Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2013 for Easington Lane Community Access Point

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Pullan Barnes
Chartered Accountants
Stephenson House
Richard Street
Hetton-le-Hole
Tyne and Wear
DH5 9HW

Report of the Trustees for the Year Ended 31 March 2013

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04299792 (England and Wales)

Registered Charity number

1093390

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Registered office

Brickgarth Easington Lane Houghton-le-Spring Tyne and Wear DH5 0LE

Trustees

Mr H G Watson M B E Retired Mr L Wardle Civil Servant Mr R I Moody Retired Mr J Hogan None Mr D T Todd Retired

Building Site Manager Mr P Woods Mr P Swinburne Operations Analyst Mrs J Merton Retired

Mrs R Grev Retired

Mr R J Cook Retired - appointed 13 6 13 - appointed 13 6 13 Mrs L Ather Retired

Company Secretary

Independent examiner

Michael Barnes Pullan Barnes Chartered Accountants Stephenson House Richard Street Hetton-le-Hole Tyne and Wear DH5 9HW

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

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006

Easington Lane Community Access Point as a Company Limited by Guarantee (4299792 England & Wales), and a registered charity (1093390)

Recruitment and appointment of new trustees

Our constitution provides for representation from local residents who manage the project for local people. We have access to advice and information from the Area Community Development Co-coordinator from City of Sunderland There are 12 seats on the Board (people who have signed up with Companies House) and provision for local people to sit on the board as committee members Annual meetings are held and facilitate the presentation of the projects annual reports and Accounts, the election of Directors and the

Appointment of the Independent Examiner

Board members are re-elected on an annual basis by local people based on their performance the previous year Rigorous attempts are made to recognise skills and commitment to the project through our volunteer, training and youth schemes. At the AGM, these people are encouraged to join the Board, which regularly participates in governance training

Report of the Trustees for the Year Ended 31 March 2013

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

All Directors are invited and encouraged to attend training sessions. The training covers Legal responsibilities, Individual and Board roles and responsibilities, strategic management and finance planning employment law, policies and procedures and Quality and Evaluation.

Wider network

We have successful working partnerships with the local primary and secondary schools and also have a representative on the Area Voluntary and Community Sector Networks

Related parties

We have close working partnerships with -

- City of Sunderland
- Sports & Leisure Department/Wellness
- City of Sunderland College/Princes Trust
- Local Teaching Primary Care Trust
- Children's Centres
- Gentoo

These partnerships enable us to deliver our core agenda

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A review of the direction of the organisations, and of the risks to which it is exposed is constantly taken at the monthly Board Meetings. The Directors are aware of the threats that the Company faces and have implemented a risk management strategy which reviews the risks that the charity might face, introduce systems, and procedures to mitigate those risks identified, and following up to ensure that those procedures are implemented.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal objective of the organisation is to promote and create regeneration opportunities in the area and to deliver services to local people such as training, social activities, childcare, youth work and family activities covering a host of areas including health & well-being, confidence building, free access to IT and internet, outdoor activities, local community transport scheme and conference facilities. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit, when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set

Purposes and aims

Our Charities purposes as set out in the objects contained in the company's memorandum of association are

- To advance the education of residents of Easington Lane, Hetton, Houghton-le-Spring and surrounding areas in particular by the provision of training and education opportunities with a view to relieving conditions of hardship and unemployment
- The preservation and protection of good health
- The improvement and development of public and community facilities with particular reference to environmental issues

Our aims fully reflect the purposes that the charity was set up to further

We respond to local need and offer a variety of services/amenities such as training, social activities, childcare, youth work and family activities covering a host of areas including health & well-being, confidence building, free access to IT and internet, outdoor activities, local community transport scheme and conference facilities

Ensuring our work delivers our aims

We constantly review our aims, objectives and activities and we have rigorous systems of monitoring and evaluation in place. This involves looking at what we have achieved and the outcomes of our work. We look at the success of each key activity and the benefits they have brought to the groups of people we are set up to help. This helps us to ensure our aim, objectives and activities remained tocused on our stated purposes.

