Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2021

for

The Centre for Equality and Diversity

Dalton Pardoe Limited Chartered Accountants 794 High Street Kingswinford West Midlands DY6 8BQ

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## Report of the Trustees for the Year Ended 31 March 2021

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 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

## Report of the Trustees for the Year Ended 31 March 2021

# OBJECTIVES AND ACTIVITIES Objectives and aims

Purpose and aims:

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

- i. Promote equality of opportunity across all Protected Characteristic race, gender reassignment, marriage & civil partnership, pregnancy & maternity, age, sex, religion and belief & disability.
- ii. To eliminate discrimination based on, or having reference to, all or any of the foregoing.
- iii. Promote such or any charitable purposes as the charity shall think fit

## Ensuring our work delivers our aims

The charity aims are reviewed annually by board members at board and other meetings. Reviews throughout 2020/2021 focused on what have been achieved so far, key benefits and elements of service improvement.

#### **Public Benefit:**

In setting plans and priorities for areas of work, the Trustees of CfED have followed the guidance from the Charity Commission on the provision of public benefit. In particular Trustees consider how planned activities will contribute to meeting objectives they have set. We have demonstrated how CfED delivers its principal charitable objective, to promote equality of opportunity and eliminate discrimination, in this financial statement.

The focus of our work:

All focus has been based on the 6 strategic priorities as agreed in our business plan. These are

- 1. Strengthen our financial base & internal procedures
- 2. Strengthen our capacity to deliver
- 3. Improve access to services & facilities
- 4. Focus on those in greatest needs
- 5. Develop greater influence on policy formation
- 6. Strengthen marketing & communication

The activities we engaged in to meet these priorities during this period of review includes:

- Delivered 1-1 support to 14 Syrian families residing in Dudley under the Syrian Vulnerable Persons Resettlement
  - Programme.
- Provided a local community hub at our Stone Street premises for public use.
- Delivered a money mentoring programme, accessed by 9 people

## Report of the Trustees for the Year Ended 31 March 2021

- Joined the National Network of Places of Welcome
- Replaced 6 aged computers in the Community Hub giving job seekers better equipment to use in Job Search and online activities
- Replaced an aged photocopy machine for one more efficient and cost effective and capable of linking into IT infrastructure

How our activities deliver public benefits:

All of our charitable activities are focused on empowering service users and engaging with others - whether another agency or individuals - in ways which makes a difference. For example, our money mentoring programme enables service users/mentees to manage their finances much better rather than daily frustrations and stress of struggling to make ends meet. From the mentor's perspective being a money mentor enables the volunteer mentor to gain mentoring skills to give one to one money management support and to give mentees an opportunity to get a fresh perspective on their financial situation and money management challenges. Either way this programme and other activities makes a significant difference to mentee and mentor.

Who used and benefited from our services?

Who we help at times depend on the availability of funding and any limitation on the use of such funds. However, in general terms the majority of our services users during the year 2020/2021 are - those who drop in and use the facilities in the Community Hub.

### Volunteers/work placements:

The charity is grateful for the unstinting efforts of all its volunteers and work placements who are involved in administrative and project delivery duties. Volunteers and work placements play an important part in the life of the charity and we appreciate all their contributions. It is estimated that approximately 2800 volunteer and work placement hours were given during the year.

#### **FINANCIAL REVIEW**

#### **Financial Review**

Against the backdrop of limited resources and insecurities over funding the Charity has delivered in line with agreed funded projects / services. While the Charity has sound financial management and a dedicated team of staff and volunteers, we have not been able to increase funds significantly during 2020/2021 period. A total income of £77,558 represents a 17.4% decrease of £16,372 from previous year of £93,930. After deducting all expenditure the Charity achieved a surplus of income over expenditure of £10,430 for the year under review (£3,686 : 2020).

The Charity will continue to actively seek new and alternative revenue streams with the guided support of external expertise. Directors recognised the challenging financial situation the charity faces in the forthcoming year.

## Report of the Trustees for the Year Ended 31 March 2021

#### FINANCIAL REVIEW

## Principal funding sources

The principal funding sources for the Charity in 2020/2021 were by way of earned income which had a value of

The Charity is also grateful to continue receiving in-kind support from Dudley MBC pertaining to the upkeep of premises at Stone Street. This is valued at approximately £14,000 per annum.

### Investment policy and objectives

Although it is the intention of the Directors to build up a sufficient reserve that may then be invested in long term deposits no such investment has taken place during the year.

### Reserves policy

The board of directors has examined the Charity's requirement for reserves in light of the main risk to the organisation. It has established a policy whereby the unrestricted funds not omitted or invested in tangible fixed assets held by the charity should be equivalent to 6 months or £50,000 of annual core cost of the organisation.

