fund was established to finance the new building and Cannon Hill House and at 31 July 1998 £1,451,515 has been expended on the buildings, as shown in note 4.

The prior year adjustment relates to the accumulated depreciation on the Institute's buildings to 31 July 1997, which is now charged to the Permanent Endowment Fund rather than the Unrestricted Fund.

The Foundation for Conductive Education

Notes to the financial statements for the year ended 31 July 1998 (continued)

9 Analysis of changes in cash in the year

	31 July 1998 £	31 July 1997 £	Change in year £
Year ended 31 July 1998			
Current accounts	118,201	101,863	16,338
Capital funds deposit account	124,019	109,491	14,528
	242,220	211,354	30,866
	31 July 1997 £	31 July 1996 £	Change in year £
Year ended 31 July 1997			
Current accounts	101,863	89,261	12,602
Capital funds deposit account	109,491	287,453	(177,962)
	211,354	376,714	(165,360)

The capital funds deposit account represents donations specifically for the development of the National Institute.

The Foundation for Conductive Education

Notes to the financial statements for the year ended 31 July 1998 (continued)

10 Analysis of total expenditure

	1998	1997
	£	£
Salaries and wages (Note 3)	722,270	871,228
Travel and accommodation	6,370	3,633
Professional fees	26,265	82,596
Maintenance and materials	31,344	22,362
Other sundries	50,646	52,862
Auditors' remuneration	4,630	2,640
Printing, stationery and publications	20,392	7,000
Depreciation	51,719	48,389
	<u>913,636</u>	<u>1,090,710</u>

Professional fees include £nil (1997: £2,860) paid to the auditors for other services.

11 Key Donations Received

Donations include the following:	1998	1997
	£	£
BBC Children in Need Appeal	50,000	75,000
Princess Diana Memorial Fund	57,538	-