Who used and benefited from our services

At ELCAP we are committed to fair treatment for everybody, and are against any form of discrimination or ill treatment. We know that in our society people are sometimes treated unfairly. We want to make sure that no one is treated badly because of these things and to make sure that anyone who behaves unfairly towards others is challenged and encouraged to change. This applies to all ELCAP staff, volunteers and people who use our services. Our beneficiaries include social groups such as Senior Citizens, Ladies club and Disabled Club which has strengthened our partnership work with those named in our Related Parties.

Ability to pay fees charged

A small fee is charged for some activities

Report of the Trustees for the Year Ended 31 March 2013

OBJECTIVES AND ACTIVITIES

Significant activities

- -We have hosted budgets such as Coalfield Community Challenge to support grass route community engagement, on behalf of Sunderland City Council
- -Gentoo have supported over 15 local residents to take MIDAS Mini Bus Awareness Training
- -We are a Digital Community, City of Sunderland Digital Challenge Team have supported the development of the facility in our building
- -We continue to develop the Heritage Site which is led by volunteers and residents
- -The Hall now hosts Houghton Brass Band continuing with the Heritage work we do

Volunteers

We have over 23 volunteers who are supported to develop skills and work based training

Our existing Community Groups continue to recruit new members - some celebrating being established for over 40 years

Volunteers have set up a funding steering group to establish funds for the Heritage projects

ACHIEVEMENT AND PERFORMANCE

Charitable activities

We are constantly promoting our ethos 'run by local people for local people', this makes it possible for us to continually meet and exceed the targets set by our funders

ELCAP currently has 6 employees - full time, part time and sessional We employ Shiney Row Childcare for any of our Creche and event needs

Target Actual Percentage

Number of People Contacted 26,750

This year the Community Transport Project has over 120 new passengers which was funded through the SIB Shopper Bus Scheme We have transported 259 local community groups regularly this year

Internal and external factors

Citywide networking enables us to promote and increase services available at ELCAP

We continue with our internal funding strategy meetings

Feedback from funders continues to indicate that partnership and consortia bids will be more effective Voluntary Sector organisations in the Coalfields have began to work together to identify their strengths, ELCAP Directors attended these meetings hosted by VCAS (Voluntary and Community Action)

ELCAP has a place as part of the voluntary sector on the Coalfield Area Committee, which is making a difference in our community

Internal and external factors

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FINANCIAL REVIEW

Reserves policy

The Trustees have assessed the level of Reserves that it feels are necessary to sustain and develop its activities at around £10,000 This would cover costs for two months in staffing and running costs. Allowance must be made for funding awarded for 2013/14 The majority of funding is paid contemporaneously with the expenditure to which it relates

The current level of Reserves is thought to be sufficient, but the Directors are mindful of the need to replenish funding as projects come to an end

Redundancies

The transport manager post was deleted from the structure

Principal funding sources

Details of our current funding sources are available upon written request

Report of the Trustees for the Year Ended 31 March 2013

FINANCIAL REVIEW

Investment policy and objectives

Under the Memorandum and Articles of Association, the Charity has the power to make any investment which the Trustees/Directors see fit

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are a few funds for long term investment

FUTURE DEVELOPMENTS

The Board are looking to develop health issues raised and access to services

The Heritage work continues to be successful

Heritage is strength and we will work with partners to look at the long term sustainability and develop the Heritage Collections and relevant space

We are continuing with our fund raising strategy

Partnerships continue to be developed with many services continuing to be delivered from our buildings Digital Challenge, Children's Centres, Lifeline, Counted 4, Sunderland Teaching Primary Care Trust, Stroke Association Sharp, and Gentoo