This present level of unrestricted resources available to the Charity of £13,334 therefore falls significantly short of target level although the strategy is to build reserves through planned operating surplus. Trustees are well aware that target may take a few years to build. In the short-term Trustees have also considered the extent to which existing activities and expenditure could be curtailed.

#### Plans for future periods

The charity plans to continue the activities outlined below in the forth-coming 2021/2022 year. The Covid-19 pandemic has not had any detrimental effect on the period of which this report includes. At the start of the pandemic we agreed a funding structure with the DMBC Housing Services to continue delivering services to Syrian Refugees under the SVRP programme to the natural end of the contract on 30th June 2021. However, as at the end of this accounting period they is no sign that the Charity will have funding to go beyond 1st July 2021. Directors have already raised the prospect of the Charity being wind -up probably before the end of summer 2021.

Among our priorities for 2021/2022 year, are:

- Continue to develop the Community Hub concept for the delivering of services from Stone Street.
- Secure a total of £60,000 core funding during the year 20/21
- Continue to provide support services for Syrian Refugees according to the SVRP commission to 30th June 2021
- Make the case for effective and intelligent funding and contracting arrangements with local public sector bodies
- Make better use of technology and online support services to raise profile and funds.

## Report of the Trustees for the Year Ended 31 March 2021

# STRUCTURE, GOVERNANCE AND MANAGEMENT Governing document

The organisation is a charitable company limited by guarantee, incorporated on 16 March 2006 and registered as a charity on 23 June 2006; we are now entering our 13th year of operation. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of company being wound up members are required to contribute an amount not exceeding £10.

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the independently examined financial statements, for the Centre for Equality & Diversity (CfED) for the year ended 31st March 2019. The Trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements.

### The Charity and its aims

The charity is registered in England (registration number 1114821) and is not liable to UK taxation as it has non-taxable charitable activities. The charity is established to promote equality of opportunity across all diversity strands, to eliminate discrimination and to promote such or any similar charitable purposes as the charity shall think fit.

### Recruitment and appointment of trustees

The Board of Trustees is appointed by majority agreement of the existing Trustees and is scheduled to meet 6 times per year to review the Charity's activities and strategies. There are 2 sub-committees appointed as shown in the Trustee's listings on page 1. Both sub-communities are active and meet as required throughout the year. Day to day management of the Charity is undertaken by a Chief Officer.

The Board of Trustees keeps under review the skills required of the Board. When necessary the Board seeks new Trustee's by exploiting the board range of contacts of the Trustee's to ensure the maintenance of the necessary mix of skills.

All members of the Board give their time voluntary and receive no benefits from the Charity. Any expenses reclaimed from the charity are set out in note 6 to the accounts.

Under the requirements of the Memorandum and Articles of Association the directors are elected to serve for a period of three years after which they must be re-elected at the next annual general meeting.

Brian Roe, Ms Angela Edwards and Ms Kulvinder Hira retire by rotation and being eligible offer themselves for re-election.

## Report of the Trustees for the Year Ended 31 March 2021

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Organisational structure

The charity has a Board of Directors and 2 separate sub-committees, each with clearly defined functions and responsibilities, to oversee and manage its activities. The Chief Officer is responsible for the day-to-day management of the Charity and its activities. The Board is the governing body currently with 6 members who met 9 times during the year under review and has been responsible for policy, financial affairs and a wide range of ancillary business.

The Human and Operational Resources sub-committee (HOR) has as its primary responsibility the appointment of staff and all matters relating to staff retention. It has 4 members from the Board of Directors. However due to the Covid -19 pandemic all business of this sub- committee has been subsumed in to respective board meetings and therefore have not met separately

The Finance & Policies Sub-Committee (F&P) has responsibility for decisions and matters relating to accounting, finances, allocation of resources, and policies pertaining to the work programme and strategic direction of the organisation. Is has 6 members from the Board of Directors. However due to the Covid -19 pandemic all business of this sub-committee has been subsumed in to respective board meetings and therefore have not met separately.

### Related parties

As so far as it is complimentary to the charity's objects, the charity is guided by both local and national policies. At a national level the Equality Act of 2010 is important in terms of how we drive changes in organisational policies and practices and make recommendations to public sector agencies.

At a local level the charity has relationship with several local and regional agencies and is influenced by policies from several of these agencies providing health care and other essential services. We also have representation on 2 local boards, Safe & Sound Strategic Board and Community Cohesion Strategic Group. Throughout the year we have also been a member of the the Community, voluntary & faith Test & Trace Sub- group which since August 2020 has met virtually every fortnight.