FUNDS HELD AS CUSTODIAN FOR OTHERS

Awards on behalf of two beneficiaries Under the terms of this arrangement, Easington Lane Community Access Point are used as an intermediary for the expenditure to be incurred on behalf of the beneficiaries of the Peoples Challenge Budget Sunderland. City Council Area Committee

ON BEHALF OF THE BOARD

Mr L Wardle - Trustee

1 Wardle

13 June 2013

Independent Examiner's Report to the Trustees of Easington Lane Community Access Point

I report on the accounts for the year ended 31 March 2013 set out on pages six to twelve

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met, or

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

Michael Barnes Pullan Barnes Chartered Accountants

Stephenson House Richard Street Hetton-le-Hole

Tyne and Wear DH5 9HW

13 June 2013

Statement of Financial Activities for the Year Ended 31 March 2013

	Notes	Unrestricted funds £	Restricted funds	31 3 13 Total funds £	31 3 12 Total funds £
INCOMING RESOURCES	110103	~	~	~	~
Incoming resources from generated funds					
Voluntary income		28,397	-	28,397	24,261
Activities for generating funds	2	17,306	-	17,306	24,686
Investment income	3	17	•	17	824
Incoming resources from charitable activities					
Community		48,267	-	48,267	17,620
Transport		13,806	-	13,806	. =
In House		17,548		17,548	15,987
Total incoming resources		125,341	-	125,341	83,378
RESOURCES EXPENDED Charitable activities					
Community		32,507	-	32,507	28,748
Youth		498	-	498	4,689
Education		-	=	-	6,319
Transport		27,957	-	27,957	39,980
In House		120,889		120,889	52,515
Total resources expended		181,851	-	181,851	132,251
NET INCOMING/(OUTGOING) RESOURCES		(56,510)		(56,510)	(48,873)
The Incommodulation Resources		(50,510)	_	(30,310)	(30,073)
RECONCILIATION OF FUNDS					
Total funds brought forward		86,734	128	86,862	135,735
TOTAL FUNDS CARRIED FORWARD		30,224	128	30,352	86,862

Balance Sheet At 31 March 2013

FIXED ASSETS	Notes	Unrestricted funds	Restricted funds £	31 3 13 Total funds £	31 3 12 Total funds £
Tangible assets	7	18,318	-	18,318	27,670
CURRENT ASSETS Debtors Cash at bank and in hand	8	11,530 77,485	6,858	11,530 84,343	10,708 76,765
		89,015	6,858	95,873	87,473
CREDITORS Amounts falling due within one year	9	(77,109)	(6,730)	(83,839)	(28,281)
A mounts furning due wallin one year	,	(77,105)	(0,750)		(20,201)
NET CURRENT ASSETS		11,906	128	12,034	59,192
TOTAL ASSETS LESS CURRENT LIABILITIE	ES	30,224	128	30,352	86,862
NET ASSETS		30,224	128	30,352	86,862
FUNDS Unrestricted funds	10				
General fund				(14,054)	14,678
Capital				17,042	29,699
Training & Development				-	4,170
Youth Development Group & Flats YC				-	9,961
Young Peoples Activities				-	13,675
Youth Opportunity Fund				1,110	4,004
New Flats Fund				-	9,709
Simon Wellness Fund Community Bulb Planting Fund				-	4,955
City of Sunderland - SIB				1,657	890 (7,372)
Coalfields Christmas				1,057	66
EON - Community Garden				376	2,299
Heritage Funding				1,124	· -
City of Sunderland SIB 2 - Community Challenge				(355)	-
Big Local Funding				8,533	-
Peoples Challenge Nexus Transport				956 13,806	-
Heritage Action				(971)	-
The Joicey Trust				1.000	
Restricted funds				30,224	86,734
Big Lottery Fund				28	28
Northern Rock Foundation				100	100
					128
TOTAL FUNDS				30,352	86,862

Balance Sheet - continued At 31 March 2013

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2013 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 13 June 2013 and were signed on its behalf by

Mr L Wardle -Trustee

1. Wardle

Mr H G Watson M B E -Trustee

Notes to the Financial Statements for the Year Ended 31 March 2013

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 1985 and the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

The following specific policies are applied to particular categories of income

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has been included in these accounts

Investment income is included when receivable

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Fixtures and fittings - 20% on cost and 15% on cost
Motor vehicles - 25% on reducing balance

Computer equipment - 33% on cost

Faxation

The charity is exempt from corporation tax on its charitable activities

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

2. ACTIVITIES FOR GENERATING FUNDS

	31 3 13	21 3 12
	£	£
Room Hires etc	11,435	15,257
Snooker, Choir, Blood Donors & Other Income	5,871	9,429
		
	17,306	24,686
		

31 3 13

31 3 12

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

3	INVESTMENT INCO	ME
		.171

	Deposit account interest	31 3 13 £ 17	31 3 12 £ 824
4.	NET INCOMING/(OUTGOING) RESOURCES		
	Net resources are stated after charging/(crediting)		
	Depreciation - owned assets	31 3 13 £ 26,852	31 3 12 £ 11,269

5 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012

31 3 13

£

31 3 12

£

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2013 nor for the year ended 31 March 2012

6. STAFF COSTS

7

Wages and salaries Social security costs			62,569 3,239	54,476 3,242
			65,808	57,718
TANGIBLE FIXED ASSETS				
	Fixtures and		Computer	
	fittings	Motor vehicles	equipment	Totals
COST	£	£	£	£
At 1 April 2012	101,896	50,664	60,724	213,284
Additions	-	17,250	250	17,500
At 31 March 2013	101 896	67,914	60,974	230,784
DEPRECIATION				
At 1 April 2012	74,226	50,664	60,724	185,614
Charge for year	9,520	17,250	82	26,852
At 31 March 2013	83,746	67,914	60,806	212,466
NET BOOK VALUE				
At 31 March 2013	18,150	-	168	18,318
At 31 March 2012	27,670	-		27,670
	==			

The net book value of mini-buses has been written down to zero

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

8 DEBTORS. AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 3 13	31 3 12
	£	£
Amounts recoverable on contract	5,292	8,056
VAT	2,949	
Prepayments	3,289	2,652
	11,530	10,708
		====
	31 3 13	31 3 12
	31 3 13	31 3 12
	£	£
Bank loans and overdrafts	47,631	9,138
Social security and other taxes	939	767
Accrued expenses	35,269	18.376
	83,839	28,281

The disclosure for Bank Loans and Overdrafts relates to the notional element of the Bank Account Credit Balance allocated to some of the Funds. There is no facility to become overdrawn with the Bank.

Accruals contains an amount of £3,171 at 31st March 2013 (£3,171 - 31st March 2012) in respect of Big Boost Funding and £31at 31st March 2013 (£31 - 31st March 2012) in respect of Christmas Lights Funding both held on behalf of third parties

10 MOVEMENT IN FUNDS

	At 1 4 12 £	Net movement in funds £	I ransfers between funds £	At 31 3 13 £
Unrestricted funds				
General fund	14,678	(77,673)	48 941	(14,054)
Capital	29,699	(7,873)	(4,784)	17,042
Training & Development	4,170	(99)	(4,071)	-
Youth Development Group & Flats YC	9,961	-	(9,961)	-
Young Peoples Activities	13,675	-	(13,675)	-
Youth Opportunity Fund	4.004	(1,779)	(1,115)	1,110
New Flats Fund	9 709	(265)	(9,444)	-
Simon Wellness Fund	4,955	747	(5 702)	-
Community Bulb Planting Fund	890	(792)	(98)	-
City of Sunderland - SIB	(7,372)	9,029	-	1,657
Coalfields Christmas	66	25	(91)	-
EON - Community Garden	2,299	(1,923)	-	376
Heritage Funding	-	1,124	-	1,124
City of Sunderland SIB 2 - Community Challenge	-	(355)	•	(355)
Big Local Funding	-	8,533	-	8,533
Peoples Challenge	-	956	-	956
Nexus Transport	-	13,806	-	13,806
Heritage Action	-	(971)	-	(971)
The Joicey Trust		1,000		1,000
	86,734	(56,510)	•	30,224
Restricted funds				
Big Lottery Fund	28	-	-	28
Northern Rock Foundation	100	-	-	100
				