#### Risk management

The Trustees actively review the major financial and non-financial risk to the charity to ensure that steps have been taken to minimise the risk and to provide the charity's staff with appropriate insurance or physical protection against any unavoidable risks. Standing item of risk management is on every agenda of each board and sub-committee meetings.

Significant external risks to funding have led to much discussion both at board and sub-committee level. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to our Stone Street base.

# Report of the Trustees for the Year Ended 31 March 2021

## REFERENCE AND ADMINISTRATIVE DETAILS

## Registered Company number

05745005 (England and Wales)

## Registered Charity number

1114821

## Registered office

16a Stone Street Dudley West Midlands DY1 1NS

### **Trustees**

Mrs A J Edwards Mrs K Hira Mr M Hussain (Chair) Ms D Martin Mr B Roe Mr P Singh

## **Sub-Committee Appointments**

Finance and Policies:

Mr M Hussain Mr B Roe

## Human and Operational:

Mr B Roe (Chair) Mrs A Edwards Mrs K Hira Mr P Singh

## **Company Secretary**

Mr P Singh

## Independent Examiner

Dalton Pardoe Limited Chartered Accountants 794 High Street Kingswinford West Midlands DY6 8BQ

## Report of the Trustees for the Year Ended 31 March 2021

## REFERENCE AND ADMINISTRATIVE DETAILS Senior Management Mr K Rodney - Chief Officer

#### **Bankers**

HSBC, 226 High Street, Dudley, West Midlands, DY1 1PQ

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 28 July 2021 and signed on its behalf by:

Mrs K Hira - Trustee

# Independent Examiner's Report to the Trustees of The Centre for Equality and Diversity

Independent examiner's report to the trustees of The Centre for Equality and Diversity ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

## Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

# Independent Examiner's Report to the Trustees of The Centre for Equality and Diversity

## Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Colin Dalton FCA
Institute of Chartered Accountants in England and Wales
Dalton Pardoe Limited
Chartered Accountants
794 High Street
Kingswinford
West Midlands
DY6 8BQ

Date: 28 7 2021

# Statement of Financial Activities for the Year Ended 31 March 2021

	l Note:	Jnrestricted fund	Restricted funds	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM		-	_	_	~
Charitable activities Income		54,354	23,202	77,556	93,908
Investment income	2	1	1	2	22
Total		54,355	23,203	77,558	93,930
EXPENDITURE ON Charitable activities Expenditure		41,423	25,705	67,128	90,244
NET INCOME/(EXPENDITURE)		12,932	(2,502)	10,430	3,686
RECONCILIATION OF FUNDS					
Total funds brought forward		401	6,680	7,081	3,395
TOTAL FUNDS CARRIED FORWARD		13,333	4,178	17,511	7,081
FORWARD		13,333	4,178 	17,511 ———	7,081

## Balance Sheet 31 March 2021

		Unrestricted fund	Restricted funds	31.3.21 Total funds	31.3.20 Total funds
	Note	es £	£	£	£
FIXED ASSETS Tangible assets	7	607	-	607	810
CURRENT ASSETS Debtors Cash at bank and in hand	8	7,670 18,399	- 4,177	7,670 22,576	22,474 10,603
		26,069	4,177	30,246	33,077
CREDITORS Amounts falling due within one year	9	(13,342)	-	(13,342)	(26,806)
NET CURRENT ASSETS		12,727	4,177	16,904	6,271
TOTAL ASSETS LESS CURRENT LIABILITIES		13,334	4,177	17,511	7,081
NET ASSETS/(LIABILITIES)		13,334	4,177	17,511	7,081
FUNDS Unrestricted funds Restricted funds	10			13,334 4,177	401 6,680
TOTAL FUNDS				17,511	7,081

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

## Balance Sheet - continued 31 March 2021

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 provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 28 July 2021 and were signed on its behalf by:

Mr M Hussain (Chair) - Trustee

## Notes to the Financial Statements for the Year Ended 31 March 2021

#### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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 - 25% on reducing balance

#### **Taxation**

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.

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# Notes to the Financial Statements - continued for the Year Ended 31 March 2021

### 2. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Deposit account interest	2	22

## 3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.21	31.3.20
	£	£
Depreciation - owned assets	203	270

### 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

## Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

## 5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.21	31.3.20
Charitable activities	2	2

No employees received emoluments in excess of £60,000.

# Notes to the Financial Statements - continued for the Year Ended 31 March 2021

## 6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted funds	Total funds £
INCOME AND ENDOWMENTS FROM Charitable activities Income	83,908	10,000	93,908
	·	10,000	
Investment income			22
Total	83,930	10,000	93,930
EXPENDITURE ON Charitable activities Expenditure	86,924	3,320	90,244
NET INCOME/(EXPENDITURE)	(2,994)	6,680	3,686
RECONCILIATION OF FUNDS			
Total funds brought forward	3,395	-	3,395
TOTAL FUNDS CARRIED			
FORWARD	401 ———	6,680	7,081

# Notes to the Financial Statements - continued for the Year Ended 31 March 2021

## 7. TANGIBLE FIXED ASSETS

			Fixtures and fittings £
	COST		
	At 1 April 2020 and		
	31 March 2021		9,061
	DEPRECIATION		
	At 1 April 2020		8,251
	Charge for year		203
	At 31 March 2021		8,454
	NET BOOK VALUE		
	At 31 March 2021		607
	At 31 March 2020		<del>====</del> 810
8.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
•		31.3.21	31.3.20
		£	£
	Trade debtors	7,670	22,474
9.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEA	R	
		31.3.21	31.3.20
		£	£
	Trade creditors	752	25,966
	Other creditors	11,750	-
	Accrued expenses	840	840
		13,342	26,806
			·

# Notes to the Financial Statements - continued for the Year Ended 31 March 2021

## 10. MOVEMENT IN FUNDS

		Net	
		movement	At
	At 1.4.20	in funds	31.3.21
	£	£	£
Unrestricted funds			
General fund	401	12,933	13,334
Restricted funds			
Community Led Homes	6,680	(5,298)	1,382
Community Forum	-	103	103
Community Heart of England	-	1,956	1,956
Community Fund - Hear for your			
Project			
	-	736	736
		<u> </u>	4 477
	6,680	(2,503)	4,177
TOTAL FUNDS	7,081	10,430	17,511

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	54,355	(41,422)	12,933
Restricted funds			
Community Led Homes	-	(5,298)	(5,298)
Community Forum	3,501	(3,398)	103
Community Heart of England Community Fund - Hear for your Project	10,000	(8,044)	1,956
	9,702	(8,966)	736
	23,203	(25,706)	(2,503)
TOTAL FUNDS	77,558	(67,128) ======	10,430

# Notes to the Financial Statements - continued for the Year Ended 31 March 2021

## 10. MOVEMENT IN FUNDS - continued

## Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds General fund	3,395	(2,994)	401
Restricted funds Community Led Homes	-	6,680	6,680
TOTAL FUNDS	3,395	3,686	7,081

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	83,930	(86,924)	(2,994)
Restricted funds Community Led Homes	10,000	(3,320)	6,680
TOTAL FUNDS	93,930	(90,244)	3,686

# Notes to the Financial Statements - continued for the Year Ended 31 March 2021

## 10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds	_	_	~
General fund	3,395	9,939	13,334
Restricted funds			
Community Led Homes	-	1,382	1,382
Community Forum	-	103	103
Community Heart of England	-	1,956	1,956
Community Fund - Hear for your Project			
		736	736
	-	4,177	4,177
TOTAL FUNDS	2.205	44 446	17 511
TOTAL FUNDS	3,395 ———	14,116 =====	17,511

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

Incoming resources £		Movement in funds £
138,285	(128,346)	9,939
10,000	(8,618)	1,382
3,501	(3,398)	103
10,000	(8,044)	1,956
9,702	(8,966)	736
33,203	(29,026)	4,177
171,488 ======	(157,372)	14,116
	resources £ 138,285 10,000 3,501 10,000 9,702 33,203	resources £ £ 138,285 (128,346)  10,000 (8,618) 3,501 (3,398) 10,000 (8,044)   9,702 (8,966)  33,203 (29,026)

# Notes to the Financial Statements - continued for the Year Ended 31 March 2021

## 11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

# Detailed Statement of Financial Activities for the Year Ended 31 March 2021

for the Year Ended 31 Warch 2021	31.3.21 £	31.3.20 £
INCOME AND ENDOWMENTS		
Investment income Deposit account interest	2	22
Charitable activities Income from fees and charges Donations	54,354 10,000	83,908
Income from projects Grant income	13,202	10,000
	77,556	93,908
Total incoming resources	77,558	93,930
EXPENDITURE		
Charitable activities Salaries and pensions	48,796	59,899
External facilitation services	35	10,523
Volunteers travel and training	1,936	7,086
Consultancy fees	2,500	2,350
Office expenses	496	268
Insurance	1,532	1,447
Projects Resources and Activities	2,463	-
Telephone and postage	4,288	4,008
Maintenance and repairs	971	772
Software and website	4 624	958
Freelance accountancy costs	1,631 137	1,504 319
Bank charges Training and development	1,300	318
Training and development  Depreciation	203	270
Governance costs	840	840
Obvertigation costs		
	67,128	90,244
Total resources expended	67,128	90,244
Net income	10,430	3,686

This page does not form part of the statutory financial statements