	128	-	•	128
TOTAL FUNDS	86,862	(56,510)		30,352

Notes to the Financial Statements - continued for the Year Ended 31 March 2013

10. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows

	Incoming	Resources	Movement in
	resources	expended	funds
	£	£	£
Unrestricted funds			
General fund	25,226	(102,899)	(77,673)
Service Level Agreement	5,890	(5,890)	-
Community Transport	27,955	(27,955)	-
Youth Opportunity Fund	-	(1,779)	(1,779)
New Flats Fund	-	(265)	(265)
Simon Wellness Fund	3,172	(2,425)	747
Coalfields Christmas	25	· · · · · ·	25
City of Sunderland - SIB	10,397	(1,368)	9,029
EON - Community Garden	•	(1,923)	(1,923)
Heritage Funding	7,870	(6,746)	1,124
City of Sunderland SIB 2 - Community Challenge	7,000	(7,355)	(355)
Big Local Funding	20,000	(11,467)	8,533
Peoples Challenge	3,000	(2,044)	956
Nexus Transport	13,806	-	13,806
The Joicey Trust	1,000	_	1,000
Community Bulb Planting Fund	-	(792)	(792)
Heritage Action	-	(971)	(971)
Capital	-	(7,873)	(7,873)
Training & Development	-	(99)	(99)
	125,341	(181,851)	(56,510)
TOTAL FUNDS	125,341	(181 851)	(56,510)

<u>Detailed Statement of Financial Activities</u> <u>for the Year Ended 31 March 2013</u>

	31 3 13 £	31 3 12 £
INCOMING RESOURCES		
Voluntary income Donations & Gifts	28,397	24,261
Donations & Ones	26,371	24,201
Activities for generating funds	11 425	15.252
Room Hires etc Snooker, Choir, Blood Donors & Other Income	11,435 5,871	15,257 9,429
		
	17,306	24,686
Investment income		
Deposit account interest	17	824
Incoming resources from charitable activities		
Grants	79,621	33,607
Total incoming resources	125,341	83,378
	125,5 11	05,570
RESOURCES EXPENDED		
Charitable activities		
Wages	62,569	54,476
Social security Insurance	3,239 4,560	3,242 1,746
Creche Provision	1,448	1,740
Consumables & Activity Costs	38,377	25,690
	110,193	86,714
Support costs		
Legal & Professional		
Legal & Professional General Office & Finance Staff	5,300	1,208
Sundries	821	206
Management		
Volunteer Input Human resources	112	230
Other Travel	10,728	9,474
Premises Costs Rates and water	2,731	2,668
Insurance	1,451	2,819
Light and heat	8,003	5,385
Cleaning	5 1 1 9	5,035
Repairs & Renewals	5,130	3,636
	22,434	19,543
Office Costs	1 679	1 700
Telephone Postage and stationery	1,678 2 211	1,708 1,815
Bank Charges	304	85
Bad debts	1,217	_
	5,410	3,608

<u>Detailed Statement of Financial Activities</u> <u>for the Year Ended 31 March 2013</u>

	31 3 13	31 3 12
	£	£
Depreciation		
Depreciation of Fixtures & Fittings	22,457	11,244
Depreciation of Motor Vehicles	4,313	-
Depreciation of Computer Equipment	83	24
	26,853	11,268
Total resources expended	181 851	132,251
Net expenditure	(56,510)	(48,873)